

To: Brenda, Peggy, Patti, Donna, Anita
Re: Retained Students

Before the last report card is run by the teachers or office staff, retained students must be identified and marked in STI Office. Please contact your administrator for a date to give to your teachers for this info to be given to you.

To Enter Retained students: Go to Students, Add/Edit, select the student to be retained, Click on the Options button and then the Retained button

Call me with questions.....Joan