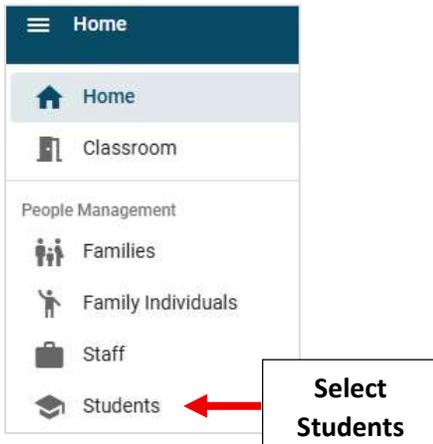


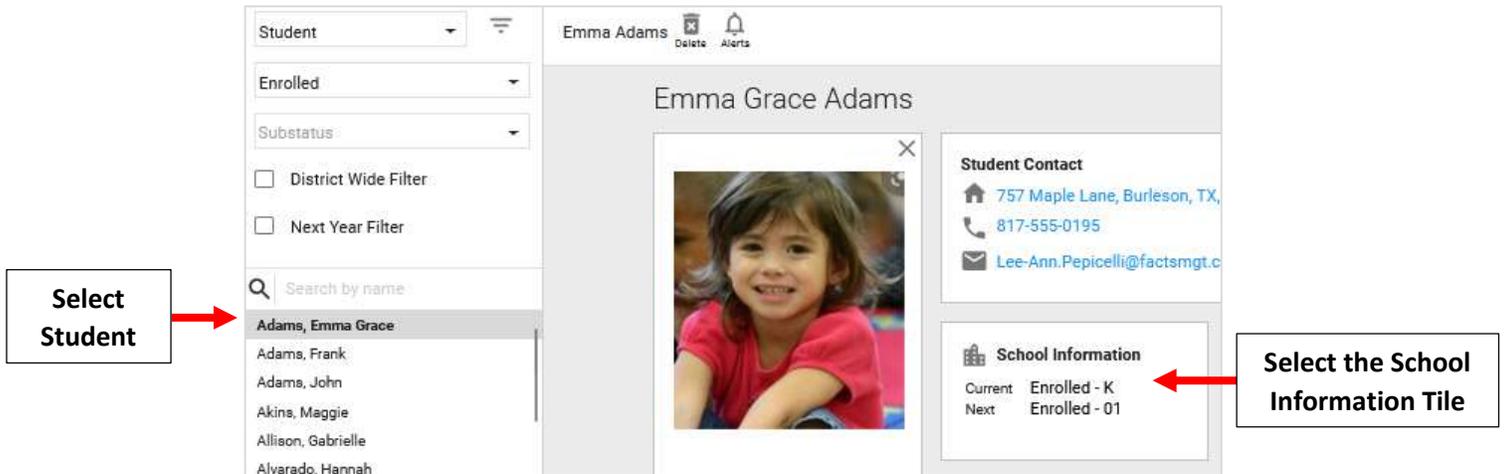
# Retaining Students in FACTS SIS

Change Next Grade Level for Students being **Retained** in their Current Grade. Select **Students** from main menu



**\*\*This Applies Only to Students being \*\* Retained in Same Grade Level**

Select **Student** From List than Select the **School Information** Tile



Select the **Grade Level** Drop Down and **Change Grade** to match **Current Grade Level** . Select **Save** to **Save** your Changes

