# Promotion Status Verification
(for retained or placed students)

1. Click on the Students Tab.

2. Then click the Student Browse.

3. On the Student Browse Screen, select Entity in the drop-down menu.

4. Select the filter to view the promotion status of the students.
   - To view students marked as retained, select the Retentions (shared) filter
   - To view students marked as Placed, select the PLACED (shared) filter

Note:
- Students marked as retained will have a “R” under “Pro Sts”
- Students marked as Placed will have a blank space under “Pro Sts”
For a printable list of students:
5. Click the Export Options icon
6. Select the Export to Excel Option
7. Click the Export button

Your list will now open in Microsoft Excel.