

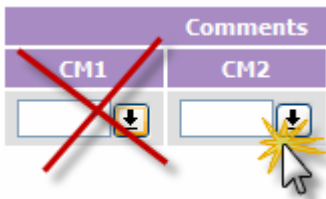
# Teacher Access Center Promotion/Retention Message - Elementary Level

Teachers will need to enter the Promotion/Retention message as a **Comment** on the **RC** page. It does not need to be entered for every class. It is suggested that the Promotion/Retention comment be placed with the Language Arts grade.

Click the **RC** link.

[RC](#)

The Promotion/Retention comments are listed under **Comment 2** only. They are not a choice for **Comment 1**.



In the **Comment 2** drop down menu, choose the appropriate Promotion/Retention comment, and click **OK**.

