



## Conducting a Retention Analysis

### An Easy Method for Calculating Retention Rates

- STEP 1:** Identify the student type (ABE, ESL, gender) that you want to calculate the retention rate (see Performance Report).
- STEP 2:** Identify the total number of students enrolled in the student type during that period of time.
- STEP 3:** Identify the total number of students who either completed the goal at the end of the time frame.
- STEP 4:** Divide the total number of students from item 3 by the total number of students in item 2.
- STEP 5:** Change your decimal to a percentage.
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#### **Example:**

Thirty students enrolled in Ms. Quire's class during the first week of school.

At the end of the first nine weeks, 4 students had completed the class and 5 students were continuing their work.

Divide 9 by 30 and the retention rate = .30 or 30%.