

User Manual
for
Progression Activity
(School/Entry User)

UDISE+ | **SDMS**



Version 3.1

Table of Contents

1. Introduction 3

2. Login..... 3

3. Progression Activity..... 3

4. Progression Details Correction 7

5. View Progression Student Activity 9

6. Finalize Progression10

7. BULK PROGRESSION (State-Specific Feature).....11

1. Introduction

This is a year-end activity (done by school users) to promote students from the previous academic year to the current academic year based on their term-end examination results or overall academic performance.

This document provides comprehensive instructions/guidelines on the progression activity feature.

2. Login

Log in to the UDISE+ {<https://udiseplus.gov.in/#/en/home>} using the valid user credentials and go to the student module.

- Progression Activity is available under the Student Movement and Progression in the left menu.

3. Progression Activity

Click on either Progression Activity or Progression Summary Section Wise (marked in green) to go to the section-wise list of students to do their progression.

Progression Activity

Progression Activity
Enter progression details of students

Progression Summary Section Wise
Class and section wise progression status

Schooling Status Correction
Update student schooling status

View Progression Student Activity
Progression details student wise

Finalize Progression
School progression finalize

Know about Progression

Progression

- This module is used to progress students from the previous academic year to the current academic year.
- Select the class and section to finalize student progression. Once all classes and sections are finalized, finalize the school progression.

Progression Correction

- Once a section is finalized for a class, corrections can be made for individual students.
- Schooling status cannot be changed from this section.

Student Schooling Status Correction

- This module allows updating a student's schooling status to "Left School with TC/Without TC" after the class section is finalized
- A reason for leaving school must also be specified.

Progression Activity: Users can directly open the page showing 'List of students eligible for progression from the academic year 2025-26 to 2026-27'. The user has to then select the class and section (according to the year 2025-26) from the Dropdown and click on Go button.

List of students eligible for progression from the academic year 2025-26 to 2026-27

Select Class
Select Section
Go

Note

- The 'Class to be Promoted' value increases by +1 in comparison to the preceding class if 'Promoted' option is selected.
- If the "Not Promoted" or "Discontinued" option is selected, the value in "Class to be Promoted" will remain the same as in the preceding class.
- After updating and finalizing the data for each class and section, the user should click the "Finalize" button. After that, the user should be redirected to the Finalize Progression page and click the "Submit" button to complete the "Progression Activity".
- If the student's schooling status was selected incorrectly during progression, Click here to correct it.
- To update a student's schooling status from 'Left School with/without TC' to 'Studying in the Same School,' please import the student from Dropbox.

Please click the Update button if any changes are made in the Progression Status (2025-26) Details section.

Select Gender Search

Student Basic Details (as Per School record/School Admission Register)	Progression Status (2025-26) Details	Eligible/Promoted Class & Section	Status	Progressed On (DD/MM/YYYY HH:MM:SS)	Action
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Progression Summary Section Wise: User is directed to the page showing list of sections available in class in 2025-26 along with its progression status. Click on the 'View/Update' button of the desired class-section to go to the 'List of students eligible for progression from the academic year 2025-26 to 2026-27'. The page will display the list of students for the selected class and section.

School Dashboard

School Details

Student Release Request Management

Student Name Update

List of All Students

APAAR Module

AADHAAR MBU Module

AADHAAR Capture Status

Class / Section Shift

Student Movement and Progression

Reporting Module

School Certification

Duplicate Records 2026-27

Progression Summary Section Wise for Academic Year (2025-26)

Search

< BACK

S.No.	Class/Grade	Section	Progression Status	Progression Lock Time (DD/MM/YYYY HH:MM:SS)	Action
1	Nursery/KG	A	Finalized	21/05/2026 03:08:51 PM	View/Update
2	Nursery/KG	B	Pending	28/05/2026 08:55:01 PM	View/Update
3	Nursery/KG	C	Finalized	21/05/2026 03:09:04 PM	View/Update
4	Nursery/KG	D	Finalized	28/05/2026 02:42:16 PM	View/Update
5	Nursery/KG	E	Finalized	27/05/2026 06:02:22 PM	View/Update
6	LKG/KG1/Pre-School	A	Finalized	21/05/2026 03:23:44 PM	View/Update
7	LKG/KG1/Pre-School	B	Finalized	28/05/2026 10:20:42 AM	View/Update
8	LKG/KG1/Pre-School	C	Finalized	28/05/2026 10:34:25 AM	View/Update
9	UKG/KG2/Pre-Primary	A	Finalized	21/05/2026 04:04:12 PM	View/Update

3.1 Fill the Progression Status Details of Students

Details in the below given fields should be filled correctly by the user

1. Progression Status

- **Promoted (by Examination)** - The student is promoted and is eligible for the next class on having successfully passed the required examination.
- **Not Promoted/Repeater** - The student has not passed the required examinations. The student repeats the current class.
- **Promoted without Examination** - The student is promoted to the next class without the need to take the examination. {Marks in Percentage will be disabled.}
- **Not Promoted due to Absence in Exam** - The student is not promoted to the next class due to his/her absence in the required examinations. The student will repeat the current class. This status is applicable for classes 10th and 12th.
- **Not Promoted due to Compartment** - The student is not promoted to the next class due to compartment status in the term end result. The student will repeat the current class. This status is applicable for classes 10th and 12th.
- **Promoted Provisionally (with Compartment)** - The student is eligible for promotion to the next class despite compartment status in the term end result. The student will be promoted to the class. This status is applicable for classes 10th and 12th.
- **Discontinued without TC/SLC before Examination** - Student discontinued the studies before taking the required examinations. The student remains mapped to the current class. {Marks in Percentage will be disabled.}
- **Repeater by Choice** – This status can be selected for students of all classes. The student remains mapped to the current class.

Note: Some of the progression statuses are **state-based options**, hence may not be visible to all schools.

2. Marks in Percentage (%)

Percentage should be between 0 and 100.

3. No. of Days School Attended

It should be between 1 and 250 days.

4. Schooling Status

❖ **Studying in the Same School** - Select this schooling status if the student continues to study in your school in the academic year 2026-27.

❖ **Left School with TC/Without TC** – Select this schooling status if the student discontinues from your school in the academic year 2026-27. Reason for leaving the school must also be selected from the dropdown.

Note

- 1: In this case the section dropdown in “Eligible/Promoted Class & Section” column will be disabled.
- 2: An alert message will be given by the system for confirmation of school leaving status. However, in case of students in the last/terminal class of that particular school, no alert message will be given.

5. Eligible/Promoted Class & Section

- If the Progression status is selected as “**Promoted (by Examination)**” then the eligible class (auto-display) will be +1 in the academic year 2026-27, and a dropdown list to select section will be displayed. In other statuses, the eligible class of the student will remain the same as studied in the year 2025-26.
- Section will be disabled when the user selects the schooling status as “**Left School with TC/without TC**”. Students will be displayed in Dropbox. An alert message will be given except in case of last/terminal class of that particular school.

List of students eligible for progression from the academic year 2025-26 to 2026-27

Note

1. The 'Class to be Promoted' value increases by +1 in comparison to the preceding class if 'Promoted' option is selected.
2. If the 'Not Promoted' or 'Discontinued' option is selected, the value in 'Class to be Promoted' will remain the same as in the preceding class.
3. After updating and finalizing the data for each class and section, the user should click the "Finalize" button. After that, the user should be redirected to the Finalize Progression page and click the "Submit" button to complete the "Progression Activity".
4. If the student's schooling status was selected incorrectly during progression, [Click here](#) to correct it.
5. To update a student's schooling status from 'Left School with/without TC' to 'Studying in the Same School', please Import the student from Dropbox.

Student List for Progression (Class -XI | Section -A)

Please click the Update button if any changes are made in the Progression Status (2025-26) Details section.

Student Basic Details (as Per School record/School Admission Register)	Progression Status (2025-26) Details	Eligible/Promoted Class & Section	Status	Progressed On (DD/MM/YYYY HH:MM:SS)	Action
Student Name: AYB PEN: 39113491121 State Code: NA Gender: Male DOB: 01/05/2010 Father's Name: FBDFBDFBDFB Mother's Name: BFDFBDFBDFB	Progression Status Marks in Percentage (%) No. of Days School attended Schooling Status (2026-27) Reason for Leaving School	Class : XI Section : A	Done	27/05/2026 10:44:13 AM	<button>Update</button> <button>Correction Progression</button> <button>Correction Schooling</button>

Finalize

After filling in all details, click on 'Update' button to save. If there are no error as per the system validation, then a success message will be displayed.

Note: 1) Before section finalization, the user can modify the details and click on update to save the latest record.
2) If the school already completed the progression activity before the "Reason" field was introduced for schooling status 'Left School with TC/without TC', these students will be highlighted in the list of students eligible for progression. This has been done for your convenience so you can quickly identify and save the reason for those specific students.

3.2 Section Finalization

After details of all students are filled, click on 'Finalize' button to complete progression activity of the section. A confirmation message with a statistical summary of the progression activity of that class will be displayed. Click on the 'Confirm' button. If there are no error, then success message will be displayed; otherwise, an error alert will be shown.

The screenshot displays the NIC School Management System interface. A confirmation dialog box is centered on the screen, asking: "Are you sure you want to freeze the section with the statistics below?". The dialog shows statistics for Class XII, Section A:

Progression Status	No. of student
Promoted(by Examination)	0
Not Promoted/Repeater	1
Not Promoted due to Compartment	0
Total	1

Schooling Status	No. of student
Studying in Same School	1
Left School with TC/without TC	0
Total	1

The dialog has "Cancel" and "Confirm" buttons. The "Confirm" button is highlighted with a red box. In the background, the "Finalize" button at the bottom of the interface is also highlighted with a red box. The interface shows a sidebar with various modules, a top navigation bar with "Type : 3 - Co-educational", "Class : Nursery/KG - 12", and "School Name : A JIRIGBLSA LPS". The main area displays "Student List for Progression (Class -XII | Section -A)" and a table with columns: Eligible/Promoted Class & Section, Status, Progressed On, and Action. The table shows one student with status "Done" and a timestamp "01/06/2026 03:11:27 PM".

4. Progression Details Correction

If any progression details need to be modified or corrected after section finalization, then the user can do it using – Correction Progression and Correction Schooling buttons, enabled in the ‘List of students eligible for progression’ page.

List of students eligible for progression from the academic year 2025-26 to 2026-27

III

A

Go

Note

1. The 'Class to be Promoted' value increases by +1 in comparison to the preceding class if 'Promoted' option is selected.
2. If the 'Not Promoted' or 'Discontinued' option is selected, the value in 'Class to be Promoted' will remain the same as in the preceding class.
3. After updating and finalizing the data for each class and section, the user should click the 'Finalize' button. After that, the user should be redirected to the Finalize Progression page and click the 'Submit' button to complete the 'Progression Activity'.
4. If the student's schooling status was selected incorrectly during progression, [Click here](#) to correct it.
5. To update a student's schooling status from 'Left School with/without TC' to 'Studying in the Same School,' please import the student from Dropbox.

Student List for Progression (Class -III | Section -A)

*The progression activity for this section has been already completed

Search

Items per page: 100

1 - 2 of 2

Student Basic Details (as Per School record/School Admission Register)	Progression Status (2025-26) Details	Eligible/Promoted Class & Section	Status	Progressed On (DD/MM/YYYY HH:MM:SS)	Action
Student Name: ID PEN: 33754098634 State Code: NA Gender: Female DOB: 09/02/2015 Father's Name: IDE Mother's Name: IDE	Progression Status Marks in Percentage (%) No. of Days School attended Schooling Status (2026-27) Reason for Leaving School	Promoted(by Examination) 78 76 Left School with TC/without TC Distance from Residence Class : IV Section :	Done	21/05/2026 10:35:14 AM	Update Correction Progression Correction Schooling

4.1 Correction Progression

If the Progression Status, Marks in Percentage, No. of Days School attended, Section to be Promoted (if studying in the same school) or Reason for Leaving the School (if schooling status is ‘Left School with TC/without TC’) has to be changed, then use this button to modify/update details.

After modifying the details, click on ‘Update’ button.

Update Student Progression Activity

Student's Name (as Per School record/School Admission Register) : ID

Student PEN : 33754098634

Progression Status

Marks in Percentage (%) 2025-26

No. of Days School attended (2025-26)

Class to be Promoted

Schooling Status (2026-27)

Reason for Leaving School

Section to be Promoted

Update

Note:

1. To update a student's schooling status from 'Left School with/without TC' to 'Studying in the Same School,' please import the student from Dropbox.

4.2 Correction Schooling

If the schooling status of a student needs to be changed from ‘Studying in the Same School’ to ‘Left School with TC/without TC’, then use this button to update the same.

Select the reason for correcting the schooling status & student’s school leaving reason.

5. View Progression Student Activity

Here, the list of students whose Progression Activity in the Academic Year (2025-26) is completed are displayed.

Progression Activity

Progression Activity
Enter progression details of students

Progression Summary Section Wise
Class and section wise progression status

Schooling Status Correction Now
Update student schooling status

View Progression Student Activity
Progression details student wise

Finalize Progression
School progression finalize

Students whose status is 'Pending' and highlighted denotes that section finalization is pending for their class.

List of All Students with Progression Activities Academic Year (2025-26)					
Total Enrolments : 90 Completed : 73 Pending : 17 School's Progression has been Finalized.					
Basic Details (as Per School record/School Admission Register)	Student PEN	Previous Class & Section	Status	Progression Details 2025-26	Schooling Status
Name - "SAM", " " Gender - Male DOB - 17/03/2021	Permanent Education Number - 01952208488	Class - UKG/KG2/Pre-Primary Section - C	DONE	Promoted Class and Section (2026-27) - I A Marks in % - 12 Attendance - 12 Progression Status (2026-27) - Promoted(by Examination)	Left School with TC/without TC
Name - STUDENT Gender - Female DOB - 09/02/2020	Permanent Education Number - 23915415698	Class - UKG/KG2/Pre-Primary Section - C	PENDING	Promoted Class and Section (2026-27) - I A Marks in % - 12 Attendance - 21 Progression Status (2026-27) - Promoted(by Examination)	Left School with TC/without TC
Name - MR. SSS Gender - Female DOB - 09/02/2021	Permanent Education Number - 00070531453	Class - UKG/KG2/Pre-Primary Section - E	DONE	Promoted Class and Section (2026-27) - PP-1 E Marks in % - 0 Attendance - 67 Progression Status (2026-27) - Not Promoted/Repeater	Studying in Same School
Name - U/TGUYHQG Gender - Female DOB - 04/10/2018	Permanent Education Number - 58832545524	Class - UKG/KG2/Pre-Primary Section - E	DONE	Promoted Class and Section (2026-27) - I B Marks in % - 56 Attendance - 67 Progression Status (2026-27) - Promoted(by Examination)	Studying in Same School
Name - ABC Gender - Male DOB - 23/01/2021	Permanent Education Number - 01378055104	Class - I Section - B	PENDING	Promoted Class and Section (2026-27) - I A Marks in % - 14 Attendance - 78 Progression Status (2026-27) - Not Promoted/Repeater	Left School with TC/without TC

Note: To view the list of students whose progression is pending, go to the 'List of Students' to find the list of Not Progressed Students.

6. Finalize Progression

After progression details of the students are filled and all sections finalized, the school should finalize progression details.

The user should check the declaration statement and clicking on the 'Submit' button. School's Progression Finalization will freeze the data for that academic year.

Progression Activity

Progression Activity
Enter progression details of students >

Progression Summary Section Wise
Class and section wise progression status >

Schooling Status Correction New
Update student schooling status >

View Progression Student Activity
Progression details student wise >

Finalize Progression
School progression finalize >

< BACK

Finalize progression for Academic Year 2025-26

Please read the following points before completion of 'Progression Module'

1. The promotion module will be deactivated for your school.
2. The Import module will be activated for your school.
3. No additional will be permitted for any student.
4. The activities for the current academic year will be enable for your school
5. Once the progression module has been marked as completed, it will not be reopened during this Academic year.

☐ I hereby declare that the Data is free from any kind of Errors and inconsistencies.

Submit

Successful finalization status will be updated.

Finalize Progression for Academic Year 2025-26



School's Progression has been Finalized.

Finalized By: 04010800303

Finalized Date: 26/05/2026 11:44:24 AM

7. BULK PROGRESSION (State-Specific Feature)

This provision allows a school user to move a bunch of students from its last available class to the eligible class in the next (pre-identified) school after filling in the progression details.

7.1 Fill in the progression details of students as done in the progression activity.

7.2 Select students for Bulk Progression.

7.3 Enter UDISE Code of the valid Successive School and click on 'Promote'. The selected students will be moved to the successive school.