

Student End Enrollment Checklist

01/26/2025 4:30 pm EST

[Verify Information](#) | [Print Reports](#) | [End Enrollment](#)

Verify Information

	Task	<input checked="" type="checkbox"/> Completed
1.	Attendance: Verify all attendance entries (including suspensions) for the student have been entered and assigned the appropriate attendance code.	<input type="checkbox"/>
2.	Grades: Verify with all of the student's teachers that all grades have been entered prior to ending the enrollment for the student.	<input type="checkbox"/>
3.	Discipline: Verify all incidents have been entered for the student prior to ending the enrollment for the student.	<input type="checkbox"/>
4.	Programs: <i>"More Information Coming"</i>	<input type="checkbox"/>
5.	Testing/Accommodations: <i>"More Information Coming"</i>	<input type="checkbox"/>
6.	Immunizations: Verify the immunization record is entered and up-to-date if your PSU enters immunizations into Infinite Campus.	<input type="checkbox"/>
7.	Emergency Contacts: Verify that emergency contacts are up-to-date prior to ending the enrollment for the student.	<input type="checkbox"/>

Print Reports

Before proceeding with the withdrawal of a student from Infinite Campus, it is recommended to print the necessary reports to ensure all relevant data is accurately recorded. The following reports are suggested as a best practice:

	Task	<input checked="" type="checkbox"/> Completed
1.	Schedule: To print a student's schedule follow the pathway below. <i>Student Information > General > Schedule > Select View Option and Print</i>	<input type="checkbox"/>
2.	Attendance: To print individual student attendance follow the pathway below. <i>Student Information > General > Attendance > Select Period Detail > Choose Options > Click Generate Report</i>	<input type="checkbox"/>
3.	Transcript: To print a student's transcript follow the pathway below. <i>Student Information > General > Transcripts > Select Reports > Select North Carolina Official Transcript > Select Print this file</i>	<input type="checkbox"/>
4.	Discipline: To print a student's discipline follow the pathway below. <i>Student Information > General > Behavior > Select All Years > Choose Report Format > Print</i>	<input type="checkbox"/>
5.	Grades: To print a student's report card follow the pathway below. <i>Student Information > General > Grades > Select Reports > Choose Report Card</i>	<input type="checkbox"/>

End Enrollment Steps

	Task	<input checked="" type="checkbox"/> Completed
1.	Verify the Year, School and Calendar selected in the Campus toolbar is for the current school year.	<input type="checkbox"/>
2.	Locate the student to withdraw and navigate to their Enrollment record.	<input type="checkbox"/>
3.	Edit the current enrollment and populate the End Date. Student's End Date will be the last day they attended school. Students who are suspended should have an end date of their last day of suspension.	<input type="checkbox"/>
4.	Assign an appropriate End Status for this student (if known) and add End Comments as required by your PSU.	<input type="checkbox"/>
5.	Click Save when finished.	<input type="checkbox"/>