Student End Enrollment Checklist

10/31/2025 12:24 pm EDT

Verify Information | Print Reports | End Enrollment

Verify Information

	Task	☑ Completed
1.	Records Transfer: Ensure that the Records Transfer has been completed for this student if they previously attended another NC Public School.	☐
2.	Attendance: Verify all attendance entries (including suspensions) for the student have been entered and assigned the appropriate attendance code.	☐
3.	Grades: Verify with all of the student's teachers that all grades have been entered prior to ending the enrollment for the student.	☐
4.	Discipline: Verify all incidents have been entered for the student prior to ending the enrollment for the student.	☐
5.	Immunizations: Verify the immunization record is entered and up-to-date if your PSU enters immunizations into Infinite Campus.	☐
6.	Emergency Contacts: Verify that emergency contacts are up-to-date prior to ending the enrollment for the student.	☐

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

End Enrollment Steps

	Task	☑ Completed
1.	Verify the Year, School and Calendar selected in the Campus toolbar is for the current school year.	☐
2.	Locate the student to withdraw and navigate to their Enrollment record.	☐
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.	☐
4.	Assign an appropriate End Status for this student (if known) and add End Comments as required by your PSU.	☐
5.	Click Save when finished.	☐