



NCSIS
STUDENT INFORMATION SYSTEM



North Carolina Department of
PUBLIC INSTRUCTION

*Infinite
Campus*

Summer End Enrollment

07/11/2025 8:39 am EDT

Use the Summer End Enrollment process when a student's enrollment ends after the previous school year, but before the new school year begins.

- Follow all guidelines for withdrawing students in accordance with the [SASA Manual](https://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/student-accounting#SASAManual-1394) (<https://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/student-accounting#SASAManual-1394>) and your local PSU procedures.
- Process the end enrollment as a No Show.
- Refer to the steps in the [NC No Show Process](https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/nc-no-show-process) (<https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/nc-no-show-process>) article for the steps to end the student's enrollment for the current school year.

Navigation: Search Student > Student Information > General > Enrollments

Summer End Enrollment Reminders

- Change the Start Date to **7/1/YYYY**.
- Check the **No Show** checkbox.
- Add an End Date of **7/1/YYYY**.
- Input a **local end status** that reflects the appropriate status code based on the student's withdrawal situation. Refer to the [SASA Manual](https://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/student-accounting#SASAManual-1394) (<https://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/student-accounting#SASAManual-1394>) to ensure the correct end status code is used.
- Use **End Comments** to provide additional details regarding the student's withdrawal in the NCSIS. (optional)

If a student returns during the school year following a summer no-show record, add a new enrollment following the [Student Enrollment Checklist](https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/enrollment-checklist) (<https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/enrollment-checklist>).

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