

Graduation

04/08/2025 9:25 pm EDT

This series of articles provides a guide to verifying and updating final transcript grades and related information. It outlines the necessary steps to ensure that the NC Official Transcript accurately reflects students' academic achievements. The process includes assigning Graduation Requirements, CTE Programs, Endorsements/Seals, and completing the necessary graduation documentation. By following these steps, educators and administrators can ensure that all critical data is correctly recorded and up to date, reflecting students' true academic accomplishments.

Graduation Checklist

Below are steps to complete the graduation process for students as an individual or as a group.

Individual Graduate

|

Mid-Year Graduates

|


End of Year




Graduates


|

Adding Seals

Individual Student Graduate


Task	 Completed
Post Grades to Transcript <i>Menu > Student Information > General Student Administration > Transcript Post Wizard</i> <ul style="list-style-type: none"> Transcript Post Wizard Infinite Campus 	<input type="checkbox"/>
Verify Graduation Program is assigned <i>Menu > Student Information > Academic Planning > Programs</i> <ul style="list-style-type: none"> Graduation Program Assignment 	<input type="checkbox"/>
Verify CTE Programs are assigned (if applicable) <i>Menu > Student Information > Academic Planning > Programs</i> <ul style="list-style-type: none"> CTE Program Assignment 	<input type="checkbox"/>




Task	 Completed
<p>Calculate Graduation Plan On-Track Status <i>Menu > Student Information > Program Administration > Course Plan Administration</i></p> <ul style="list-style-type: none"> • Course Plan Administration Infinite Campus <div data-bbox="194 399 1276 562">  <p><i>This process will also calculate CTE Concentrator Status for those assigned to a CTE Program. This will run for all students. This process is taxing on the system, and it is recommended to be run after regular business hours.</i></p> </div>	<input type="checkbox"/>
<p>Add Seals (Endorsements) (if applicable) <i>Menu > Student Information > General > Graduation</i></p> <ul style="list-style-type: none"> • Graduation (North Carolina) Infinite Campus • Requirements for Endorsements can be found: High School Diploma Endorsements NC DPI <div data-bbox="194 808 1276 951">  <p><i>At this time, this process is manual.</i></p> </div>	<input type="checkbox"/>
<p>Review Transcripts</p> <ul style="list-style-type: none"> • Verify graduation requirements are met • Verify programs are reflected correctly on the transcript (CTE) • Verify seals are reflected correctly on the transcript 	<input type="checkbox"/>
<p>Verify/Enter Diploma Type <i>Menu > Student Information > General > Graduation</i></p> <ul style="list-style-type: none"> • Graduation (North Carolina) Infinite Campus 	<input type="checkbox"/>
<p>Enter Diploma Date <i>Menu > Student Information > General > Graduation</i></p> <ul style="list-style-type: none"> • Graduation (North Carolina) Infinite Campus • The Diploma Date should be the student's last day of instruction. 	<input type="checkbox"/>
<p>Verify Post Grad Plans <i>Menu > Student Information > General > Graduation</i></p> <ul style="list-style-type: none"> • Graduation (North Carolina) Infinite Campus • This information can be added by students when using the Cours Planning tool in student portal. 	<input type="checkbox"/>


Task	 Completed
End Student Enrollment <i>Menu > Student Information > General > Enrollments</i> <ul style="list-style-type: none"> The enrollment End Date should be the student's last day of instruction The enrollment End Status should be <ul style="list-style-type: none"> W4: Early Completer/Midyear Grad W6: High School Graduate Student End Enrollment Checklist 	<input type="checkbox"/>
Print Final Transcript <i>Menu > Student Information > General > Transcript</i> <ul style="list-style-type: none"> Transcripts (North Carolina) Infinite Campus 	<input type="checkbox"/>

Mid-Year Graduation Checklist

Using Enrollment End Batch Wizard (Multiple Students)

Task	 Completed
Post Grades to Transcript <i>Menu > Student Information > General Student Administration > Transcript Post Wizard</i> <ul style="list-style-type: none"> Transcript Post Wizard Infinite Campus 	<input type="checkbox"/>
Verify Graduation Program is assigned <i>Menu > Student Information > Academic Planning > Programs</i> <ul style="list-style-type: none"> Graduation Program Assignment 	<input type="checkbox"/>
Verify CTE Programs are assigned (if applicable) <i>Menu > Student Information > Academic Planning > Programs</i> <ul style="list-style-type: none"> CTE Program Assignment 	<input type="checkbox"/>





Task	☑ Completed
<p>Calculate Graduation Plan On-Track Status</p> <p><i>Menu > Student Information > Program Administration > Course Plan Administration</i></p> <ul style="list-style-type: none"> • Course Plan Administration Infinite Campus <div data-bbox="194 378 1274 541">  <p><i>This process will also calculate CTE Concentrator Status for those assigned to a CTE Program. This will run for all students. This process is taxing on the system, and it is recommended to be run after regular business hours.</i></p> </div>	<input type="checkbox"/>
<p>Verify Post Grad Plans</p> <p><i>Menu > Student Information > General > Graduation</i></p> <ul style="list-style-type: none"> • Graduation (North Carolina) Infinite Campus <div data-bbox="194 745 1274 892">  <p><i>If using the Course Plan in Student/Parent Portal this field can be populated via the portal but should be reviewed by staff.</i></p> </div>	<input type="checkbox"/>
<p>Add Seals (Endorsements)</p> <p><i>Menu > Student Information > General > Graduation</i></p> <ul style="list-style-type: none"> • Graduation (North Carolina) Infinite Campus • Requirements for Endorsements can be found: High School Diploma Endorsements NC DPI <div data-bbox="194 1134 1274 1276">  <p><i>At this time, this process is manual.</i></p> </div>	<input type="checkbox"/>
<p>Review Transcripts</p> <ul style="list-style-type: none"> • Verify graduation requirements are met • Verify programs are reflected correctly on the transcript (CTE) • Verify seals are reflected correctly on the transcript 	<input type="checkbox"/>




Task	<input checked="" type="checkbox"/> Completed
Post Diplomas & End Enrollments <i>Menu > Student Information > General Student Administration > Enrollment End Batch Wizard</i> <ul style="list-style-type: none"> Enrollment End Batch Infinite Campus The Diploma Date should be the student's last day of instruction. The enrollment End Date should be the student's last day of instruction The enrollment end status should be W4: Early Completer/Midyear Grad for early graduates. <div>  <p>This process will add a diploma type, diploma date, and diploma period as well as add an end date and end status for the current enrollment. Use an Ad Hoc of Mid-Year Graduates for this process.</p> </div>	<input type="checkbox"/>
Print Final Transcript <i>Menu > Grading & Standards > Reports > Transcript Batch Report</i> <ul style="list-style-type: none"> Transcripts (North Carolina) Infinite Campus 	<input type="checkbox"/>

End of Year Graduation Checklist

Using Course Plan Administration (Multiple Students)

Task	<input checked="" type="checkbox"/> Completed
Post Grades to Transcript <i>Menu > Student Information > General Student Administration > Transcript Post Wizard</i> <ul style="list-style-type: none"> Transcript Post Wizard Infinite Campus 	<input type="checkbox"/>
Verify Graduation Program is assigned <i>Menu > Student Information > Academic Planning > Programs</i> <ul style="list-style-type: none"> Graduation Program Assignment 	<input type="checkbox"/>
Verify CTE Programs are assigned (if applicable) <i>Menu > Student Information > Academic Planning > Programs</i> <ul style="list-style-type: none"> CTE Program Assignment 	<input type="checkbox"/>

Task	 Completed
<p>Calculate Graduation Plan On-Track Status</p> <p><i>Menu > Student Information > Program Administration > Course Plan Administration</i></p> <ul style="list-style-type: none"> • Course Plan Administration Infinite Campus <div data-bbox="194 399 1276 562">  <p><i>This process will also calculate CTE Concentrator Status for those assigned to a CTE Program. This will run for all students. This process is taxing on the system, and it is recommended to be run after regular business hours.</i></p> </div>	<input data-bbox="1377 409 1399 438" type="checkbox"/>
<p>Verify Post Grad Plans</p> <p><i>Menu > Student Information > General > Graduation</i></p> <ul style="list-style-type: none"> • Graduation (North Carolina) Infinite Campus <div data-bbox="194 768 1276 911">  <p><i>If using the Course Plan in Student/Parent Portal this field can be populated via the portal but should be reviewed by staff.</i></p> </div>	<input data-bbox="1377 768 1399 798" type="checkbox"/>
<p>Add Seals (Endorsements)</p> <p><i>Menu > Student Information > General > Graduation</i></p> <ul style="list-style-type: none"> • Graduation (North Carolina) Infinite Campus • Requirements for Endorsements can be found: High School Diploma Endorsements NC DPI <div data-bbox="194 1155 1276 1297">  <p><i>At this time, this process is manual.</i></p> </div>	<input data-bbox="1377 1134 1399 1163" type="checkbox"/>
<p>Review Transcripts</p> <ul style="list-style-type: none"> • Verify graduation requirements are met • Verify programs are reflected correctly on the transcript (CTE) • Verify seals are reflected correctly on the transcript 	<input data-bbox="1377 1428 1399 1457" type="checkbox"/>

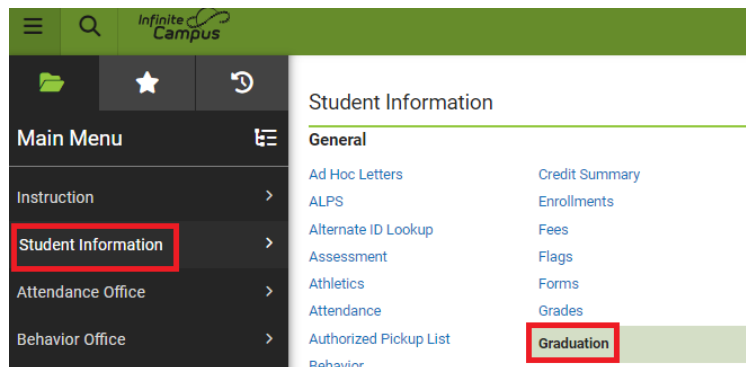
Task	 Completed
<p>Post Diplomas & End Enrollments</p> <p><i>Menu > Student Information > Program Administration > Course Plan Administration</i></p> <ul style="list-style-type: none"> • Course Plan Administration Infinite Campus • If a student is on-track for the graduation program and in grade 12, this process will add a diploma type, diploma date, and diploma period if the fields are blank. • This process can also add an end date and end status to the current enrollment. • The Diploma date should be the student's last day of instruction. • The enrollment End Date should be the student's last day of instruction. • The enrollment end status should be W6: High School Graduate. <div data-bbox="196 627 1276 768">  Any student that is graduating but not in grade 12 or in grade 12 but is not on track, will need to be processed using Enrollment End Batch Wizard or individually. </div> <p><i>Menu > Student Information > General Student Administration > Enrollment End Batch Wizard</i></p> <ul style="list-style-type: none"> • Enrollment End Batch Infinite Campus • The End Date should be the student's last day of instruction • The student's end status should be W6: High School Graduate. <div data-bbox="196 987 1276 1127">  <i>This process will add a diploma type, diploma date, and diploma period as well as add an end date and end status for the current enrollment. Use an Ad Hoc of Graduates for this process .</i> </div>	<input data-bbox="1377 695 1401 726" type="checkbox"/>
<p>Print Final Transcript</p> <p><i>Menu > Grading & Standards > Reports > Transcript Batch Report</i></p> <ul style="list-style-type: none"> • Transcripts (North Carolina) Infinite Campus 	<input data-bbox="1377 1241 1401 1272" type="checkbox"/>

Adding Seals/Endorsements

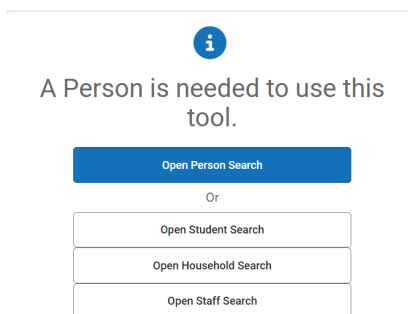
Information regarding endorsements, please visit the [High School Diploma Endorsements | NC DPI](#) . If a student earns one or more of the following endorsements, it must be manually added to the student's record.

- Career
- College
- College/UNC
- NC Academic Scholars
- Global Languages
- Arts Proficiency

Navigation: Menu > Student Information > General > Graduation



Select a Student: If a student is not selected, click Open Student Search tool to search by the student's name. Search for student's using advanced searches or Ad Hoc Filters as needed. Select the student's name to open the graduation tool. If a student was already selected, the graduation tool will open automatically.



1. Navigate to the bottom of the graduation tool.
2. Select the appropriate **seal/endorsements** from the dropdown menu.
3. Enter the **Date Earned**.
4. If another endorsement/seal was earned, click the **Add State Seal** button and enter the appropriate information.
5. Once all endorsements/seals are entered, click **Save**.

A screenshot of the 'State Seal Information' form. It has two columns: 'Endorsement or Seal' and 'Date Earned'. Under 'Endorsement or Seal', there is a dropdown menu with '3: College/UNC' selected and an 'X' icon to its left. Under 'Date Earned', there is a date field with '06/05/2025' and a calendar icon. Below the form is an 'Add State Seal' button.

A seal/endorsement can be deleted by clicking the "X" next to the seal/endorsement.

Graduation Program Assignment

Graduation Program Assignment

Students must have a graduation program assigned to determine academic progress towards graduation requirements. This must be completed before a transcript is accurate.

At this time, this is a manual process. Follow the steps below to batch add the correct graduation program to multiple students at once based on their grade 9 entry dates. This process must be done in each non program calendar that contains active high school students.

Any Ad Hoc Filter mentioned in this article needs to be created locally. The field for grade 9 entry date is graduation.grad9Date.

This article will be updated once this process is automated.



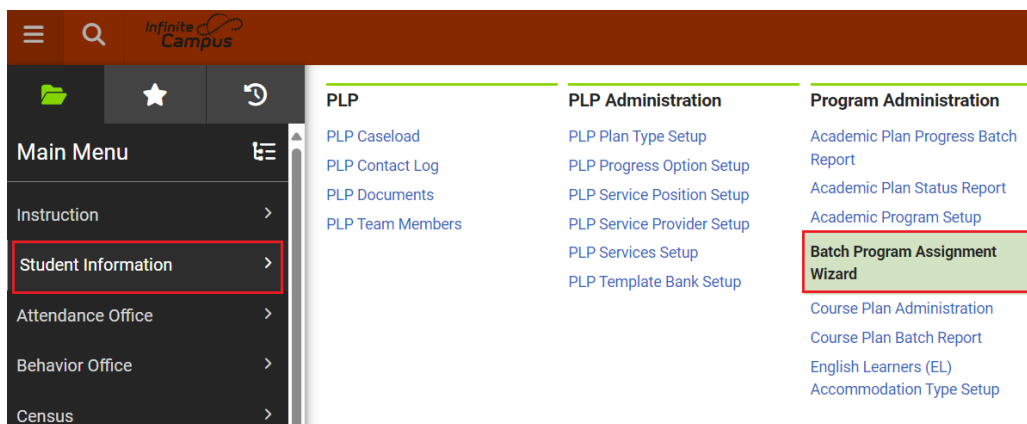
Check out the Assigning Programs portion of the Supplemental Content: North Carolina Passport Videos for more information.

Batch Graduation Program

Individual Graduation Program

Batch Graduation Program Assignment

Navigation: Menu > Student Information > Program Administration > Batch Program Assignment Wizard



1. Choose the current school year and calendar as appropriate in the context.
2. Select **Graduation** Program Type from the dropdown.
3. Program selection is based on the student's 9th grade entry date:
 - a. Students who entered 9th grade in **07/01/2021 and later** should be assigned **2021 NC Graduation Requirements**

(Graduation) or 2021 OCS Graduation Requirements (Graduation).

b. Students who entered 9th grade **prior to 07/01/2021** should be assigned **2020 NC Graduation Requirements (Graduation)**.

4. Select the radio button **Add Participation**.
5. Enter a **Start Date**. This date should be the first day of the instructional year. (Leave end date blank).
6. Select the radio button to **Select Filter**.
7. Select the appropriate **Ad Hoc Filter** (Grade 9 Entry Date 07/01/2021 and Later or Grade 9 Entry Date Prior to 07/01/2021) according to the program selection.
8. Click **Update** to add the program.

The screenshot shows the 'Batch Program Assignment Wizard' interface. At the top, there is a breadcrumb trail: 'Student Information > Program Administration > Batch Program Assignment Wizard'. Below this is a dark blue header bar with the text 'Batch Assignment Tool'. A message box states: 'The Batch Assignment tool adds, deletes, or modifies the item selected in the Type field for the selected students(s). Students can only be assigned one graduation program.'

The main form area is divided into several sections:

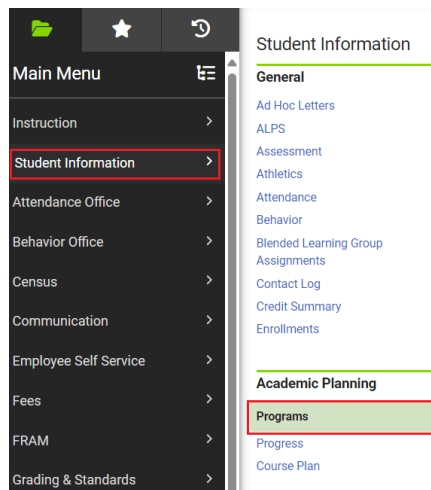
- Select Type:** A dropdown menu currently set to 'Graduation'.
- Select Program:** A dropdown menu currently set to '2021 NC Graduation Requirements (Graduation)'.
- Select Mode:** Three radio buttons: 'Add Participation' (selected), 'Delete Participation', and 'Edit Participation'.
- Start Date:** A date field with a calendar icon, showing '08/28/2024'.
- End Date:** An empty date field with a calendar icon.
- Select Filter:** A radio button that is selected.
- Batch Add:** An unselected radio button.
- Select Filters (at least one):** A section with two sub-sections:
 - Grade(s):** A text input field with the placeholder 'Select one or more grade levels.'
 - Ad Hoc Filter:** A dropdown menu currently set to 'Grade 9 Entry Date 07/01/2021 and Later'.
 - Scheduling Group/Team(s) (Optional):** A text input field with the placeholder 'Select one or more scheduling groups.'
- Update:** A button at the bottom center of the form.

Complete this process as needed after students enroll and prior to printing transcripts.

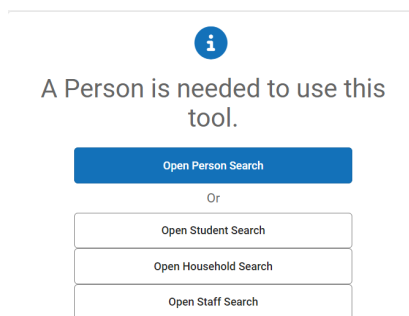
View the records processed by clicking on the batch report. The completed process will be alerted to the user in the message center.

Individual Graduation Program Assignment

Navigation: Menu > Student Information > General > Academic Planning > Programs



Select a Student: If a student is not selected, click Open Student Search tool to search by the student's name. Search for students using advanced searches or Ad Hoc Filters as needed. Select the student's name to open academic programs tool. If a student was already selected, the academic programs tool will open automatically once the navigation is followed.



1. Click **New Graduation Program**.
2. Select the "**2021 NC Graduation Requirements (Graduation)**" or "**2021 OCS Graduation Requirements (Graduation)**" program for students who entered 9th grade in **07/01/2021 and later**. For students who entered 9th grade **prior to 07/01/2021**, use the "**2020 NC Graduation Requirements (Graduation)**" program.
3. Enter a **Start Date**. This date should be the first day of the student's enrollment.
4. Click **Save**.

Save

New Graduation Program

New Academic Program

Documents

Academic Plan Editor

Program	Start Date	End Date	Program Type	Flag

Graduation Program Detail

*Program

2021 NC Graduation Requirements (Graduation)

*Start Date

8/28/2024

End Date

The program is now listed in the academic plan editor.

New Graduation Program

New Academic Program

Documents

Academic Plan Editor

Program	Start Date	End Date	Program Type	Flag
2021 NC Graduation Requirements	08/28/2024		Graduation	

Complete this process as needed after students enroll and prior to printing transcripts.

Once the graduation program has been added to the student's record, the Progress tool can be viewed to see the progress the student has made towards the graduation requirements in the assigned program.

CTE Program Assignment

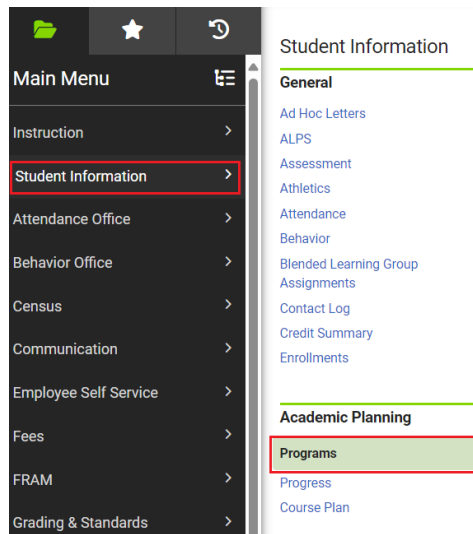
Students must have CTE programs assigned to determine program status. The CTE Program assignment and status update will be an automated process.



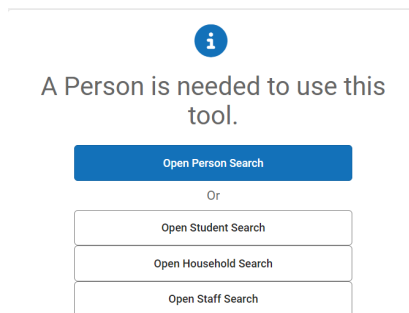
Only use the process below only if a request is made to include a CTE program concentrator on the transcript before the automated process begins.

Individual CTE Program Assignment

Navigation: Menu > Student Information > Academic Planning > Programs



Select a Student: If a student is not selected, click Open Student Search tool to search by the student's name. Search for students using advanced searches or Ad Hoc Filters as needed. Select the student's name to open the academic programs tool. If a student was already selected, the academic programs tool will open automatically for that student when you follow the navigation above.



1. Click **New Academic Program**.
2. Select the appropriate **CTE Academic Program Type** from the **Program** dropdown.
3. Enter a **Start Date**. This date should be the first day of the instructional year.
4. Enter an **End Date**. This date should be the last day of the instructional year.
5. Select the Student Status of **2: Concentrator**.
6. Click **Save**.
7. Repeat steps 1-6 for any CTE Program a student has a concentration in.

Save
 New Graduation Program
 New Academic Program
 Documents

Academic Plan Editor

Program	Start Date	End Date	Program Type	Flag

Academic Program Detail

*Program
 CTE-C: CCP Finance-WCFN/FINA (CTE)

CTE Concentrator Override
 No

*Start Date
 8/28/2024

End Date
 6/12/2025

Student Status
 2: Concentrator

Non-Traditional Participation
☐

Teaching Method
 Select Values

Once programs are saved, they will be listed in the Academic Plan Editor.

New Graduation Program
 New Academic Program
 Documents

Academic Plan Editor

Program	Start Date	End Date	Program Type	Flag
CTE-C: CCP Finance-WCFN/FINA	08/28/2024	06/12/2025	CTE	

Once the Concentrator Status has been added, it will be listed in the CTE Programs area of the NC Official Transcript.

CTE Programs	
Academic Program	Student Status
CTE-C: CCP Finance-WCFN/FINA	Concentrator

Transcripts

Print transcripts as needed in batches or individually. The steps below will walk you through the process for printing transcripts.

To ensure transcripts are accurate the [Graduation Program Assignment](#) and [CTE Program Assignment](#) steps must be completed.

Check out the **Assigning Programs** portion of the **Supplemental Content: North Carolina Passport Videos** for more information.

Batch Print Transcripts

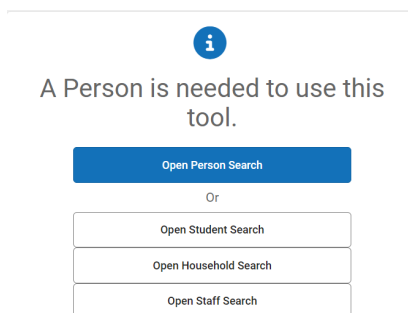
Navigation: Menu > Grading & Standards > Reports > Transcript Batch Report

- Select the **North Carolina Official Transcript** from the menu dropdown.
- Select **All students** or which **grade** to include. An Ad Hoc filter can also be selected.
- Select an **Enrollment Effective Date**.
- Choose the **sort options**
- The report format defaults to PDF, but DOCX can also be selected.
- Select **Generate Report** or Submit to Batch.

Individually Print Transcripts

Navigation: Menu > Student Information > Transcripts

Select a Student: If a student is not selected, click Open Student Search tool to search by the student's name. Search for student's using advanced searches or Ad Hoc Filters as needed. Select the student's name to open academic programs tool. If a student was already selected, the academic programs tool will open automatically.



1. Click **Reports** at the bottom of the transcripts screen.
2. Select the **North Carolina Official Transcript**.
3. Print/Save as needed.

