# Graduation Checklist

05/15/2025 9:20 am EDT

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**<br>*Menu > Student Information > General Student Administration > Transcript Post Wizard*<br>• Transcript Post Wizard \| Infinite Campus | ☐ |
| **Verify Graduation Program is assigned**<br>*Menu > Student Information > Academic Planning > Programs*<br>• Graduation Program Assignment | ☐ |
| **Verify CTE Programs are assigned (if applicable)**<br>*Menu > Student Information > Academic Planning > Programs*<br>• CTE Program Assignment | ☐ |

| Task | ☑ Completed |
| --- | --- |
| **Calculate On-Track Status**<br>*Menu > Student Information > Program Administration > Course Plan Administration*<br>• Course Plan Administration \| Infinite Campus<br>• This process will run for all students.<br>• This process will calculate any graduation or academic plan a student is assigned. This includes CTE Concentrator Status for those assigned to a CTE Program.<br> *This process is taxing on the system, and it is recommended to be run after regular business hours.* | ☐ |
| **Add Seals** (Endorsements) (if applicable)<br>*Menu > Student Information > General > Graduation*<br>• Graduation (North Carolina) \| Infinite Campus<br>• Requirements for Endorsements can be found: High School Diploma Endorsements \| NC DPI<br> *At this time, this process is manual.* | ☐ |
| **Review Transcripts**<br>• Verify graduation requirements are met<br>• Verify programs are reflected correctly on the transcript (CTE)<br>• Verify seals are reflected correctly on the transcript | ☐ |
| **Verify/Enter Diploma Type**<br>*Menu > Student Information > General > Graduation*<br>• Graduation (North Carolina) \| Infinite Campus | ☐ |
| **Enter Diploma Period**<br>*Menu > Student Information > General > Graduation*<br>• Graduation (North Carolina) \| Infinite Campus<br>• **Mid-Year:** Diploma Date should be on or after the 1st day of school and before the last day of school.<br>• **Regular:** Diploma Date should be on or after the last day of school and before 08/07.<br>• **Summer:** Diploma Date should be on or after 08/07 and before the 1st day of school in the upcoming year. | |

| Task | ☑ Completed |
| --- | --- |
| **Enter Diploma Date**<br>*Menu > Student Information > General > Graduation*<br>• Graduation (North Carolina) \| Infinite Campus<br>• The Diploma Date should be the student's last day of instruction. | ☐ |
| **Verify Post Grad Plans**<br>*Menu > Student Information > General > Graduation*<br>• Graduation (North Carolina) \| Infinite Campus<br>• This information can be added by students when using the Cours Planning tool in student portal. | ☐ |
| **End Student Enrollment**<br>*Menu > Student Information > General > Enrollments*<br>• The enrollment End Date should be the student's last day of instruction<br>• The enrollment End Status should be<br>  ◦ W4: Early Completer/Midyear Grad<br>  ◦ W6: High School Graduate<br>• Student End Enrollment Checklist | ☐ |
| **Print Final Transcript**<br>*Menu > Student Information > General > Transcript*<br>• Transcripts (North Carolina) \| Infinite Campus | ☐ |

# Mid-Year Graduation Checklist

## Using Enrollment End Batch Wizard (Multiple Students)

| Task | ☑ Completed |
| --- | --- |
| **Post Grades to Transcript**<br>*Menu > Student Information > General Student Administration > Transcript Post Wizard*<br>• Transcript Post Wizard \| Infinite Campus | ☐ |
| **Verify Graduation Program is assigned**<br>*Menu > Student Information > Academic Planning > Programs*<br>• Graduation Program Assignment | ☐ |

| Task | ☑ Completed |
| --- | --- |
| **Verify CTE Programs are assigned** (if applicable)<br>*Menu > Student Information > Academic Planning > Programs*<br>• CTE Program Assignment | ☐ |
| **Calculate On-Track Status**<br>*Menu > Student Information > Program Administration > Course Plan Administration*<br>• Course Plan Administration \| Infinite Campus<br>• This process will run for all students.<br>• This process will calculate any graduation or academic plan a student is assigned. This includes CTE Concentrator Status for those assigned to a CTE Program.<br> *This process is taxing on the system, and it is recommended to be run after regular business hours.* | ☐ |
| **Verify Post Grad Plans**<br>*Menu > Student Information > General > Graduation*<br>• Graduation (North Carolina) \| Infinite Campus<br> *If using the Course Plan in Student/Parent Portal this field can be populated via the portal but should be reviewed by staff.* | ☐ |
| **Add Seals** (Endorsements)<br>*Menu > Student Information > General > Graduation*<br>• Graduation (North Carolina) \| Infinite Campus<br>• Requirements for Endorsements can be found: High School Diploma Endorsements \| NC DPI<br> *At this time, this process is manual.* | ☐ |
| **Review Transcripts**<br>• Verify graduation requirements are met<br>• Verify programs are reflected correctly on the transcript (CTE)<br>• Verify seals are reflected correctly on the transcript | ☐ |

| Task | ☑ Completed |
| --- | --- |
| **Post Diplomas & End Enrollments**<br>*Menu > Student Information > General Student Administration > Enrollment End Batch Wizard*<br>• Enrollment End Batch \| Infinite Campus<br>• The End Date should be the student's last day of instruction<br>• The student's end status should be W4: Early Completer/Midyear Grad for early graduates.<br>• The student's diploma period should be M: Mid-Year<br><br>*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.*** | ☐ |
| **Print Final Transcript**<br>*Menu > Grading & Standards > Reports > Transcript Batch Report*<br>• Transcripts (North Carolina) \| Infinite Campus | ☐ |

# End of Year Graduation Checklist

## Using Course Plan Administration (Multiple Students)

| Task | ☑ Completed |
| --- | --- |
| **Post Grades to Transcript**<br>*Menu > Student Information > General Student Administration > Transcript Post Wizard*<br>• Transcript Post Wizard \| Infinite Campus | ☐ |
| **Verify Graduation Program is assigned**<br>*Menu > Student Information > Academic Planning > Programs*<br>• Graduation Program Assignment | ☐ |
| **Verify CTE Programs are assigned** (if applicable)<br>*Menu > Student Information > Academic Planning > Programs*<br>• CTE Program Assignment | ☐ |

| Task | ☑ Completed |
| --- | --- |
| **Calculate On-Track Status**<br>*Menu > Student Information > Program Administration > Course Plan Administration*<br>• Course Plan Administration \| Infinite Campus<br>• This process will run for all students.<br>• This process will calculate any graduation or academic plan a student is assigned. This includes CTE Concentrator Status for those assigned to a CTE Program.<br> *This process is taxing on the system, and it is recommended to be run after regular business hours.* | ☐ |
| **Verify Post Grad Plans**<br>*Menu > Student Information > General > Graduation*<br>• Graduation (North Carolina) \| Infinite Campus<br> *If using the Course Plan in Student/Parent Portal this field can be populated via the portal but should be reviewed by staff.* | ☐ |
| **Add Seals** (Endorsements)<br>*Menu > Student Information > General > Graduation*<br>• Graduation (North Carolina) \| Infinite Campus<br>• Requirements for Endorsements can be found: High School Diploma Endorsements \| NC DPI<br> *At this time, this process is manual.* | ☐ |
| **Review Transcripts**<br>• Verify graduation requirements are met<br>• Verify programs are reflected correctly on the transcript (CTE)<br>• Verify seals are reflected correctly on the transcript | ☐ |

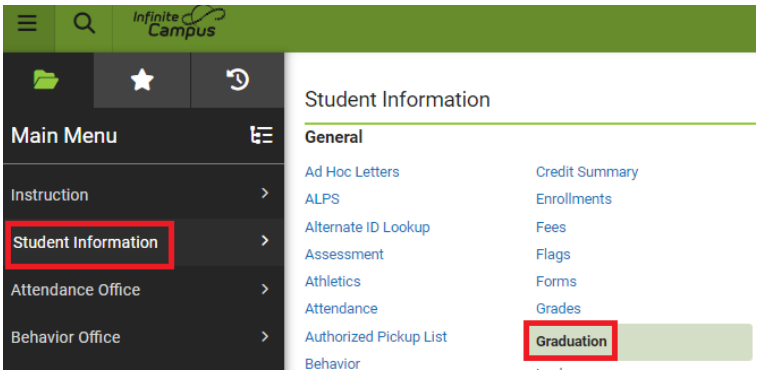
| Task | ☑ Completed |
| --- | --- |
| **Post Diplomas & End Enrollments**<br>*Menu > Student Information > Program Administration > Course Plan Administration*<br>• Course Plan Administration \| Infinite Campus<br>• If a student is on-track for the graduation program and in grade 12, this process will add a diploma type, diploma date, and diploma period if the fields are blank.<br>• This process can also add an end date and end status to the current enrollment.<br>• The End Date should be the student's last day of instruction.<br>• The students' end status should be W6: High School Graduate.<br>• The students' diploma period should be R: Regular<br><br>**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.**<br><br>*Menu > Student Information > General Student Administration > Enrollment End Batch Wizard*<br>• Enrollment End Batch \| Infinite Campus<br>• The End Date should be the student's last day of instruction<br>• The students' end status should be W6: High School Graduate.<br>• The students' diploma period should be R: Regular<br><br>*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*** . | ☐ |
| **Print Final Transcript**<br>*Menu > Grading & Standards > Reports > Transcript Batch Report*<br>• Transcripts (North Carolina) \| Infinite Campus | ☐ |

## Adding Seals/Endorsements

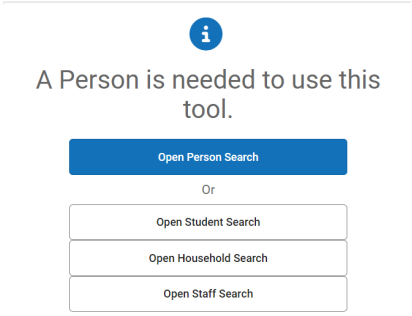
Information regarding endorsements, please visit the High School Diploma Endorsements | NC DPI . If a student earns one or more of the following endorsements, it must be manually added to the student's record.

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

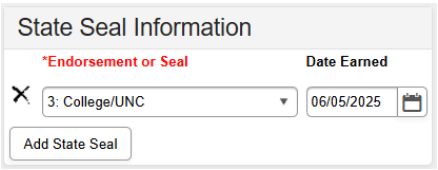
***Navigation: Menu > Student Information > General > Graduation***




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