

# Create Future Enrollments

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Use the information below to roll student enrollments to future calendars.

## School Calendar Enrollments

Use the [Enrollment Roll Forward Wizard | Infinite Campus](https://kb.infinitecampus.com/help/enrollment-roll-forward) (<https://kb.infinitecampus.com/help/enrollment-roll-forward>) tool to roll enrollments to the future calendar.

**Navigation: *Student Information > General Student Administration > Enrollment Roll Forward Wizard***

- Roll current student's enrollments to the future year.
  - The Start Date should be the **First Instructional Day** of the future calendar.
  - The Local Start Status should be **E1: Init enroll - this year**.
- The enrollment roll forward process can be done multiple times without risk of creating multiple enrollments for students.
- As new students enroll in the current year, use this tool to roll forward their enrollment.



**Do not roll forward Graduate enrollments. They do not require a future enrollment.**

Enrollment Roll Forward Wizard ☆ Student Information > General Student Administration > Enrollment Roll Forward Wizard

**Enrollment Roll Forward**

The Enrollment Roll Forward tool assists in the promotion, retention or demotion of currently enrolled students into the next calendar and next grade level.

This tool is safe to run repeatedly. Each student is rolled only once. If a student already has an existing enrollment in the next calendar, that student is not included in the enrollment roll again.

Before using this tool, ensure calendars have been rolled forward using the Calendar Wizard.

NOTE: If you are using School Boundary settings on your households, different logic is used. For more information, [click here](#).

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**Select Source Calendars**

- 24-25 Wilson School ES
- Sutherland School 2025 A
- Cleveland School 2025 A
- Eisenhower School 2025 A
- Finnore School 2025 A
- Garfield School 2025 A
- Grant School 2025 A**
- Hending School 2025 A
- Hayes School 2025 A
- Hoover School 2025 A
- Jefferson School 2025 A
- Johnson School 2025 A
- Kennedy School 2025 A
- Lincoln School 2025 A
- McKinley School 2025 A

CTRL-click and SHIFT-click for multiple

**Select Source Grades**

1  10  11  12

13  2  3  4

5  6  7  8

9  ABE  IT  KG

OS  PK  PR  TK

UG

Source Ad Hoc Student Filter

**Source Service Type**

Primary

Partial

Special Ed Services

**Select Source Structure**

1

**Select Local Start Status**

E1: Init enroll - this year (Valid 93-94 thru current)

**(OPTIONAL)**

**Select Destination Calendar**

**Select Destination Grade**

**Select Destination Structure**

**Start Date Override**

If school days for the next school year have been finalized and Calendar Days have been set, this date does not have to be entered. The first term date of the next school year is automatically selected. If Calendar Days have not been set, enter the Start Date Override as the first instructional day of the next school year.

Allow Duplicate Primary Enrollments

Totals Only

Show Warnings

Include students whose enrollments end on the last day of the last term

## Charter School Enrollments

- Students promoted from the final grade level in the school, do not need a future enrollment.
  - For example, if the school only has K-8 grade levels, the grade 8 students do not need to have a future enrollment.

## Program Calendars Enrollments

Use the [Enrollment Roll Forward Wizard | Infinite Campus](https://kb.infinitecampus.com/help/enrollment-roll-forward) (<https://kb.infinitecampus.com/help/enrollment-roll-forward>) tool to roll enrollments to the future calendar.

### Navigation: Student Information > General Student Administration > Enrollment Roll Forward Wizard

- Roll program student's enrollments for the **OEC**, **LEP**, and **OMP** calendars to the future year.
  - The Start Date can be **07/01/20yy**.
  - The Local Start Status should be **N1: Initial Enroll into a Program School**.
  - This can be done multiple times without risk of creating multiple enrollments for a student if necessary.

## Enrollment Roll Forward

The Enrollment Roll Forward tool assists in the promotion, retention or demotion of currently enrolled students into the next calendar and next grade level.

This tool is safe to run repeatedly. Each student is rolled only once. If a student already has an existing enrollment in the next calendar, that student is not included in the enrollment roll again.

Before using this tool, ensure calendars have been rolled forward using the Calendar Wizard.

NOTE: If you are using School Boundary settings on your households, different logic is used. For more information, [click here](#).



Enrollment records roll based on the sequencing of the grade in grade level setup. If sequencing is not in order, select the source grade and the use the select destination grade to force the enrollment to have the chosen grade level.

## OHP Calendar Enrollments

- Students are reassessed each year for the program, so a future enrollment is not required.
- Students can be enrolled in the calendar at a later date if needed.

## Pre-Register Students



**Make sure the calendar context is the future year.**

- Student's may be pre-registered in an NC Public or Charter school if they have a current year enrollment.
- **DO NOT request or release** transfer record requests in the NCSIS prior to **July 1st**.
- DO NOT release records in NCSIS after July 1st unless all data entry is complete for a student (including summer school data).
- Start Date should be the **first instructional day** of the future school year.
- Entry Status should be **E1: Init enroll - this year**.

## Enrollment Cleanup Wizard <https://kb.infinitecampus.com/help/enrollment-cleanup-wizard>

Navigation: [Student Information](#) > [General Student Administration](#) > [Enrollment Cleanup Wizard](#)



Make sure the calendar context is the future year.

- Use this tool to clean up future enrollments for students that have withdrawn prior to the end of the current school year.
- Choose **Delete** Enrollments to remove future enrollments for students that have an end date prior to the end of the school year.
- Choose **Update** enrollments to adjust future enrollment dates and/or attributes that were not set to copy forward.
- Run the Delete wizard **weekly** to ensure future enrollments are cleaned up in the future year.

Enrollment Cleanup Wizard ☆

**Enrollment Cleanup Wizard**

The Enrollment Cleanup Wizard contains two distinct modes:

- **Delete Enrollments**  
This mode DELETES enrollments in future calendars for students who have left the school before the end of the year and have not re-enrolled in the same school year, OR who no longer meet the Student Assignment requirements for enrollment in the next school year.
- **Update Enrollments**  
This mode UPDATES attributes and start dates for enrollment records, 9th grade entry dates on graduation records, transportation records, and course section rosters. Enrollments can be updated to the first instructional date of the selected calendar or backdated to a date prior to the first instructional date of the selected calendar. Enrollment attributes in the selected calendar that are marked as "Copies Forward" can also be updated to match previous year values.

Note: The Delete mode and Attribute update method of the Update mode only modifies or deletes enrollments that were created using the Enrollment Roll Forward tool. The start date method of the Update mode modifies any enrollment in the selected calendar and student ad hoc regardless of how that enrollment was created.

Delete Enrollments

Update Enrollments

1. Calendar to Update \*

25-26 Monroe High School

2. Student Filter \*

All Students

3. Service Type \*

Primary

Partial

Special Ed Services

4. Method \*

Update Enrollment and related record Start Dates to first instructional day of the selected Calendar (First Instructional Day 09/25/2025)

Update Date First Entered 9th Grade on Graduation Records for 9th Grade Enrollments

Update Roster Start Dates for affected students

Update Transportation Record Start Dates for affected students

Update Enrollment Start Dates to date before first instructional day of the selected Calendar

Start Date \*

Update "Copies Forward" enrollment attributes to match previous year values

Show Warnings

5. [ RUN TEST ]

6. [ RUN CLEANUP ]



You've completed this section.

Choose where to go next.

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Continue to Future Year Scheduling →

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