

## **Future Enrollments**

05/15/2025 9:55 am EDT

Student Enrollments must be rolled forward for the next school year. Enrollments must be rolled forward prior to ending the current year enrollments.

## **School Calendar Enrollments**

## Enrollment Roll Forward Wizard | Infinite Campus (https://kb.infinitecampus.com/help/enrollment-roll-forward)

Student Information > General Student Administration > Enrollment Roll Forward Wizard

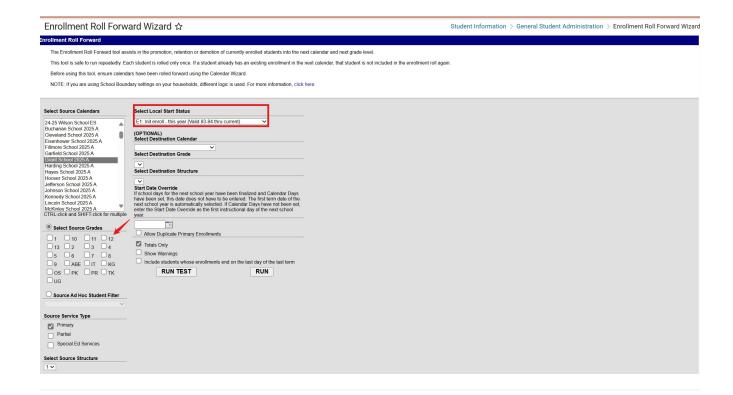
- Roll current student's enrollments to the future year.
  - The Start Date should be the First Instructional Day of the future calendar.
  - The Local Start Status should be E1: Init enroll this year.
- The enrollment roll forward process can be done multiple times without risk of creating multiple enrollments for students.
- · As new students enroll in the current year, use this tool to roll forward their enrollment.
- A future enrollment is not required for students that will not be attending your PSU next year. Follow all PSU procedures for confirming future enrollments.



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

### **Charter schools**

- Do not roll forward students who will not attend the school next year. They do not require a future enrollment.
  - o 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**

### Enrollment Roll Forward Wizard | Infinite Campus (https://kb.infinitecampus.com/help/enrollment-roll-

forward)

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

- Roll program student's enrollments to the future year. (OEC, LEP, Migrant)
  - 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.

### **Homeless Calendar**

- 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.



# Enrollment Cleanup Wizard (https://kb.infinitecampus.com/help/enrollment-cleanup-

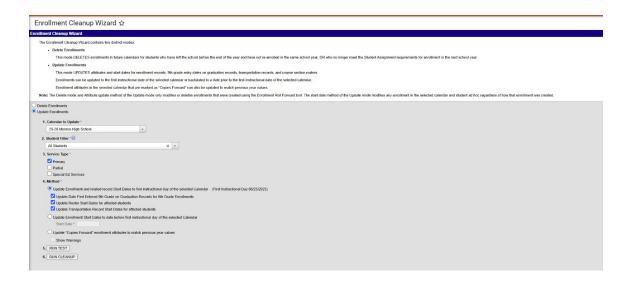
wizard)

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 and 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.



# **Pre-Register Students**



- Students must not have a current year enrollment in a North Carolina public or charter school.
- Start Date should be the first instructional day of the future school year.
- Entry Status should be E1: Init enroll this year.

NCSIS Knowledgebase | Article: Future Enrollments | Last Updated: 05/15/2025 9:55 am EDT