

Reporting and Billing

04/04/2025 8:14 am EDT

End of Year Fees (if applicable)

- Report and bill for end of year fees.
- Follow PSU guidelines for this process.
- [Fee Billing Batch Report | Infinite Campus](#)

State Reports

- Month 9 PMR (the PMR is due 10 days after the last day of school)
 - [NC Principal's Monthly Report Extract | Infinite Campus](#)
 - Tip: Generate the PMR Summary the day after the last day of the school month to collect information for the month.

NC PMR Extract ☆

Instructions

This report will pull all enrollments needed for PMR reporting to NCDPI. Check Data Validation Report
See the PMR Checklist for more information.

Set Up

Search Calendars Show Archive Year Only

Find Schools & Calendars

Expand All Collapse All

- 24-25
 - Adams School
 - Jefferson School
 - Washington School

Report Options

Extract Type * (Choose one)

School Month Sequence * (Choose one)

Output Options

Report Processing

☒ Submit to Batch Queue

Queue Options

☐ High Priority

☐ Keep Until Deleted

Queue Start Date and Time *

04/03/2025 2:29 PM

Format Type

☒ HTML

☐ CSV

Batch Queue Results

Start Date End Date

MM/DD/YYYY MM/DD/YYYY

Report Title	Queued Time	Status
No records available.		

0 - 0 of 0 items

Refresh

- ALP - more information to come
- Discipline - more information to come
- [CTE Extract](#)

NC CTE Extract ☆

Instructions

These reports will pull all CTE data that needs to be sent to NCDPI.

Setup

Search Calendars Show Active Year Only

Find Schools & Calendars

Expand All Collapse All

▼ 24-25

- ▢ Adams School
- ▢ Jefferson School
- ▢ Washington School

Report Options

CTE Status *

Select one or more Grade Levels *

Select Grade Levels...

Include OCS / ECS Students

Include Pathway Details

Include Subgroup Categories

Effective Date *

06/30/2025

Ad Hoc Filter

No Filter

Output Options

Report Processing

Generate Now Submit to Batch Queue

Format Type

HTML CSV

Batch Queue Results

Start Date End Date

MM/DD/YYYY MM/DD/YYYY

Report Title	Queued Time	Status
No records available.		

0 - 0 of 0 items

Refresh

- Graduation Data Verification (GDV) - Review for accuracy, report is due August 11

NC Graduation Data Verification ☆

Instructions

Student Detail, Certificates by Post Graduate Intention, Certificates by Course of Study, Diplomas by Course of Study, Diplomas by Post Graduate Intention

The Graduate Data Verification Collection contains demographic information, Diploma Type, and post-graduate intentions of North Carolina high school graduates.

Setup

Search Calendars Show Active Year Only

Find Schools & Calendars

Expand All Collapse All

▼ 24-25

- ▢ Adams School
- ▢ Jefferson School
- ▢ Washington School

Report Options

Report Type *

Student Detail

Ad Hoc Filter

No Filter

Output Options

Report Processing

Generate Now Submit to Batch Queue

Format Type

CSV HTML

Batch Queue Results

Start Date End Date

MM/DD/YYYY MM/DD/YYYY

Report Title	Queued Time	Status
No records available.		

Local PSU final reports (Recommended)

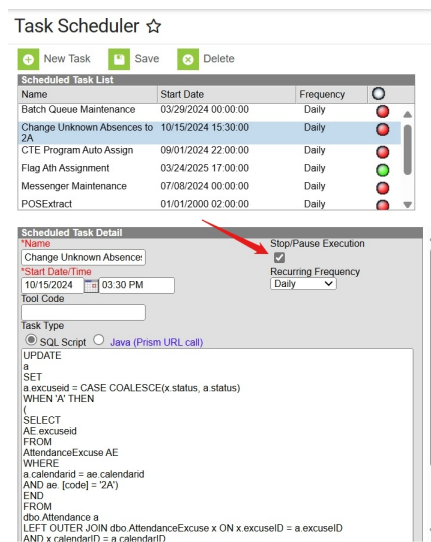
Follow your PSUs guidelines for PSU specific end of year reports. Provided below are some reports available in NCSIS that may be used.

- Final Report Cards/Grades

- [Report Card | Infinite Campus](#)
- [Grades Report \(Grading and Standards\) | Infinite Campus](#)
- Final Class Rank
 - [Class Rank Report | Infinite Campus](#)
- Final Transcripts
 - [Transcript Batch Report | Infinite Campus](#)
- Attendance
 - [Period Detail Batch | Infinite Campus](#)
- Enrollment
 - [Enrollment Summary Details Report | Infinite Campus](#)

Pause Automated Tasks

- Pause any task scheduler automated tasks until the new year.



Task Scheduler ☆

New Task Save Delete

Name	Start Date	Frequency	
Batch Queue Maintenance	03/29/2024 00:00:00	Daily	
Change Unknown Absences to 2A	10/15/2024 15:30:00	Daily	
CTE Program Auto Assign	09/01/2024 22:00:00	Daily	
Flag Ath Assignment	03/24/2025 17:00:00	Daily	
Messenger Maintenance	07/08/2024 00:00:00	Daily	
POSExtract	01/01/2000 02:00:00	Daily	

Scheduled Task Detail

Name: Change Unknown Absence

Start Date/Time: 10/15/2024 03:30 PM

Tool Code:

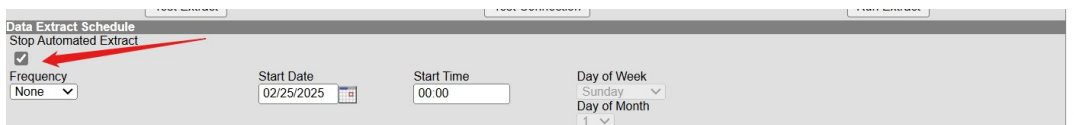
Task Type: ☒ SQL Script ☐ Java (Prism URL call)

UPDATE a
SET
a.excuseid = CASE COALESCE(x.status, a.status)
WHEN 'A' THEN
(
SELECT
AE.excuseid
FROM
AttendanceExcuse AE
WHERE
a.calendarid = ae.calendarid
AND ae.[code] = '2A')
END
FROM
dbo.Attendance a
LEFT OUTER JOIN dbo.AttendanceExcuse x ON x.excuseid = a.excuseid
AND x.calendarid = a.calendarid

Stop/Pause Execution ☒

Recurring Frequency: Daily

- For automated Data Extract Utility jobs, add a check to the Stop checkbox until the new year.



Data Extract Schedule

Stop Automated Extract ☒

Frequency: None

Start Date: 02/25/2025

Start Time: 00:00

Day of Week: Sunday

Day of Month: 1

- Update any "Pull" data extract jobs to be SMB as the Pull method will be deprecated starting the summer of 2025.