Reporting and Billing

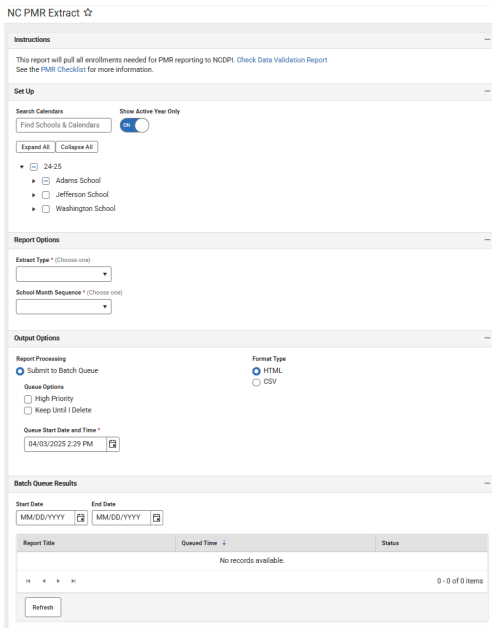
04/04/2025 8:14 am EDT

End of Year Fees (if applicable)

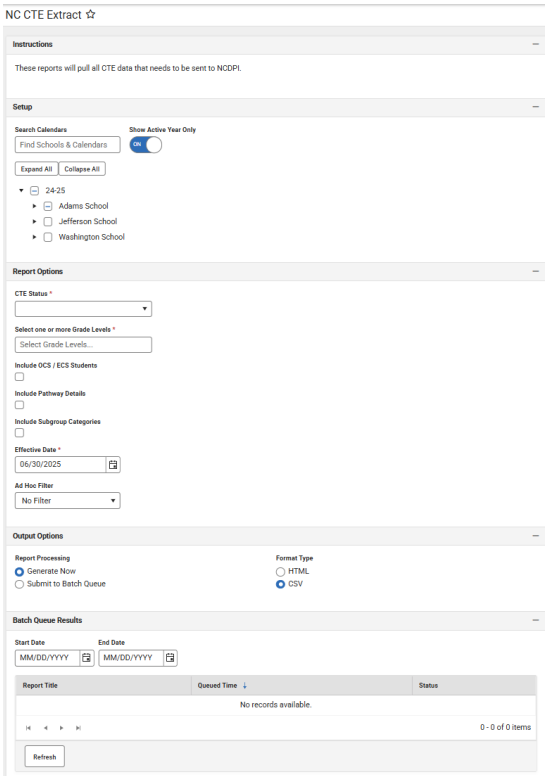
- Report and bill for end of year fees.
- Follow PSU guidelines for this process.
- Fee Billing Batch Report | Infinite Campus

State Reports

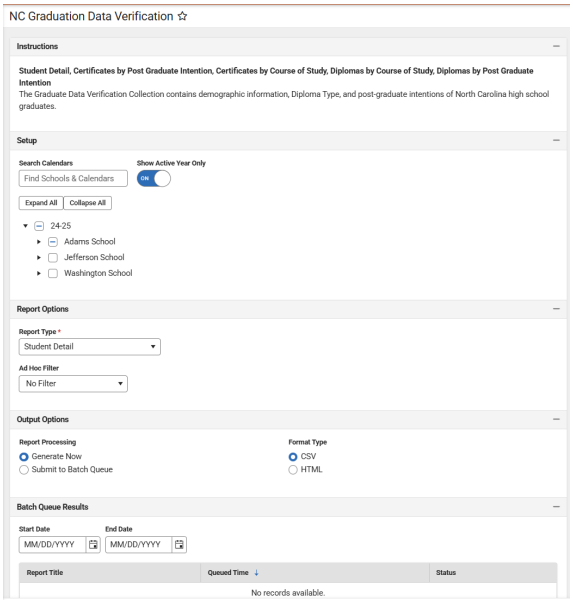
- Month 9 PMR (the PMR is due 10 days after the last day of school)
  - NC Principal's Monthly Report Extract | Infinite Campus
  - Tip: Generate the PMR Summary the day after the last day of the school month to collect information for the month.



- ALP - more information to come
- Discipline - more information to come
- CTE Extract



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



Local PSU final reports (Recommended)

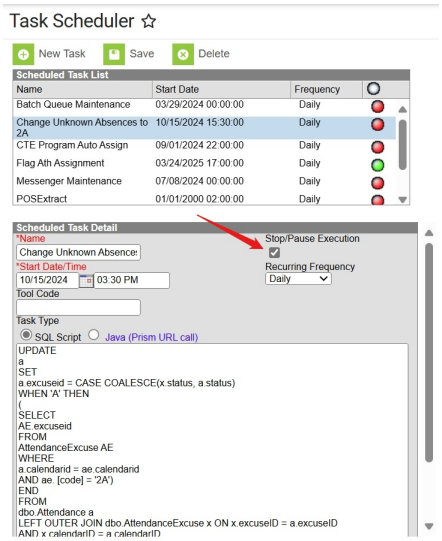
Follow your PSUs guidelines for PSU specific end of year reports. Provided below are some reports available in NCSIS that may be used.

- Final Report Cards/Grades

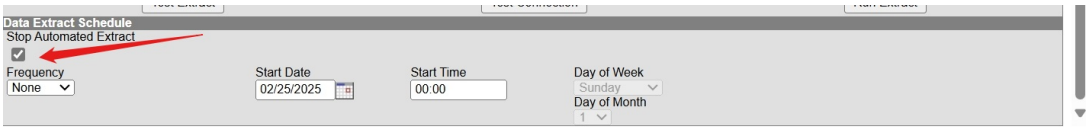
    - Report Card | Infinite Campus
    - Grades Report (Grading and Standards) | Infinite Campus
- Final Class Rank
    - Class Rank Report | Infinite Campus
- Final Transcripts
    - Transcript Batch Report | Infinite Campus
- Attendance
    - Period Detail Batch | Infinite Campus
- Enrollment
    - Enrollment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

Pause Automated Tasks

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



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



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