

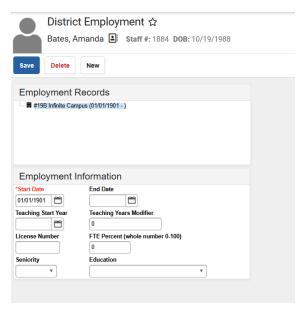
Administrative EOY

04/07/2025 7:33 am EDT

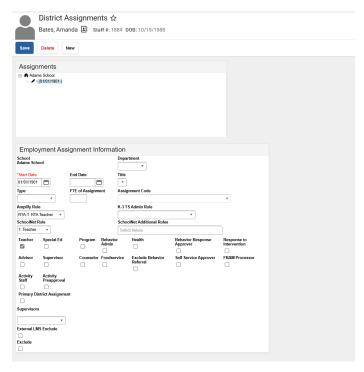
Staff Records

Census > Staff > District Employment/District Assignments

 Add an end date to staff District Employment (https://kb.infinitecampus.com/help/district-employment) record for staff who have left the PSU.



• Add an end date to staff District Assignment (https://kb.infinitecampus.com/help/district-assignments) for staff who have left the school.



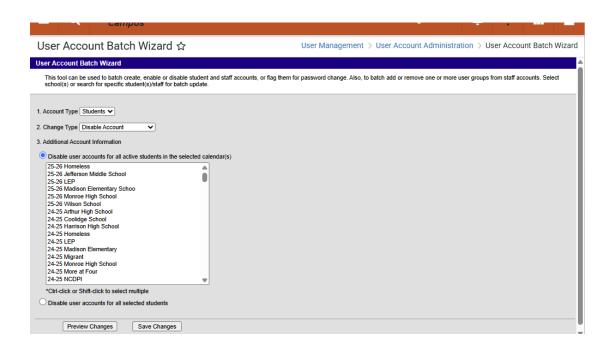
- End access to Campus for staff leaving the school and/or PSU.
- · Add/update district assignments for staff that are moving schools.
- Follow your PSU procedures for adding any new staff in NCSIS.

Access Management

Disable User Accounts

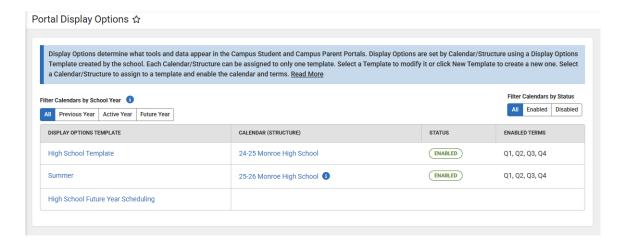
User Management > User Account Administration > User Account Batch Wizard

- Disable access to Campus for staff, students, and/or parents during the summer months (if applicable).
- This can be performed with the User Account Batch Wizard | Infinite Campus (https://kb.infinitecampus.com/help/user-account-batch-wizard#UserAccountBatchWizard-DisableUserAccountsforAllSelectedStudentsorStaff).



Update Portal Access

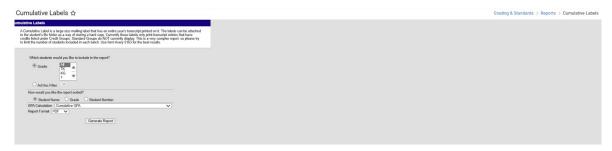
- Portal access can remain available for parents, however, be mindful that options set in the template selected are accessible to parents and students.
- A new Portal template can be created so parents and students can see only what the PSU desires. (i.e. annual updates in OLR, no schedules, previous year information)
- Portal Display Options | Infinite Campus (https://kb.infinitecampus.com/help/portal-display-options)



Record Retention

Grading & Standards > Reports > Cumulative Labels

- Print cumulative labels for student files (if applicable).
- The Cumulative Labels Report (https://kb.infinitecampus.com/help/cumulative-labels-report) only prints student transcript information that also includes credits.



More information on what is required in a cumulative record can be found here: Local Public School Units | NC Archives
(https://archives.ncdcr.gov/government/local-government-agencies/local-public-school-units)

Locker Assignments (if applicable)

• End locker assignments for the current school year using the Locker Batch End Wizard (https://kb.infinitecampus.com/help/locker-batch-end-wizard).



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