

Graduates End of Year

05/02/2025 4:23 pm EDT

Below are steps to complete the graduation process for students as an individual or as a group.

[Individual Graduate Graduates](#) |
 [Mid-Year Graduates Adding Seals](#) |
 [End of Year Graduates](#)

Individual Student Graduate

Task	<input checked="" type="checkbox"/> Completed
<p>Post Grades to Transcript Menu > Student Information > General Student Administration > Transcript Post Wizard</p> <ul style="list-style-type: none"> Transcript Post Wizard Infinite Campus 	<input type="checkbox"/>
<p>Verify Graduation Program is assigned Menu > Student Information > Academic Planning > Programs</p> <ul style="list-style-type: none"> Graduation Program Assignment 	<input type="checkbox"/>
<p>Verify CTE Programs are assigned (if applicable) Menu > Student Information > Academic Planning > Programs</p> <ul style="list-style-type: none"> CTE Program Assignment 	<input type="checkbox"/>

Task	<input checked="" type="checkbox"/> Completed
<p>Calculate Graduation Plan On-Track Status <i>Menu > Student Information > Program Administration > Course Plan Administration</i></p> <ul style="list-style-type: none"> • Course Plan Administration Infinite Campus <div style="border: 1px solid #ccc; background-color: #fff9c4; padding: 10px; margin-top: 10px;">  <p><i>This process will also calculate CTE Concentrator Status for those assigned to a CTE Program. This will run for all students. This process is taxing on the system, and it is recommended to be run after regular business hours.</i></p> </div>	<input type="checkbox"/>
<p>Add Seals (Endorsements) (if applicable) <i>Menu > Student Information > General > Graduation</i></p> <ul style="list-style-type: none"> • Graduation (North Carolina) Infinite Campus • Requirements for Endorsements can be found: High School Diploma Endorsements NC DPI <div style="border: 1px solid #add8e6; background-color: #e6f2ff; padding: 10px; margin-top: 10px;">  <p><i>At this time, this process is manual.</i></p> </div>	<input type="checkbox"/>
<p>Review Transcripts</p> <ul style="list-style-type: none"> • Verify graduation requirements are met • Verify programs are reflected correctly on the transcript (CTE) • Verify seals are reflected correctly on the transcript 	<input type="checkbox"/>
<p>Verify/Enter Diploma Type <i>Menu > Student Information > General > Graduation</i></p> <ul style="list-style-type: none"> • Graduation (North Carolina) Infinite Campus 	<input type="checkbox"/>
<p>Enter Diploma Date <i>Menu > Student Information > General > Graduation</i></p> <ul style="list-style-type: none"> • Graduation (North Carolina) Infinite Campus • The Diploma Date should be the student's last day of instruction. 	<input type="checkbox"/>
<p>Verify Post Grad Plans <i>Menu > Student Information > General > Graduation</i></p> <ul style="list-style-type: none"> • Graduation (North Carolina) Infinite Campus • This information can be added by students when using the Cours Planning tool in student portal. 	<input type="checkbox"/>

Task	<input checked="" type="checkbox"/> Completed
<p>End Student Enrollment <i>Menu > Student Information > General > Enrollments</i></p> <ul style="list-style-type: none"> The enrollment End Date should be the student's last day of instruction The enrollment End Status should be <ul style="list-style-type: none"> W4: Early Completer/Midyear Grad W6: High School Graduate Student End Enrollment Checklist 	<input type="checkbox"/>
<p>Print Final Transcript <i>Menu > Student Information > General > Transcript</i></p> <ul style="list-style-type: none"> Transcripts (North Carolina) Infinite Campus 	<input type="checkbox"/>

Mid-Year Graduation Checklist

Using Enrollment End Batch Wizard (Multiple Students)

Task	<input checked="" type="checkbox"/> Completed
<p>Post Grades to Transcript <i>Menu > Student Information > General Student Administration > Transcript Post Wizard</i></p> <ul style="list-style-type: none"> Transcript Post Wizard Infinite Campus 	<input type="checkbox"/>
<p>Verify Graduation Program is assigned <i>Menu > Student Information > Academic Planning > Programs</i></p> <ul style="list-style-type: none"> Graduation Program Assignment 	<input type="checkbox"/>
<p>Verify CTE Programs are assigned (if applicable) <i>Menu > Student Information > Academic Planning > Programs</i></p> <ul style="list-style-type: none"> CTE Program Assignment 	<input type="checkbox"/>

Task	☑ Completed
<p>Calculate Graduation Plan On-Track Status</p> <p><i>Menu > Student Information > Program Administration > Course Plan Administration</i></p> <ul style="list-style-type: none"> • Course Plan Administration Infinite Campus <div style="border: 1px solid #f0e68c; padding: 10px; margin-top: 10px;">  <p><i>This process will also calculate CTE Concentrator Status for those assigned to a CTE Program. This will run for all students. This process is taxing on the system, and it is recommended to be run after regular business hours.</i></p> </div>	<input type="checkbox"/>
<p>Verify Post Grad Plans</p> <p><i>Menu > Student Information > General > Graduation</i></p> <ul style="list-style-type: none"> • Graduation (North Carolina) Infinite Campus <div style="border: 1px solid #add8e6; padding: 10px; margin-top: 10px;">  <p><i>If using the Course Plan in Student/Parent Portal this field can be populated via the portal but should be reviewed by staff.</i></p> </div>	<input type="checkbox"/>
<p>Add Seals (Endorsements)</p> <p><i>Menu > Student Information > General > Graduation</i></p> <ul style="list-style-type: none"> • Graduation (North Carolina) Infinite Campus • Requirements for Endorsements can be found: High School Diploma Endorsements NC DPI <div style="border: 1px solid #add8e6; padding: 10px; margin-top: 10px;">  <p><i>At this time, this process is manual.</i></p> </div>	<input type="checkbox"/>
<p>Review Transcripts</p> <ul style="list-style-type: none"> • Verify graduation requirements are met • Verify programs are reflected correctly on the transcript (CTE) • Verify seals are reflected correctly on the transcript 	<input type="checkbox"/>

Task	☑ Completed
<p>Post Diplomas & End Enrollments <i>Menu > Student Information > General Student Administration > Enrollment End Batch Wizard</i></p> <ul style="list-style-type: none"> • Enrollment End Batch Infinite Campus • The Diploma Date should be the student's last day of instruction. • The enrollment End Date should be the student's last day of instruction • The enrollment end status should be W4: Early Completer/Midyear Grad for early graduates. <div style="border: 1px solid #add8e6; padding: 10px; margin-top: 10px;">  <p><i>This process will add a diploma type, diploma date, and diploma period as well as add an end date and end status for the current enrollment. Use an Ad Hoc of Mid-Year Graduates for this process.</i></p> </div>	<input type="checkbox"/>
<p>Print Final Transcript <i>Menu > Grading & Standards > Reports > Transcript Batch Report</i></p> <ul style="list-style-type: none"> • Transcripts (North Carolina) Infinite Campus 	<input type="checkbox"/>

End of Year Graduation Checklist

Using Course Plan Administration (Multiple Students)

Task	☑ Completed
<p>Post Grades to Transcript <i>Menu > Student Information > General Student Administration > Transcript Post Wizard</i></p> <ul style="list-style-type: none"> • Transcript Post Wizard Infinite Campus 	<input type="checkbox"/>
<p>Verify Graduation Program is assigned <i>Menu > Student Information > Academic Planning > Programs</i></p> <ul style="list-style-type: none"> • Graduation Program Assignment 	<input type="checkbox"/>
<p>Verify CTE Programs are assigned (if applicable) <i>Menu > Student Information > Academic Planning > Programs</i></p> <ul style="list-style-type: none"> • CTE Program Assignment 	<input type="checkbox"/>

Task	<input checked="" type="checkbox"/> Completed
<p>Calculate Graduation Plan On-Track Status</p> <p><i>Menu > Student Information > Program Administration > Course Plan Administration</i></p> <ul style="list-style-type: none"> • Course Plan Administration Infinite Campus <div style="border: 1px solid #ccc; background-color: #fff9c4; padding: 10px; margin-top: 10px;">  <p><i>This process will also calculate CTE Concentrator Status for those assigned to a CTE Program. This will run for all students. This process is taxing on the system, and it is recommended to be run after regular business hours.</i></p> </div>	<input type="checkbox"/>
<p>Verify Post Grad Plans</p> <p><i>Menu > Student Information > General > Graduation</i></p> <ul style="list-style-type: none"> • Graduation (North Carolina) Infinite Campus <div style="border: 1px solid #ccc; background-color: #e1f5fe; padding: 10px; margin-top: 10px;">  <p><i>If using the Course Plan in Student/Parent Portal this field can be populated via the portal but should be reviewed by staff.</i></p> </div>	<input type="checkbox"/>
<p>Add Seals (Endorsements)</p> <p><i>Menu > Student Information > General > Graduation</i></p> <ul style="list-style-type: none"> • Graduation (North Carolina) Infinite Campus • Requirements for Endorsements can be found: High School Diploma Endorsements NC DPI <div style="border: 1px solid #ccc; background-color: #e1f5fe; padding: 10px; margin-top: 10px;">  <p><i>At this time, this process is manual.</i></p> </div>	<input type="checkbox"/>
<p>Review Transcripts</p> <ul style="list-style-type: none"> • Verify graduation requirements are met • Verify programs are reflected correctly on the transcript (CTE) • Verify seals are reflected correctly on the transcript 	<input type="checkbox"/>

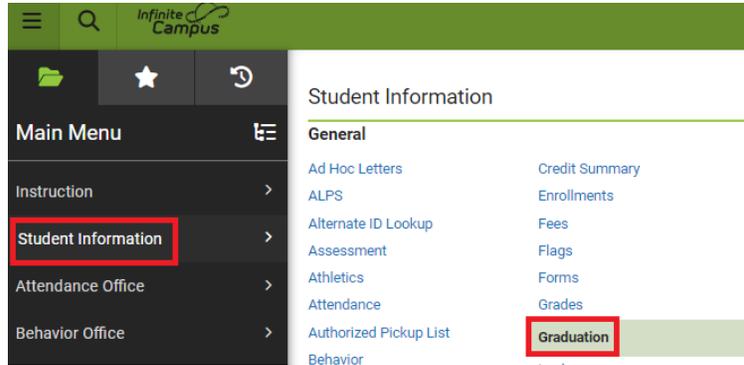
Task	<input checked="" type="checkbox"/> Completed
<p>Post Diplomas & End Enrollments</p> <p><i>Menu > Student Information > Program Administration > Course Plan Administration</i></p> <ul style="list-style-type: none"> • Course Plan Administration Infinite Campus • If a student is on-track for the graduation program and in grade 12, this process will add a diploma type, diploma date, and diploma period if the fields are blank. • This process can also add an end date and end status to the current enrollment. • The Diploma date should be the student's last day of instruction. • The enrollment End Date should be the student's last day of instruction. • The enrollment end status should be W6: High School Graduate. <div style="border: 1px solid #ccc; background-color: #fff9c4; padding: 10px; margin: 10px 0;">  <p>Any student that is graduating but not in grade 12 or in grade 12 but is not on track, will need to be processed using Enrollment End Batch Wizard or individually.</p> </div> <p><i>Menu > Student Information > General Student Administration > Enrollment End Batch Wizard</i></p> <ul style="list-style-type: none"> • Enrollment End Batch Infinite Campus • The End Date should be the student's last day of instruction • The student's end status should be W6: High School Graduate. <div style="border: 1px solid #add8e6; background-color: #e6f2ff; padding: 10px; margin: 10px 0;">  <p><i>This process will add a diploma type, diploma date, and diploma period as well as add an end date and end status for the current enrollment. Use an Ad Hoc of Graduates for this process.</i></p> </div>	<input type="checkbox"/>
<p>Print Final Transcript</p> <p><i>Menu > Grading & Standards > Reports > Transcript Batch Report</i></p> <ul style="list-style-type: none"> • Transcripts (North Carolina) Infinite Campus 	<input type="checkbox"/>

Adding Seals/Endorsements

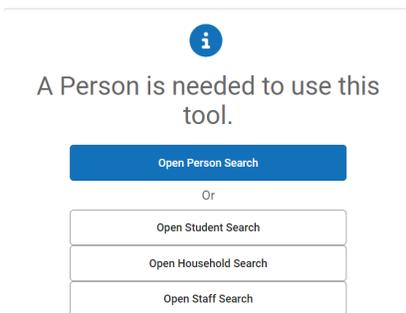
Information regarding endorsements, please visit the [High School Diploma Endorsements | NC DPI](#). If a student earns one or more of the following endorsements, it must be manually added to the student's record.

- Career
- College
- College/UNC
- NC Academic Scholars
- Global Languages
- Arts Proficiency

Navigation: Menu > Student Information > General > Graduation



Select a Student: If a student is not selected, click Open Student Search tool to search by the student's name. Search for student's using advanced searches or Ad Hoc Filters as needed. Select the student's name to open the graduation tool. If a student was already selected, the graduation tool will open automatically.



1. Navigate to the bottom of the graduation tool.
2. Select the appropriate **seal/endorsements** from the dropdown menu.
3. Enter the **Date Earned**.
4. If another endorsement/seal was earned, click the **Add State Seal** button and enter the appropriate information.
5. Once all endorsements/seals are entered, click **Save**.

State Seal Information	
*Endorsement or Seal	Date Earned
X 3: College/UNC	06/05/2025
<input type="button" value="Add State Seal"/>	

 A seal/endorsement can be deleted by clicking the "X" next to the seal/endorsement.

