

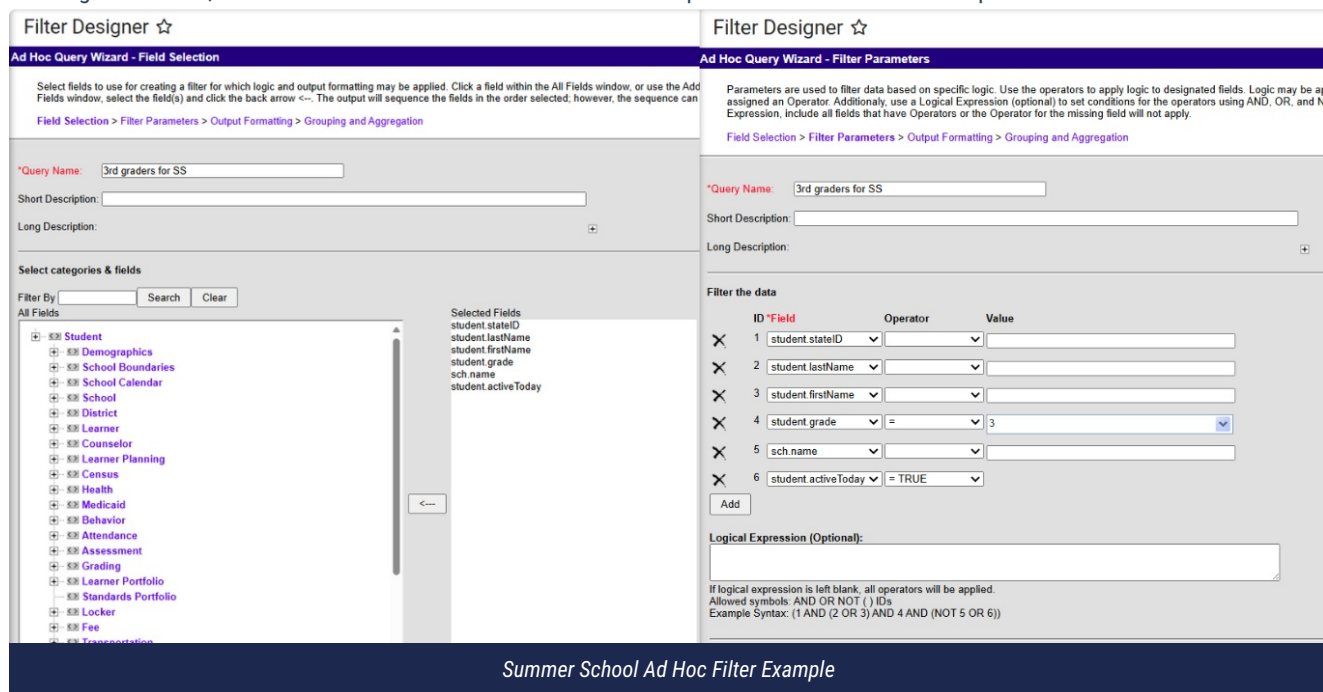
Roll Forward Student Enrollment for Summer School

04/21/2026 5:54 am EDT

Roll Forward Student Enrollment

Navigation: Student Information > General Student Administration > Enrollment Roll Forward Wizard

Create an Ad Hoc filter for each **grade level** attending summer school. It is recommended to use the [Infinite Campus Multi-Select](https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/multi-select) (<https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/multi-select>) filter option to select students from more than one school. When creating the Ad Hoc, be sure the context is All Schools test. The steps below will need to be completed for each filter created.



Filter Designer ☆
Ad Hoc Query Wizard - Field Selection

Select fields to use for creating a filter for which logic and output formatting may be applied. Click a field within the All Fields window, or use the Add Fields window, select the field(s) and click the back arrow <-. The output will sequence the fields in the order selected, however, the sequence can be changed in the Filter Parameters window.

Field Selection > Filter Parameters > Output Formatting > Grouping and Aggregation

*Query Name: 3rd graders for SS

Short Description:

Long Description:

Select categories & fields

Filter By: Search Clear

All Fields

- Student
 - Demographics
 - School Boundaries
 - School Calendar
 - School
 - District
 - Learner
 - Counselor
 - Learner Planning
 - Census
 - Health
 - Medicaid
 - Behavior
 - Attendance
 - Assessment
 - Grading
 - Learner Portfolio
 - Standards Portfolio
 - Locker
 - Fee
 - Transportation

Selected Fields

- student.stateID
- student.lastName
- student.firstName
- student.grade
- sch.name
- student.activeToday

Filter Designer ☆
Ad Hoc Query Wizard - Filter Parameters

Parameters are used to filter data based on specific logic. Use the operators to apply logic to designated fields. Logic may be assigned an Operator. Additionally, use a Logical Expression (optional) to set conditions for the operators using AND, OR, and NOT. Include all fields that have Operators or the Operator for the missing field will not apply.

Field Selection > Filter Parameters > Output Formatting > Grouping and Aggregation

*Query Name: 3rd graders for SS

Short Description:

Long Description:

Filter the data

ID	*Field	Operator	Value
1	student.stateID		
2	student.lastName		
3	student.firstName		
4	student.grade	=	3
5	sch.name		
6	student.activeToday	=	TRUE

Add

Logical Expression (Optional):

If logical expression is left blank, all operators will be applied.
Allowed symbols: AND OR NOT () IDs
Example Syntax: (1 AND (2 OR 3) AND 4 AND (NOT 5 OR 6))

Summer School Ad Hoc Filter Example

If students are only enrolled in one calendar, the [Advanced Person Search](https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/advanced-person-search) (<https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/advanced-person-search>) can be used to create an ad hoc for the roll forward process. Remember that the Advanced Person Search is not available to use in the All Schools context.

If running this process using an ad hoc filter that contains students from multiple calendars, be sure the Context is set to **All Schools**. Otherwise, be sure the context is the calendar where the students are currently active.

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

- Select the **Source Calendar(s)** for each student included in the filter.
- Select the **Source Ad Hoc Student Filter** and select the grade level filter created.
- Select **Primary** Source Service Type.
- Select **Main** Source Structure - If multiple source calendars are selected, there will be no selection in this dropdown.
- Select **S1: Summer Enrollment** as the Local Start Status.
- Select the **Summer School calendar** as the Destination calendar.
- Select the same Destination **Grade** as the filtered students.
- Select **Main** as the Destination Structure.
- Check the box to **Allow Duplicate Primary Enrollments** (If enrollments have been rolled forward for the future year).
- Check to **Include students whose enrollments end on the last day of the last term** if the end enrollment process has been completed for the current year.
- Click **Run Test** to verify the number of students that will be rolled forward.
- Click **Run** to complete the roll forward process.

Select Source Calendars 25-26 Jackson Elementary 25-26 Jefferson Middle School 25-26 LEP 25-26 Lincoln High School 25-26 Madison Elementary Sch 1 25-26 Madison Elementary School 25-26 McKinley Elementary 25-26 Monroe High School 25-26 Taft Middle School 25-26 Wilson School 25-26 Wilson School 1 24-25 Arthur High School 24-25 Coolidge School 24-25 Harrison High School 24-25 Homeless CTRL-click and SHIFT-click for multiple	Select Local Start Status S1: Summer Enrollment (Valid 25-26 thru current)
Select Source Grades <input type="checkbox"/> 1 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12 <input type="checkbox"/> 13 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> ABE <input type="checkbox"/> IT <input type="checkbox"/> KG <input type="checkbox"/> OS <input type="checkbox"/> PK <input type="checkbox"/> PR <input type="checkbox"/> TK <input type="checkbox"/> UG	(OPTIONAL) Select Destination Calendar 25-26 Madison Elementary SS Select Destination Grade 3 Select Destination Structure Main Start Date Override <small>If school days for the next school year have been finalized and Calendar Days have been set, this date does not have to be entered. The first term date of the next school year is automatically selected. If Calendar Days have not been set, enter the Start Date Override as the first instructional day of the next school year.</small>
Source Ad Hoc Student Filter 3rd Grade Summer School McKinley	<input checked="" type="checkbox"/> Allow Duplicate Primary Enrollments <input checked="" type="checkbox"/> Totals Only <input type="checkbox"/> Show Warnings <input checked="" type="checkbox"/> Include students whose enrollments end on the last day of the last term
Source Service Type <input checked="" type="checkbox"/> Primary <input type="checkbox"/> Partial <input type="checkbox"/> Special Ed Services	<input type="button" value="RUN TEST"/> <input type="button" value="RUN"/>
Select Source Structure Main	

Summer School Enrollment Roll Forward One Calendar Selection


Summer School Enrollment Roll Forward Multiple Calendars Selection

Create Student Enrollment

Navigation: [Student Information > General > Enrollments](#)

Enrollments can be added manually by following the steps below.

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



A Person is needed to use this tool.

[Open Person Search](#)

Or

[Open Student Search](#)

[Open Household Search](#)

[Open Staff Search](#)

- Click **New**
- Select the **Calendar**.
 - Please note that the calendar context determines the calendar listed in the enrollment. If the calendar context is not correct and the user has access to the calendar, select the Summer School Calendar from the dropdown list. If the user does not have access to the calendar, work with the SIS Coordinator for appropriate steps.
- Select the **Grade** from the dropdown.

- Enter the **Start Date**.
- Select the **Local Start Status**.
- Start Comments are optional.
- Click **Save** to add the new enrollment.

General Enrollment Information

Enrollment ID 954115

<p>Calendar 25-26 Monroe High School SS</p> <p>*Start Date 7/15/2026 <input type="text"/></p> <p>*Local Start Status S1: Summer Enrollment</p> <p>State Start Status S1: Summer Enrollment</p> <p>Start Comments <input style="width: 100%; height: 20px;" type="text"/></p>	<p>Schedule (read only) Main <input type="text"/></p> <p>No Show <input type="checkbox"/></p> <p>End Date <input type="text"/></p>	<p>*Grade 12</p> <p>End Action <input type="text"/></p>	<p>Class Rank Exclude <input type="checkbox"/></p> <p>*Service Type P: Primary</p>	<p>External LMS Exclude <input type="checkbox"/></p>	<p>Local End Status <input style="width: 100%; height: 20px;" type="text"/></p> <p>State End Status W6: High School Graduate</p> <p>End Comments <input style="width: 100%; height: 20px;" type="text"/></p>
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