

Roll Forward Student Enrollment for Summer School

02/06/2026 7:04 am EST

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 using the arrows in the Selected Fields 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. Expression, 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 **E1: Init enroll - this year** 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.

Enrollment Roll Forward Wizard ☆

Select Source Calendars <div> 24-25 Hoover High School 24-25 Jefferson School 24-25 Nixon School 24-25 Polk Middle School 24-25 Truman Middle School 24-25 Van Buren Elementary Adams 1 School 2025 A Arthur School 2025 A Buchanan School 2025 A Clinton School 2025 A Coolidge School 2025 A Eisenhower School 2025 A Fillmore School 2025 A Ford School 2025 A Garfield School 2025 A CTRL-click and SHIFT-click for multiple </div>	Select Local Start Status <div> E1: Init enroll - this year (Valid 93-94 thru current) </div>
Select Source Grades <div> <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"/> NG <input type="checkbox"/> OS <input type="checkbox"/> PK <input type="checkbox"/> PR <input type="checkbox"/> TK <input type="checkbox"/> UG </div>	(OPTIONAL) Select Destination Calendar <div> 24-25 District Summer School </div> Select Destination Grade <div> 3 </div> Select Destination Structure <div> Main </div> 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> <div> </div>
Source Ad Hoc Student Filter <div> 3rd graders for SS </div>	<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 <div> <div>RUN TEST</div> <div>RUN</div> </div>
Source Service Type <div> <input checked="" type="checkbox"/> Primary <input type="checkbox"/> Partial <input type="checkbox"/> Special Ed Services </div>	Select Source Structure <div> Main </div>

Summer School Enrollment Roll Forward One Calendar Selection

Enrollment Roll Forward Wizard ☆

Select Source Calendars

25-26 Van Buren Elementary

25-26 Van Buren School

24-25 Bush High School

24-25 Carter High School

24-25 Cleveland School

24-25 Hoover High School

24-25 Jefferson School

24-25 Nixon School

24-25 Polk Middle School

24-25 Truman Middle School

24-25 Van Buren Elementary

Adams 1 School 2025 A

Arthur School 2025 A

Buchanan School 2025 A

Clinton School 2025 A

CTRL-click and SHIFT-click for multiple

Select Source Grades

☐ 1

☐ 10

☐ 11

☐ 12

☐ 13

☐ 2

☐ 3

☐ 4

☐ 5

☐ 6

☐ 7

☐ 8

☐ 9

☐ ABE

☐ IT

☐ KG

☐ NG

☐ OS

☐ PK

☐ PR

☐ TK

☐ UG

Source Ad Hoc Student Filter

3rd graders for SS

Source Service Type

☒ Primary

☐ Partial

☐ Special Ed Services

Select Source Structure

Select Local Start Status

E1: Init enroll - this year (Valid 93-94 thru current)

(OPTIONAL)

Select Destination Calendar

24-25 District Summer School

Select Destination Grade

3

Select Destination Structure

Main

Start Date Override

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.

☒ Allow Duplicate Primary Enrollments

☒ Totals Only

☐ Show Warnings

☐ Include students whose enrollments end on the last day of the last term

RUN TEST

RUN

Summer School Enrollment Roll Forward Multiple Calendars
Selection

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