



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 ☆	Filter Designer ☆																												
<p>Ad Hoc Query Wizard - Field Selection</p> <p>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 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.</p> <p>Field Selection > Filter Parameters > Output Formatting > Grouping and Aggregation</p> <p>*Query Name: 3rd graders for SS</p> <p>Short Description: </p> <p>Long Description: </p> <p>Select categories & fields</p> <p>Filter By: Search Clear</p> <p>All Fields</p> <ul style="list-style-type: none">+ <input checked="" type="checkbox"/> Student+ <input checked="" type="checkbox"/> Demographics+ <input checked="" type="checkbox"/> School Boundaries+ <input checked="" type="checkbox"/> School Calendar+ <input checked="" type="checkbox"/> School+ <input checked="" type="checkbox"/> District+ <input checked="" type="checkbox"/> Learner+ <input checked="" type="checkbox"/> Counselor+ <input checked="" type="checkbox"/> Learner Planning+ <input checked="" type="checkbox"/> Census+ <input checked="" type="checkbox"/> Health+ <input checked="" type="checkbox"/> Medicaid+ <input checked="" type="checkbox"/> Behavior+ <input checked="" type="checkbox"/> Attendance+ <input checked="" type="checkbox"/> Assessment+ <input checked="" type="checkbox"/> Grading+ <input checked="" type="checkbox"/> Learner Portfolio+ <input checked="" type="checkbox"/> Standards Portfolio+ <input checked="" type="checkbox"/> Locker+ <input checked="" type="checkbox"/> Fee+ <input checked="" type="checkbox"/> Transportation <p>Selected Fields</p> <p>student.stateID student.lastName student.firstName student.grade sch.name student.activeToday</p> <p><--</p>	<p>Ad Hoc Query Wizard - Filter Parameters</p> <p>Parameters are used to filter data based on specific logic. Use the operators to apply logic to designated fields. Logic may be applied 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.</p> <p>Field Selection > Filter Parameters > Output Formatting > Grouping and Aggregation</p> <p>*Query Name: 3rd graders for SS</p> <p>Short Description: </p> <p>Long Description: </p> <p>Filter the data</p> <table border="1"><thead><tr><th>ID</th><th>Field</th><th>Operator</th><th>Value</th></tr></thead><tbody><tr><td>1</td><td>student.stateID</td><td>▼</td><td>▼</td></tr><tr><td>2</td><td>student.lastName</td><td>▼</td><td>▼</td></tr><tr><td>3</td><td>student.firstName</td><td>▼</td><td>▼</td></tr><tr><td>4</td><td>student.grade</td><td>=</td><td>3</td></tr><tr><td>5</td><td>sch.name</td><td>▼</td><td>▼</td></tr><tr><td>6</td><td>student.activeToday</td><td>= TRUE</td><td>▼</td></tr></tbody></table> <p>Add</p> <p>Logical Expression (Optional):</p> <p>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))</p>	ID	Field	Operator	Value	1	student.stateID	▼	▼	2	student.lastName	▼	▼	3	student.firstName	▼	▼	4	student.grade	=	3	5	sch.name	▼	▼	6	student.activeToday	= TRUE	▼
ID	Field	Operator	Value																										
1	student.stateID	▼	▼																										
2	student.lastName	▼	▼																										
3	student.firstName	▼	▼																										
4	student.grade	=	3																										
5	sch.name	▼	▼																										
6	student.activeToday	= TRUE	▼																										

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) (<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

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

Select Local Start Status

(OPTIONAL)

Select Destination Calendar

Select Destination Grade

Select Destination Structure

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.

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"/> NG	<input type="checkbox"/> OS	<input type="checkbox"/> PK	<input type="checkbox"/> PR
<input type="checkbox"/> TK	<input type="checkbox"/> UG		

Source Ad Hoc Student Filter

Source Service Type

Primary
 Partial
 Special Ed Services

Select Source Structure

Summer School Enrollment Roll Forward One Calendar Selection

Enrollment Roll Forward Wizard ☆

Select Source Calendars	Select Local Start Status
25-26 Van Buren Elementary 25-26 Van Buren School 24-25 English 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	E1: Init enroll - this year (Valid 93-94 thru current) <input type="button" value="▼"/> (OPTIONAL) Select Destination Calendar 24-25 District Summer School <input type="button" value="▼"/> Select Destination Grade 3 <input type="button" value="▼"/> Select Destination Structure Main <input type="button" value="▼"/> 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.
CTRL-click and SHIFT-click for multiple <input type="radio"/> 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"/> NG <input type="checkbox"/> OS <input type="checkbox"/> PK <input type="checkbox"/> PR <input type="checkbox"/> TK <input type="checkbox"/> UG	
<input type="checkbox"/> Allow Duplicate Primary Enrollments <input checked="" type="checkbox"/> Totals Only <input type="checkbox"/> Show Warnings <input type="checkbox"/> Include students whose enrollments end on the last day of the last term	
<input style="margin-right: 20px;" type="button" value="RUN TEST"/> <input type="button" value="RUN"/>	
Source Ad Hoc Student Filter 3rd graders for SS <input type="button" value="▼"/>	
Source Service Type <input checked="" type="checkbox"/> Primary <input type="checkbox"/> Partial <input type="checkbox"/> Special Ed Services	
Select Source Structure <input type="button" value="▼"/>	

Summer School Enrollment Roll Forward Multiple Calendars

Selection

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