

Ending Summer School

06/29/2026 3:16 pm EDT

End Summer School Student Enrollments (Batch)

Navigation: Menu > Student Information > General Student Administration > Enrollment End Batch Wizard

- Run the [Enrollment End Batch | Infinite Campus](https://kb.infinitecampus.com/help/enrollment-end-batch) process to end enrollments for all students. Students with existing end dates and end statuses will not be changed when running this process.
- The End Date should be the **last instructional day** of the summer school calendar.
- Select **W1: Transfer Withdrawal** as the local end status.

Enrollment End Batch Wizard ☆

Enrollment End Batch Process

This tool processes enrollment records for all students in the selected calendars and grade levels at the end of the school year. Enrollment End Dates, Enrollments and Graduation records are only modified if the fields selected to be filled on this editor are blank on the student's Enrollment record and are already marked as Retained or Demoted on their Enrollment records will not be processed by this tool.


If students are assigned academic plans, process the graduating class using the Post Diplomas mode on the Course Plan Admin tool. This applies the

<p style="font-size: x-small; margin: 0;">Select Calendars</p> <div style="border: 1px solid #ccc; padding: 2px; font-size: x-small;"> <ul style="list-style-type: none"> 24-25 Wilson School SS2 25-26 Arthur High School SS 25-26 Jackson Elementary SS <li style="background-color: #e0e0e0;">25-26 Madison Elementary SS 25-26 Monroe High School SS 25-26 Wilson School SS1 26-27 Adams School 26-27 Arthur High School 26-27 Arthur High School 1 26-27 Buchanan School 26-27 Garfield School 26-27 Jackson School 26-27 Jefferson Middle School 26-27 Lincoln School 26-27 Lincoln School Test </div> <p style="font-size: x-small; margin-top: 5px;">CTRL-click and SHIFT-click for multiple</p>	<p style="font-size: x-small; margin: 0;">Select Fields to fill</p> <p>End Date <input type="text" value="7/15/2026"/></p> <p>Local End Status <input type="text" value="W1: Transfer Withdrawal (Valid 93-94 thru current)"/></p> <p>End Action <input type="text"/></p> <hr/> <p style="font-size: x-small; margin: 0;">Graduation</p> <p>Diploma Date <input type="text"/></p> <p>Diploma Type <input type="text"/></p> <p>Diploma Period <input type="text"/></p> <p>Post Grad Location <input type="text"/></p> <p>Post Grad Plans <input type="text"/></p> <p style="text-align: center; margin-top: 5px;"><input type="button" value="RUN"/></p>
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Select Grades

1
 10
 11
 12
 13
 2
 3
 4
 5
 6
 7
 8
 9
 ABE
 IT
 KG
 OS
 PK
 PR
 TK
 UG

Select Ad Hoc Student Filter



If a student's status changes from Retention to Promotion or Graduation, update the next year enrollment as needed.

End Summer School Student Enrollments (Individual)

Page 1

Navigation: Menu > Student Information > General > Enrollments

- Select the Summer School Enrollment record.
- Enter End Date of the **last instructional day** of the summer school calendar.
- Enter the local end status of **W1: Transfer Withdrawal**.
- Enter **End Comments** (optional).
- Click **Save** to update the record.

General Enrollment Information

Enrollment ID 957029

Calendar
25-26 Madison Elementary SS

Schedule (read only)
Main

*Grade
4

Class Rank Exclude

External LMS Exclude

*Start Date
06/24/2026

No Show

End Date
7/15/2026

End Action

*Service Type
P: Primary

*Local Start Status
S1: Summer Enrollment

Local End Status
W1: Transfer Withdrawal

State Start Status
S1: Summer Enrollment

State End Status
W1: Transfer Withdrawal

Start Comments

End Comments



If a student's status changes from Retention to Promotion or Graduation, update the next year enrollment as needed.


End Staff District Assignments

End Staff District Assignments

Staff that are not assigned to the school where the summer school was located should have the district assignment ended once the summer school is completed. Please see the [District Assignments | Infinite Campus](https://kb.infinitecampus.com/help/district-assignments) (<https://kb.infinitecampus.com/help/district-assignments>) article for more information.

Navigation: Census > Staff > District Assignments

Select a Staff Person: If a staff person is not selected, click Open Person Search tool to search by the staff person's name. Search for staff using advanced searches or Ad Hoc Filters as needed. Select the staff person's name to open the District Assignment tool. If a staff person was already selected, the District Assignment 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](#)

- Select the School District Assignment where the Summer School program was located.
- Enter a **End date** of the last day of the summer school employment.
- Click **Save** to end the district assignment.

Employment Assignment Information

***School** ↗
 Monroe High School

***Start Date** ↗ **End Date**
 06/23/2025 07/18/2025

Department
 [Dropdown]

Title
 Select a Value

Type
 [Dropdown]

FTE of Assignment
 [Input]

Assignment Code
 [Dropdown]


Amplify Role
 [Dropdown]

K-3 TS Admin Role
 [Dropdown]

SchoolNet Role
 [Dropdown]

SchoolNet Additional Roles
 Select Values

Teacher **Special Ed** **Program** **Behavior Admin** **Health** **Behavior Response Approver** **Response to Intervention**



You've completed this section.

[← Return to Summer School](#)