

Ending Summer School

02/06/2026 8:18 am EST

Summer School (<https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/summer-school>)

Use the following articles to close out summer school by adding final grades, ending student enrollments and ending student programs.

End Summer School Student Enrollment

End Summer School Student Enrollments

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

- Run the **Enrollment End Batch Wizard** (<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.



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.

i

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

06/23/2025

Type

Amplify Role

SchoolNet Role

Teacher

☒

Special Ed

☐

Program

☐

Behavior Admin

☐

Health

☐

Behavior Response Approver

☐

Response to Intervention

☐

Department

Title

Select a Value

Assignment Code

K-3 TS Admin Role

SchoolNet Additional Roles

Select Values

End Date

07/18/2025

FTE of Assignment

Summer School (<https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/summer-school>)

NCSIS Knowledgebase | Article: Ending Summer School | Last Updated: 02/06/2026 8:18 am EST