

# 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) (<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.

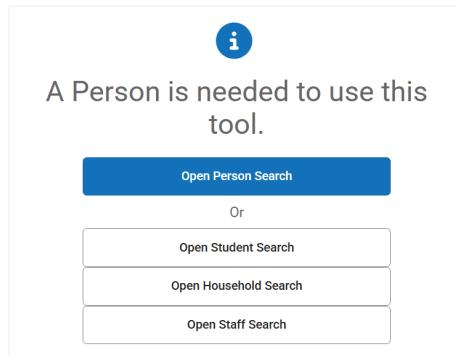
### End Staff District Assignments

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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.



- 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							
<b>*School</b> Monroe High School		<b>Department</b>					
<b>*Start Date</b> 06/23/2025		<b>End Date</b> 07/18/2025					
Type	FTE of Assignment	Title		Assignment Code			
Amplify Role		Select a Value					
SchoolNet Role		Assignment Code		Assignment Code			
K-3 TS Admin Role		Select Values		Select Values			
Teacher	Special Ed	Program	Behavior Admin	Health	Behavior Response Approver	Response to Intervention	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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