

# Ending Summer School

05/01/2026 8:30 am EDT

## 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

### 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

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

 **You've completed this section.**

[← Return to Summer School](#)