



Individual Graduate



04/19/2026 3:32 pm EDT

Individual Graduate

Below are steps to complete the graduation process for an individual student. The correct diploma period should be chosen depending on when the student completed graduation requirements.

Task	<input checked="" type="checkbox"/> Completed
<p>Post Grades to Transcript <i>Menu > Student Information > General Student Administration > Transcript Post Wizard</i></p> <ul style="list-style-type: none"> • Transcript Post Wizard Infinite Campus (https://kb.infinitecampus.com/help/transcript-post) 	<input type="checkbox"/>
<p>Verify Graduation Program <i>Menu > Student Information > Academic Planning > Programs</i></p> <ul style="list-style-type: none"> • Graduation Program Assignment (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/graduation-program-graduation-program-assignment) • Use the Academic Plan Status Report Infinite Campus (https://kb.infinitecampus.com/help/academic-plan-status-report) tool to view students without a graduation program and confirm students have the correct graduation program. • Please note students with Extended Content Standards pathway will not have an NC Graduation Program assigned. 	<input type="checkbox"/>
<p>Verify CTE Programs (if applicable) <i>Menu > Student Information > Academic Planning > Programs</i></p> <ul style="list-style-type: none"> • Please see the CTE Concentrator Report (https://go.ncdpi.gov/cteeoy) document for guidance on the CTE program information. 	<input type="checkbox"/>

Task	<input checked="" type="checkbox"/> Completed
<p>Update Student Status for CTE Concentrators (if applicable) <i>Navigation: Student Information > Program Administration > Course Plan Administration</i></p> <ul style="list-style-type: none"> • See the CTE Concentrator Report (https://go.ncdpi.gov/cteeoy) documentation for detailed steps for this process. • This process should be completed after final grades are posted to the transcript. <ul style="list-style-type: none"> ◦ Once statuses are updated review the CTE Concentrator Report (https://go.ncdpi.gov/cteeoy) for guidance on verifying and reporting. <div style="border: 1px solid #ccc; background-color: #fff9c4; padding: 10px; margin-top: 10px;">  <p><i>This process is taxing on the system, and it is recommended to be run after regular business hours.</i></p> </div>	
<p>Calculate On-Track Status <i>Menu > Student Information > Program Administration > Course Plan Administration</i></p> <ul style="list-style-type: none"> • Course Plan Administration Infinite Campus (https://kb.infinitecampus.com/help/course-plan-admin#calculate-on-track-status) • This process will run for all students. • This process will calculate any graduation or academic plan a student is assigned. <div style="border: 1px solid #ccc; background-color: #fff9c4; padding: 10px; margin-top: 10px;">  <p><i>This process is taxing on the system, and it is recommended to be run after regular business hours.</i></p> </div>	<input type="checkbox"/>
<p>Review On-Track Status <i>Menu > Student Information > Program Administration > Academic Plan Status Report or Academic Plan Progress Batch Report</i></p> <ul style="list-style-type: none"> • Review student's status towards their graduation program by running the Academic Plan Status Report. Academic Plan Status Report Infinite Campus (https://kb.infinitecampus.com/help/academic-plan-status-report) • The report can also be used to display the students that are not on-track towards the graduation requirements. • The Academic Plan Progress Batch Infinite Campus (https://kb.infinitecampus.com/help/academic-plan-progress-batch) report can provide progress towards the graduation requirements per individual student. 	<input type="checkbox"/>

Task	 Completed
<p>Verify Post Grad Plans <i>Menu > Student Information > General > Graduation</i></p> <ul style="list-style-type: none"> • Graduation (North Carolina) Infinite Campus (https://kb.infinitecampus.com/help/graduation-north-carolina#GraduationTab-SouthDakota-GraduationDetail) • This information can be added by students when using the Academic Course Plan tool in student portal. 	
<p>Verify Grade 9 Entry Date <i>Menu > Student Information > General > Graduation</i></p> <ul style="list-style-type: none"> • This field is populated based on the 9th grade enrollment record for the student. • If a date is not entered, review the student's enrollment history to determine the correct grade 9 enrollment. Enter the date of the students first grade 9 enrollment. • NGA Cohort End Year - This field is populated based on the 9th grade enrollment record for the student. • NCLB Cohort End Year - This field is populated based on the 9th grade enrollment record for the student. 	
<p>Add Seals (Endorsements) (if applicable) <i>Menu > Student Information > General > Graduation</i></p> <ul style="list-style-type: none"> • Graduation (North Carolina) Infinite Campus (https://kb.infinitecampus.com/help/graduation-north-carolina#GraduationTab-SouthDakota-GraduationEndorsement) • Requirements for Endorsements can be found: High School Diploma Endorsements NC DPI (https://www.dpi.nc.gov/districts-schools/high-school-graduation-requirements/high-school-diploma-endorsements) <div data-bbox="196 1325 1276 1467" style="border: 1px solid #add8e6; padding: 10px; margin-top: 10px;">  <i>At this time, this process is manual.</i> </div>	<input type="checkbox"/>
<p>Review Data on Transcripts <i>Menu > Student Information > General > Transcripts</i></p> <ul style="list-style-type: none"> • Verify graduation requirements are met • Verify programs are reflected correctly on the transcript (CTE) • Verify seals are reflected correctly on the transcript 	<input type="checkbox"/>

Task	<input checked="" type="checkbox"/> Completed
<p>Enter Diploma Date</p> <p><i>Menu > Student Information > General > Graduation</i></p> <ul style="list-style-type: none"> • Graduation (North Carolina) Infinite Campus (https://kb.infinitecampus.com/help/graduation-north-carolina#GraduationTab-SouthDakota-EnterGraduationData) • The Diploma Date should be the student's last day of instruction. 	<input checked="" type="checkbox"/>
<p>Enter Diploma Type</p> <p><i>Menu > Student Information > General > Graduation</i></p> <ul style="list-style-type: none"> • Graduation (North Carolina) Infinite Campus (https://kb.infinitecampus.com/help/graduation-north-carolina#GraduationTab-SouthDakota-GraduationDetail) • The student's diploma type should be FRC: Future Ready Core or GWC: Graduated with Certificate. 	<input type="checkbox"/>

Task	Completed <input checked="" type="checkbox"/>
<p>Enter Diploma Period</p> <p><i>Menu > Student Information > General > Graduation</i></p> <ul style="list-style-type: none"> • Graduation (North Carolina) Infinite Campus (https://kb.infinitecampus.com/help/graduation-north-carolina#GraduationTab-SouthDakota-GraduationDetail) • Mid-Year: Diploma Date should be on or after the 1st day of school and before the last day of school. • Regular: Diploma Date should be on or after the last day of school and on or before 08/06. • Summer: Diploma Date should be on or after 08/07 and before the 1st day of school in the upcoming year <div data-bbox="391 674 1073 1100" style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p>General Graduation Information</p> <p>GRAD Score: 114 ⓘ</p> <p>Diploma Date: <input type="text"/></p> <p>Diploma Type: <input type="text"/></p> <p>Diploma Period: <input type="text"/> </p> <p>Date First Entered the 9th Grade: ⓘ</p> <p>NGA Cohort End Year: <input type="text"/></p> <p>NCLB Cohort End Year: <input type="text"/></p> <p>Post Grad Plans: <input type="text"/> </p> <p>Student Post Grad Confirmation: <input type="text"/> ⓘ</p> <p><small>Indicates the most recent student acknowledgement of their Post Graduation Plans.</small></p> </div>	<input type="checkbox"/>
<p>End Student Enrollment</p> <p><i>Menu > Student Information > General > Enrollments</i></p> <ul style="list-style-type: none"> • The enrollment End Date should be the student's last day of instruction • The enrollment Local End Status should be <ul style="list-style-type: none"> ◦ W4: Early Completer/Midyear Grad ◦ W6: High School Graduate • Student End Enrollment Checklist (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/student-end-enrollment-checklist) 	<input type="checkbox"/>

Task	<input checked="" type="checkbox"/> Completed
<p>Print Final Transcript</p> <p><i>Menu > Student Information > General > Transcripts</i></p> <ul style="list-style-type: none">• Transcripts (North Carolina) Infinite Campus (https://kb.infinitecampus.com/help/transcripts-north-carolina)	<input type="checkbox"/>

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