


# Individual Graduate


05/30/2025 7:45 am 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	Completed
<b>Post Grades to Transcript</b> <i>Menu &gt; Student Information &gt; General Student Administration &gt; Transcript Post Wizard</i> <ul style="list-style-type: none"> <li>Transcript Post Wizard   Infinite Campus</li> </ul>	<input type="checkbox"/>
<b>Verify Graduation Program is assigned</b> <i>Menu &gt; Student Information &gt; Academic Planning &gt; Programs</i> <ul style="list-style-type: none"> <li>Graduation Program Assignment</li> </ul>	<input type="checkbox"/>
<b>Verify CTE Programs are assigned (if applicable)</b> <i>Menu &gt; Student Information &gt; Academic Planning &gt; Programs</i> <ul style="list-style-type: none"> <li>CTE Program Assignment</li> </ul>	<input type="checkbox"/>
<b>Calculate On-Track Status</b> <i>Menu &gt; Student Information &gt; Program Administration &gt; Course Plan Administration</i> <ul style="list-style-type: none"> <li>Course Plan Administration   Infinite Campus</li> <li>This process will run for all students.</li> <li>This process will calculate any graduation or academic plan a student is assigned. This includes CTE Concentrator Status for those assigned to a CTE Program.</li> </ul> <div>  <p>This process is taxing on the system, and it is recommended to be run after regular business hours.</p> </div>	<input type="checkbox"/>

Task	<div> <input checked="" type="checkbox"/> Completed </div>
<p><b>Add Seals</b> (Endorsements) (if applicable)</p> <p><i>Menu &gt; Student Information &gt; General &gt; Graduation</i></p> <ul style="list-style-type: none"> <li>Graduation (North Carolina)   Infinite Campus</li> <li>Requirements for Endorsements can be found: <a href="#">High School Diploma Endorsements   NC DPI</a></li> </ul> <div> <div> </div> <div>At this time, this process is manual.</div> </div>	<div> <input type="checkbox"/> </div>
<p><b>Review Transcripts</b></p> <ul style="list-style-type: none"> <li>Verify graduation requirements are met</li> <li>Verify programs are reflected correctly on the transcript (CTE)</li> <li>Verify seals are reflected correctly on the transcript</li> </ul>	<div> <input type="checkbox"/> </div>
<p><b>Enter Diploma Type</b></p> <p><i>Menu &gt; Student Information &gt; General &gt; Graduation</i></p> <ul style="list-style-type: none"> <li>Graduation (North Carolina)   Infinite Campus</li> <li>The student's diploma type should be <b>FRC: Future Ready Core</b> or <b>GWC: Graduated with Certificate</b>.</li> </ul>	<div> <input type="checkbox"/> </div>
<p><b>Enter Diploma Period</b></p> <p><i>Menu &gt; Student Information &gt; General &gt; Graduation</i></p> <ul style="list-style-type: none"> <li>Graduation (North Carolina)   Infinite Campus</li> <li><b>Mid-Year:</b> Diploma Date should be on or after the 1st day of school and before the last day of school.</li> <li><b>Regular:</b> Diploma Date should be on or after the last day of school and before 08/07.</li> <li><b>Summer:</b> Diploma Date should be on or after 08/07 and before the 1st day of school in the upcoming year</li> </ul> <div> <div>General Graduation Information</div> <div> <div>GRAD Score: 114 ⓘ</div> <div>Diploma Date: <input type="text"/></div> <div>Diploma Type: <input type="text"/></div> <div>Diploma Period: <input type="text"/></div> <div>Date First Entered the 9th Grade: ⓘ</div> <div>NGA Cohort End Year: <input type="text"/></div> <div>NCLB Cohort End Year: <input type="text"/></div> <div>Post Grad Plans: <input type="text"/></div> <div>Student Post Grad Confirmation: <input type="text"/></div> <div> <div>M: Mid-Year</div> <div>R: Regular</div> <div>S: Summer</div> </div> <div>Indicates the most recent student acknowledgement of their Post Graduation Plans.</div> </div> </div>	<div> <input type="checkbox"/> </div>

Task	 Completed
<b>Verify Grade 9 Entry Date</b> <i>Menu &gt; Student Information &gt; General &gt; Graduation</i> <ul style="list-style-type: none"> <li>• This field is populated based on the 9th grade enrollment record for the student.</li> <li>• 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.</li> <li>• NGA Cohort End Year - This field is populated based on the 9th grade enrollment record for the student.</li> <li>• NCLB Cohort End Year - This field is populated based on the 9th grade enrollment record for the student.</li> </ul>	<input type="checkbox"/>
<b>Enter Diploma Date</b> <i>Menu &gt; Student Information &gt; General &gt; Graduation</i> <ul style="list-style-type: none"> <li>• <a href="#">Graduation (North Carolina)   Infinite Campus</a></li> <li>• The Diploma Date should be the student's last day of instruction.</li> </ul>	<input type="checkbox"/>
<b>Verify Post Grad Plans</b> <i>Menu &gt; Student Information &gt; General &gt; Graduation</i> <ul style="list-style-type: none"> <li>• <a href="#">Graduation (North Carolina)   Infinite Campus</a></li> <li>• This information can be added by students when using the Course Planning tool in student portal.</li> </ul>	<input type="checkbox"/>
<b>End Student Enrollment</b> <i>Menu &gt; Student Information &gt; General &gt; Enrollments</i> <ul style="list-style-type: none"> <li>• The enrollment End Date should be the student's last day of instruction</li> <li>• The enrollment End Status should be <ul style="list-style-type: none"> <li>◦ W4: Early Completer/Midyear Grad</li> <li>◦ W6: High School Graduate</li> </ul> </li> <li>• <a href="#">Student End Enrollment Checklist</a></li> </ul>	<input type="checkbox"/>
<b>Print Final Transcript</b> <i>Menu &gt; Student Information &gt; General &gt; Transcript</i> <ul style="list-style-type: none"> <li>• <a href="#">Transcripts (North Carolina)   Infinite Campus</a></li> </ul>	<input type="checkbox"/>