

Individual Graduate

01/21/2026 7:49 am EST

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
Post Grades to Transcript <i>Menu > Student Information > General Student Administration > Transcript Post Wizard</i> • Transcript Post Wizard Infinite Campus (https://kb.infinitecampus.com/help/transcript-post)	<input type="checkbox"/>
Verify Graduation Program is assigned <i>Menu > Student Information > Academic Planning > Programs</i> • Graduation Program Assignment (https://nodepartmentofpublicinstruction.knowledgeowl.com/home/graduation-program-assignment)	<input type="checkbox"/>
Verify CTE Programs are assigned and statuses are updated (if applicable) <i>Menu > Student Information > Academic Planning > Programs</i> • Please see the CTE Concentrator Report (https://go.ncdpi.gov/5fhqx) document for guidance on the CTE program information.	<input type="checkbox"/>



Please note the information in the CTE Concentrator Report document is for a **one-time** program addition for Mid-Year Graduates in the 25-26 school year. CTE Programs will be automatically added to students by the end of the 25-26 school year. Further information will be provided when available.

Task	Completed
<p>Calculate On-Track Status</p> <p><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 data-bbox="218 614 306 699" style="background-color: #ffcc99; border-radius: 50%; width: 50px; height: 50px; display: flex; align-items: center; justify-content: center; margin-bottom: 10px;">  </div> <div data-bbox="316 614 1245 686" style="border: 1px solid #ffcc99; padding: 5px;"> <p><i>This process is taxing on the system, and it is recommended to be run after regular business hours.</i></p> </div>	<input checked="" type="checkbox"/>
<p>Review On-Track Status</p> <p><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"/>
<p>Add Seals (Endorsements) (if applicable)</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-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="218 1586 306 1670" style="background-color: #e0f2ff; border-radius: 50%; width: 50px; height: 50px; display: flex; align-items: center; justify-content: center; margin-bottom: 10px;">  </div> <div data-bbox="316 1586 682 1617" style="border: 1px solid #e0f2ff; padding: 5px;"> <p><i>At this time, this process is manual.</i></p> </div>	<input type="checkbox"/>

Task	Completed
<p>Review Transcripts</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"/>
<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"/>
<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 before 08/07. 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 1182 1060 1605"> <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>M: Mid-Year <small>Entered data</small></p> <p>R: Regular</p> <p>S: Summer</p> <p>Date First Entered the 9th Grade: </p> <p>NGA Cohort End Year:</p> <p>NCLB Cohort End Year:</p> <p>Post Grad Plans:</p> <p>Student Post Grad Confirmation: <input type="text"/>  </p> <p>Indicates the most recent student acknowledgement of their Post Graduation Plans.</p> </div>	<input type="checkbox"/>

Task	Completed
<p>Verify Grade 9 Entry Date</p> <p><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 student's 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. 	<input type="checkbox"/>
<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 type="checkbox"/>
<p>Verify Post Grad Plans</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) • This information can be added by students when using the Course Planning tool in student portal. 	<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 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"/>
<p>Print Final Transcript</p> <p><i>Menu > Student Information > General > Transcript</i></p> <ul style="list-style-type: none"> • Transcripts (North Carolina) Infinite Campus (https://kb.infinitecampus.com/help/transcripts-north-carolina) 	<input type="checkbox"/>

