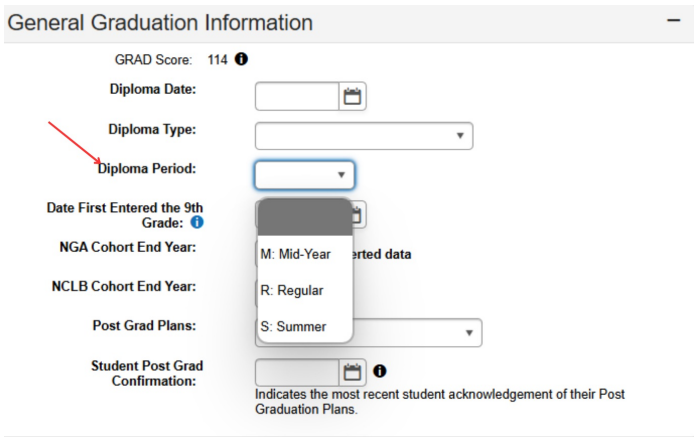
Individual Graduate

01/21/2026 7:47 am EST

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 *Menu > Student Information > General Student Administration > Transcript Post Wizard* • Transcript Post Wizard | Infinite Campus (https://kb.infinitecampus.com/help/transcript-post)	☐
Verify Graduation Program is assigned *Menu > Student Information > Academic Planning > Programs* • Graduation Program Assignment (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/graduation-program-graduation-program-assignment)	☐
Verify CTE Programs are assigned and statuses are updated (if applicable) *Menu > Student Information > Academic Planning > Programs* • Please see the CTE Concentrator Report (https://go.ncdpi.gov/5fhqx) document for guidance on the CTE program information. 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
Calculate On-Track Status *Menu > Student Information > Program Administration > Course Plan Administration* • 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. *This process is taxing on the system, and it is recommended to be run after regular business hours.*	☐
Review On-Track Status *Menu > Student Information > Program Administration > Academic Plan Status Report or Academic Plan Progress Batch Report* • 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.	☐
Add Seals (Endorsements) (if applicable) *Menu > Student Information > General > Graduation* • 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) *At this time, this process is manual.*	☐

Task	☑ Completed
Review Transcripts • Verify graduation requirements are met • Verify programs are reflected correctly on the transcript (CTE) • Verify seals are reflected correctly on the transcript	☐
Enter Diploma Type *Menu > Student Information > General > Graduation* • 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**.	☐
Enter Diploma Period *Menu > Student Information > General > Graduation* • 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 	☐

Task	☑ Completed
Verify Grade 9 Entry Date *Menu > Student Information > General > Graduation* • 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.	☐
Enter Diploma Date *Menu > Student Information > General > Graduation* • 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.	☐
Verify Post Grad Plans *Menu > Student Information > General > Graduation* • 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.	☐

End Student Enrollment
Menu > Student Information > General > Enrollments
• The enrollment End Date should be the student's last day of instruction
• The enrollment End Status should be
  ◦ W4: Early Completer/Midyear Grad
  ◦ W6: High School Graduate
• Student End Enrollment Checklist (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/student-end-enrollment-checklist)
	☐

Print Final Transcript *Menu > Student Information > General > Transcript* • Transcripts (North Carolina) | Infinite Campus (https://kb.infinitecampus.com/help/transcripts-north-carolina)	☐