Individual Graduate

05/29/2025 1:47 pm EDT

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	☐
Verify Graduation Program is assigned *Menu > Student Information > Academic Planning > Programs* • Graduation Program Assignment	☐
Verify CTE Programs are assigned (if applicable) *Menu > Student Information > Academic Planning > Programs* • CTE Program Assignment	☐
Calculate On-Track Status *Menu > Student Information > Program Administration > Course Plan Administration* • Course Plan Administration | Infinite Campus • This process will run for all students. • 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. 🔔 *This process is taxing on the system, and it is recommended to be run after regular business hours.*	☐

Task	☑ Completed
Add Seals (Endorsements) (if applicable) *Menu > Student Information > General > Graduation* • Graduation (North Carolina) | Infinite Campus • Requirements for Endorsements can be found: High School Diploma Endorsements | NC DPI ℹ️ *At this time, this process is manual.*	☐
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 • 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 • **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 General Graduation Information GRAD Score: 114 Diploma Date: Diploma Type: Diploma Period: Date First Entered the 9th Grade: NGA Cohort End Year: NCLB Cohort End Year: Post Grad Plans: Student Post Grad Confirmation: M: Mid-Year R: Regular S: Summer erted data Indicates the most recent student acknowledgement of their Post Graduation Plans.	☐

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 • 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 • 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
	☐

Print Final Transcript *Menu > Student Information > General > Transcript* • Transcripts (North Carolina)	Infinite Campus	☐