

# Individual Graduate

04/19/2026 3:32 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	<input checked="" type="checkbox"/> Completed
<p><b>Post Grades to Transcript</b>  <i>Menu &gt; Student Information &gt; General Student Administration &gt; Transcript Post Wizard</i></p> <ul style="list-style-type: none"> <li>• <a href="https://kb.infinitecampus.com/help/transcript-post">Transcript Post Wizard   Infinite Campus</a> (https://kb.infinitecampus.com/help/transcript-post)</li> </ul>	<input type="checkbox"/>
<p><b>Verify Graduation Program</b>  <i>Menu &gt; Student Information &gt; Academic Planning &gt; Programs</i></p> <ul style="list-style-type: none"> <li>• <a href="https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/graduation-program-graduation-program-assignment">Graduation Program Assignment</a> (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/graduation-program-graduation-program-assignment)</li> <li>• Use the <a href="https://kb.infinitecampus.com/help/academic-plan-status-report">Academic Plan Status Report   Infinite Campus</a> (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.</li> <li>• Please note students with Extended Content Standards pathway will not have an NC Graduation Program assigned.</li> </ul>	<input type="checkbox"/>
<p><b>Verify CTE Programs (if applicable)</b>  <i>Menu &gt; Student Information &gt; Academic Planning &gt; Programs</i></p> <ul style="list-style-type: none"> <li>• Please see the <a href="https://go.ncdpi.gov/cteeoy">CTE Concentrator Report</a> (https://go.ncdpi.gov/cteeoy) document for guidance on the CTE program information.</li> </ul>	<input type="checkbox"/>

Task	<input checked="" type="checkbox"/> Completed
<p><b>Update Student Status for CTE Concentrators (if applicable)</b></p> <p><i>Navigation: Student Information &gt; Program Administration &gt; Course Plan Administration</i></p> <ul style="list-style-type: none"> <li>• See the <a href="https://go.ncdpi.gov/cteeoy">CTE Concentrator Report</a> (https://go.ncdpi.gov/cteeoy) documentation for detailed steps for this process.</li> <li>• This process should be completed after final grades are posted to the transcript. <ul style="list-style-type: none"> <li>◦ Once statuses are updated review the <a href="https://go.ncdpi.gov/cteeoy">CTE Concentrator Report</a> (https://go.ncdpi.gov/cteeoy) for guidance on verifying and reporting.</li> </ul> </li> </ul> <div style="border: 1px solid #f0e68c; 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><b>Calculate On-Track Status</b></p> <p><i>Menu &gt; Student Information &gt; Program Administration &gt; Course Plan Administration</i></p> <ul style="list-style-type: none"> <li>• <a href="https://kb.infinitecampus.com/help/course-plan-admin#calculate-on-track-status">Course Plan Administration   Infinite Campus</a> (https://kb.infinitecampus.com/help/course-plan-admin#calculate-on-track-status)</li> <li>• This process will run for all students.</li> <li>• This process will calculate any graduation or academic plan a student is assigned.</li> </ul> <div style="border: 1px solid #f0e68c; 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><b>Review On-Track Status</b></p> <p><i>Menu &gt; Student Information &gt; Program Administration &gt; Academic Plan Status Report or Academic Plan Progress Batch Report</i></p> <ul style="list-style-type: none"> <li>• Review student's status towards their graduation program by running the Academic Plan Status Report. <a href="https://kb.infinitecampus.com/help/academic-plan-status-report">Academic Plan Status Report   Infinite Campus</a> (https://kb.infinitecampus.com/help/academic-plan-status-report)</li> <li>• The report can also be used to display the students that are not on-track towards the graduation requirements.</li> <li>• The <a href="https://kb.infinitecampus.com/help/academic-plan-progress-batch">Academic Plan Progress Batch   Infinite Campus</a> (https://kb.infinitecampus.com/help/academic-plan-progress-batch) report can provide progress towards the graduation requirements per individual student.</li> </ul>	<input type="checkbox"/>

Task	<input checked="" type="checkbox"/> Completed
<p><b>Verify Post Grad Plans</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 (<a href="https://kb.infinitecampus.com/help/graduation-north-carolina#GraduationTab-SouthDakota-GraduationDetail">https://kb.infinitecampus.com/help/graduation-north-carolina#GraduationTab-SouthDakota-GraduationDetail</a>)</li> <li>• This information can be added by students when using the Academic Course Plan tool in student portal.</li> </ul>	
<p><b>Verify Grade 9 Entry Date</b></p> <p><i>Menu &gt; Student Information &gt; General &gt; Graduation</i></p> <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>	
<p><b>Add Seals (Endorsements) (if applicable)</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 (<a href="https://kb.infinitecampus.com/help/graduation-north-carolina#GraduationTab-SouthDakota-GraduationEndorsement">https://kb.infinitecampus.com/help/graduation-north-carolina#GraduationTab-SouthDakota-GraduationEndorsement</a>)</li> <li>• Requirements for Endorsements can be found: <a href="https://www.dpi.nc.gov/districts-schools/high-school-graduation-requirements/high-school-diploma-endorsements">High School Diploma Endorsements   NC DPI</a> (<a href="https://www.dpi.nc.gov/districts-schools/high-school-graduation-requirements/high-school-diploma-endorsements">https://www.dpi.nc.gov/districts-schools/high-school-graduation-requirements/high-school-diploma-endorsements</a>)</li> </ul> <div data-bbox="186 1325 1276 1465" style="border: 1px solid #add8e6; padding: 10px; margin-top: 10px;">  <i>At this time, this process is manual.</i> </div>	<input type="checkbox"/>
<p><b>Review Data on Transcripts</b></p> <p><i>Menu &gt; Student Information &gt; General &gt; Transcripts</i></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>	<input type="checkbox"/>

Task	Completed <input checked="" type="checkbox"/>
<p><b>Enter Diploma Date</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 (<a href="https://kb.infinitecampus.com/help/graduation-north-carolina#GraduationTab-SouthDakota-EnterGraduationData">https://kb.infinitecampus.com/help/graduation-north-carolina#GraduationTab-SouthDakota-EnterGraduationData</a>)</li> <li>The Diploma Date should be the <b>student's last day of instruction</b>.</li> </ul>	
<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 (<a href="https://kb.infinitecampus.com/help/graduation-north-carolina#GraduationTab-SouthDakota-GraduationDetail">https://kb.infinitecampus.com/help/graduation-north-carolina#GraduationTab-SouthDakota-GraduationDetail</a>)</li> <li>The student's diploma type should be <b>FRC: Future Ready Core</b> or <b>GWC: Graduated with Certificate</b>.</li> </ul>	<input type="checkbox"/>
<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 (<a href="https://kb.infinitecampus.com/help/graduation-north-carolina#GraduationTab-SouthDakota-GraduationDetail">https://kb.infinitecampus.com/help/graduation-north-carolina#GraduationTab-SouthDakota-GraduationDetail</a>)</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 on or before 08/06.</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 data-bbox="386 1209 1073 1640" style="border: 1px solid #ccc; padding: 10px; margin-top: 20px;"> <p>General Graduation Information <span style="float: right;">—</span></p> <p>GRAD Score: 114 ⓘ</p> <p>Diploma Date: <input type="text" value=""/> <input type="calendar"/></p> <p>Diploma Type: <input type="text" value=""/></p> <p>Diploma Period: <input type="text" value=""/> <input type="dropdown"/></p> <p>Date First Entered the 9th Grade: ⓘ <input type="text" value=""/> <input type="calendar"/></p> <p>NGA Cohort End Year: <input type="text" value=""/></p> <p>NCLB Cohort End Year: <input type="text" value=""/></p> <p>Post Grad Plans: <input type="text" value=""/> <input type="dropdown"/></p> <p>Student Post Grad Confirmation: <input type="text" value=""/> ⓘ <input type="calendar"/></p> <p><small>Indicates the most recent student acknowledgement of their Post Graduation Plans.</small></p> </div>	<input type="checkbox"/>

Task	<input checked="" type="checkbox"/> Completed
<p><b>End Student Enrollment</b></p> <p><i>Menu &gt; Student Information &gt; General &gt; Enrollments</i></p> <ul style="list-style-type: none"> <li>• The enrollment End Date should be <b>the student's last day of instruction</b></li> <li>• The enrollment Local End Status should be <ul style="list-style-type: none"> <li>◦ <b>W4: Early Completer/Midyear Grad</b></li> <li>◦ <b>W6: High School Graduate</b></li> </ul> </li> <li>• <a href="https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/student-end-enrollment-checklist">Student End Enrollment Checklist</a> (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/student-end-enrollment-checklist)</li> </ul>	<input type="checkbox"/>
<p><b>Print Final Transcript</b></p> <p><i>Menu &gt; Student Information &gt; General &gt; Transcripts</i></p> <ul style="list-style-type: none"> <li>• <a href="https://kb.infinitecampus.com/help/transcripts-north-carolina">Transcripts (North Carolina)   Infinite Campus</a> (https://kb.infinitecampus.com/help/transcripts-north-carolina)</li> </ul>	<input type="checkbox"/>