




# Mid-Year Graduate

05/30/2025 7:46 am EDT

## Mid-Year Graduate

Below are steps to complete the graduation process for multiple students graduating after the first instructional day of the school year but before the last instructional day of the school year.

Task	<input checked="" type="checkbox"/> 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><a href="#">Transcript Post Wizard   Infinite Campus</a></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><a href="#">Graduation Program Assignment</a></li> </ul>	<input type="checkbox"/>
<b>Verify CTE Programs are assigned</b> (if applicable) <i>Menu &gt; Student Information &gt; Academic Planning &gt; Programs</i> <ul style="list-style-type: none"> <li><a href="#">CTE Program Assignment</a></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><a href="#">Course Plan Administration   Infinite Campus</a></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><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"/>

Task	☑ 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</li> </ul> <div>  <p><i>If using the Course Plan in Student/Parent Portal this field can be populated via the portal but should be reviewed by staff.</i></p> </div>	<input type="checkbox"/>
<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>	<input type="checkbox"/>
<p><b>Add Seals</b> (Endorsements)</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>  <p><i>At this time, this process is manual.</i></p> </div>	<input type="checkbox"/>
<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>	<input type="checkbox"/>

Task	<input checked="" type="checkbox"/> Completed
<p><b>Post Diplomas &amp; End Enrollments</b></p> <p><i>Menu &gt; Student Information &gt; General Student Administration &gt; Enrollment End Batch Wizard</i></p> <ul style="list-style-type: none"> <li>• <a href="#">Enrollment End Batch   Infinite Campus</a></li> <li>• The End Date should be the <b>student's last day of instruction</b></li> <li>• The students' local end status should be <b>W4: Early Completer/Midyear Grad.</b></li> <li>• The Diploma Date should be the <b>student's last day of instruction</b>.</li> <li>• The student's diploma type should be <b>FRC: Future Ready Core</b> or <b>GWC: Graduated with Certificate</b>.</li> <li>• The students' diploma period should be <b>M: Mid-Year</b>.</li> </ul> <div data-bbox="440 569 1042 961"> <p>General Graduation Information</p> <p>GRAD Score: 132 ⓘ</p> <p>Diploma Date: 1/5/2025 ⓘ</p> <p>Diploma Type: FRC: Future Ready Core ▾</p> <p>Diploma Period: M: Mid-Year ▾</p> <p>Date First Entered the 9th Grade: ⓘ 07/01/2021 ⓘ</p> <p>NGA Cohort End Year: 2025 ▾ <small>Converted data</small></p> <p>NCLB Cohort End Year: 2025 <small>Enter NCLB Cohort End Year above.</small></p> <p>Post Grad Plans: 40: Out-of-State 4-Year ▾</p> <p>Student Post Grad Confirmation: ⓘ ⓘ <small>Indicates the most recent student acknowledgement of their Post Graduation Plans.</small></p> </div> <div data-bbox="217 1024 295 1104"> </div> <p><i>This process will add a diploma type, diploma date, and diploma period as well as add an end date and end status for the current enrollment. <b>Use an Ad Hoc of Mid-Year Graduates for this process.</b></i></p>	<input type="checkbox"/>
<p><b>Print Final Transcript</b></p> <p><i>Menu &gt; Grading &amp; Standards &gt; Reports &gt; Transcript Batch Report</i></p> <ul style="list-style-type: none"> <li>• <a href="#">Transcripts (North Carolina)   Infinite Campus</a></li> </ul>	<input type="checkbox"/>