




Mid-Year Graduate


01/29/2026 8:28 am EST

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 |
|---|---|
| Post Grades to Transcript <i>Menu > Student Information > General Student Administration > Transcript Post Wizard</i> <ul style="list-style-type: none"> 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> <ul style="list-style-type: none"> Graduation Program Assignment (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/graduation-program-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> <ul style="list-style-type: none"> Please see the CTE Concentrator Report (https://go.ncdpi.gov/cteconc) document for guidance on the CTE program information. <div>  Please note the information in the CTE Concentrator Report document is for a one-time program addition. CTE Programs will be automatically added to students by the end of the 2025-2026 school year. Further information will be provided when available. </div> | <input type="checkbox"/> |

| 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>  <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>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>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) <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"/> |

| Task | <input checked="" type="checkbox"/> 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 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. | <input type="checkbox"/> |
| <p>Add Seals (Endorsements)</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="194 959 1291 1102">  <p><i>At this time, this process is manual.</i></p> </div> | <input type="checkbox"/> |
| <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"/> |

| Task | Completed |
|---|--------------------------|
| <p>Post Diplomas & End Enrollments</p> <p><i>Menu > Student Information > General Student Administration > Enrollment End Batch Wizard</i></p> <ul style="list-style-type: none"> • Enrollment End Batch Infinite Campus (https://kb.infinitecampus.com/help/enrollment-end-batch) • The End Date should be the student's last day of instruction • The students' local end status should be W4: Early Completer/Midyear Grad. • The Diploma Date should be the student's last day of instruction. • The student's diploma type should be FRC: Future Ready Core or GWC: Graduated with Certificate. • The students' diploma period should be M: Mid-Year. <div data-bbox="440 680 1042 1073"> <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="215 1136 297 1215"> </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. Use an Ad Hoc of Mid-Year Graduates for this process.</i></p> | <input type="checkbox"/> |
| <p>Print Final Transcript</p> <p><i>Menu > Grading & Standards > Reports > Transcript Batch Report</i></p> <ul style="list-style-type: none"> • Transcript Batch Report Infinite Campus (https://kb.infinitecampus.com/help/transcript-batch-report) | <input type="checkbox"/> |