

# 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.**

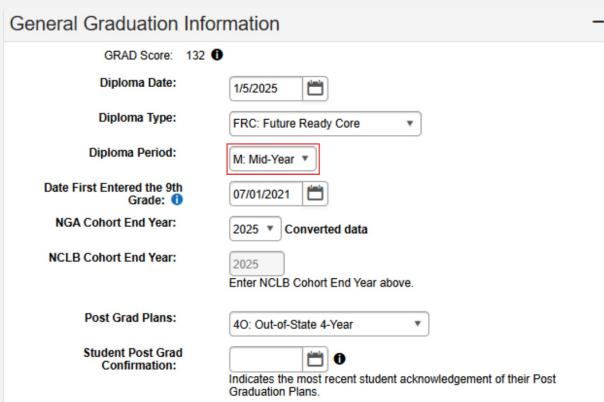
Task	<input checked="" type="checkbox"/> Completed
<b>Post Grades to Transcript</b> <i>Menu &gt; Student Information &gt; General Student Administration &gt; Transcript Post Wizard</i> <ul style="list-style-type: none"><li>Transcript Post Wizard   Infinite Campus (<a href="https://kb.infinitecampus.com/help/transcript-post">https://kb.infinitecampus.com/help/transcript-post</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>Graduation Program Assignment (<a href="https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/graduation-program-assignment">https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/graduation-program-assignment</a>)</li></ul>	<input type="checkbox"/>
<b>Verify CTE Programs are assigned, and statuses are updated (if applicable)</b> <i>Menu &gt; Student Information &gt; Academic Planning &gt; Programs</i> <ul style="list-style-type: none"><li>Please see the CTE Concentrator Report (<a href="https://go.ncdpi.gov/cteconc">https://go.ncdpi.gov/cteconc</a>) document for guidance on the CTE program information.</li></ul>	<input type="checkbox"/>



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.

Task	<input checked="" type="checkbox"/> Completed
<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>• Course Plan Administration   Infinite Campus (<a href="https://kb.infinitecampus.com/help/course-plan-admin#calculate-on-track-status">https://kb.infinitecampus.com/help/course-plan-admin#calculate-on-track-status</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.</li> </ul> <div data-bbox="220 601 301 675" style="background-color: #FFF; border-radius: 50%; padding: 5px; display: flex; align-items: center; justify-content: center;">  </div> <p><i>This process is taxing on the system, and it is recommended to be run after regular business hours.</i></p>	<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> (<a href="https://kb.infinitecampus.com/help/academic-plan-status-report">https://kb.infinitecampus.com/help/academic-plan-status-report</a>)</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> (<a href="https://kb.infinitecampus.com/help/academic-plan-progress-batch">https://kb.infinitecampus.com/help/academic-plan-progress-batch</a>) report can provide progress towards the graduation requirements per individual student.</li> </ul>	<input type="checkbox"/>
<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>• <a href="https://kb.infinitecampus.com/help/graduation-north-carolina#GraduationTab-SouthDakota-GraduationDetail">Graduation (North Carolina)   Infinite Campus</a> (<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> </ul> <div data-bbox="220 1436 301 1510" style="background-color: #FFF; border-radius: 50%; padding: 5px; display: flex; align-items: center; justify-content: center;">  </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>	<input type="checkbox"/>

Task	<input checked="" type="checkbox"/> Completed
<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 student's 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 (Endorsements)</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="218 994 300 1079" data-label="Image"> </div> <p data-bbox="316 994 682 1026"><i>At this time, this process is manual.</i></p>	<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	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>• Enrollment End Batch   Infinite Campus (<a href="https://kb.infinitecampus.com/help/enrollment-end-batch">https://kb.infinitecampus.com/help/enrollment-end-batch</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 style="border: 1px solid #ccc; padding: 10px; margin-top: 10px;"> <p><b>i</b> 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></p> </div>	<input checked="" 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>• Transcript Batch Report   Infinite Campus (<a href="https://kb.infinitecampus.com/help/transcript-batch-report">https://kb.infinitecampus.com/help/transcript-batch-report</a>)</li> </ul>	<input type="checkbox"/>