Mid-Year Graduate

12/09/2025 9:45 am EST

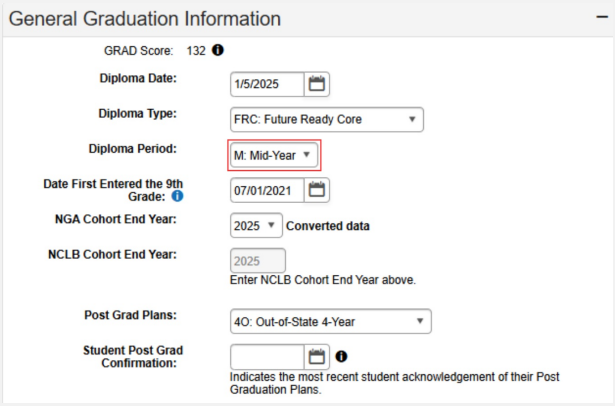
Below are steps to complete the graduation process for multiple students graduating after the first instructional day of the school year but before the last instructional day of the school year.

Task	☑ Completed
Post Grades to Transcript *Menu > Student Information > General Student Administration > Transcript Post Wizard* • Transcript Post Wizard | Infinite Campus (https://kb.infinitecampus.com/help/transcript-post)	☐
Verify Graduation Program is assigned *Menu > Student Information > Academic Planning > Programs* • Graduation Program Assignment (https://ncdepartmentofpublicinstruction.knowledgeowl.com/66ce6d8e9af087bcad002936/language/en/version//home/graduation-program-assignment)	☐

Task	☑ Completed
Verify CTE Programs are assigned, and statuses are updated (if applicable) *Menu > Student Information > Academic Planning > Programs* • CTE Program Assignment As of 12/4/2025 NCSIS Bulletin: At this time, schools should not complete any steps related to concentrator calculation or run CTE reports. Please do not: • **Assign CTE Academic Programs (last year's programs remain and have not been updated for 25–26)** • Update Student Status • Run or use the NC CTE Extract Report Further guidance will be shared once the updates are in place. Until then, no action should be taken on concentrator status in Infinite Campus.	☐
Calculate On-Track Status *Menu > Student Information > Program Administration > Course Plan Administration* • 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. *This process is taxing on the system, and it is recommended to be run after regular business hours.*	☐

Task	☑ Completed
Review On-Track Status *Menu > Student Information > Program Administration > Academic Plan Status Report or Academic Plan Progress Batch Report* • 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.	☐
Verify Post Grad Plans *Menu > Student Information > General > Graduation* • Graduation (North Carolina) | Infinite Campus (https://kb.infinitecampus.com/help/graduation-north-carolina#GraduationTab-SouthDakota-GraduationDetail) *If using the Course Plan in Student/Parent Portal this field can be populated via the portal but should be reviewed by staff.*	☐
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.	☐

Task	☑ Completed
Add Seals (Endorsements) *Menu > Student Information > General > Graduation* • 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) *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.	☐

Task	☑ Completed
Post Diplomas & End Enrollments *Menu > Student Information > General Student Administration > Enrollment End Batch Wizard* • 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**.  General Graduation Information GRAD Score: 132 Diploma Date: 1/5/2025 Diploma Type: FRC: Future Ready Core Diploma Period: M: Mid-Year Date First Entered the 9th Grade: 07/01/2021 NGA Cohort End Year: 2025 Converted data NCLB Cohort End Year: 2025 Enter NCLB Cohort End Year above. Post Grad Plans: 4O: Out-of-State 4-Year Student Post Grad Confirmation: Indicates the most recent student acknowledgement of their Post Graduation Plans. *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**.*	☐
Print Final Transcript *Menu > Grading & Standards > Reports > Transcript Batch Report* • Transcripts (North Carolina) | Infinite Campus (https://kb.infinitecampus.com/help/transcripts-north-carolina)	☐