




Mid-Year Graduate

05/29/2025 1:50 pm EDT

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 	<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 	<input type="checkbox"/>
Verify CTE Programs are assigned (if applicable) <i>Menu > Student Information > Academic Planning > Programs</i> <ul style="list-style-type: none"> CTE Program Assignment 	<input type="checkbox"/>
Calculate On-Track Status <i>Menu > Student Information > Program Administration > Course Plan Administration</i> <ul style="list-style-type: none"> Course Plan Administration Infinite Campus This process will run for all students. 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. <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>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 <div data-bbox="186 378 1286 520">  <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 data-bbox="1380 378 1404 409" type="checkbox"/>
<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 data-bbox="1380 724 1404 756" 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 Requirements for Endorsements can be found: High School Diploma Endorsements NC DPI <div data-bbox="186 1119 1286 1262">  <p><i>At this time, this process is manual.</i></p> </div>	<input data-bbox="1380 1098 1404 1129" 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 data-bbox="1380 1396 1404 1428" type="checkbox"/>

Task	<input checked="" type="checkbox"/> 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 • 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="431 567 1039 961"> <p>General Graduation Information</p> <p>GRAD Score: 132 ⓘ</p> <p>Diploma Date: <input type="text" value="1/5/2025"/> ⓘ</p> <p>Diploma Type: <input type="text" value="FRC: Future Ready Core"/></p> <p>Diploma Period: <input type="text" value="M: Mid-Year"/></p> <p>Date First Entered the 9th Grade: ⓘ <input type="text" value="07/01/2021"/> ⓘ</p> <p>NGA Cohort End Year: <input type="text" value="2025"/> Converted data</p> <p>NCLB Cohort End Year: <input type="text" value="2025"/> Enter NCLB Cohort End Year above.</p> <p>Post Grad Plans: <input type="text" value="40: Out-of-State 4-Year"/></p> <p>Student Post Grad Confirmation: ⓘ <input type="text"/> ⓘ</p> <p><small>Indicates the most recent student acknowledgement of their Post Graduation Plans.</small></p> </div> <div data-bbox="188 995 1289 1161"> <p> 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.</p> </div>	<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"> • Transcripts (North Carolina) Infinite Campus 	<input type="checkbox"/>