



End of Year Graduate



04/19/2026 2:19 pm EDT


End of Year Graduate

Below are steps to complete the graduation process for multiple students at the end of the school year.

Task	<input checked="" type="checkbox"/> Completed
<p>Post Grades to Transcript <i>Menu > Student Information > General Student Administration > Transcript Post Wizard</i></p> <ul style="list-style-type: none"> • Transcript Post Wizard Infinite Campus (https://kb.infinitecampus.com/help/transcript-post) 	<input type="checkbox"/>
<p>Verify Graduation Programs <i>Menu > Student Information > Academic Planning > Programs</i></p> <ul style="list-style-type: none"> • Graduation Program (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/graduation-program) • Use the Academic Plan Status Report Infinite Campus (https://kb.infinitecampus.com/help/academic-plan-status-report) tool to view students without a graduation program and confirm students have the correct graduation program. • Please note students on the Extended Content pathway will not have a graduation program assigned 	<input type="checkbox"/>
<p>Verify CTE Programs (if applicable) <i>Menu > Student Information > Academic Planning > Programs</i></p> <ul style="list-style-type: none"> • Please see the CTE Concentrator Report (https://go.ncdpi.gov/cteeoy) document for guidance on the CTE program information. 	<input type="checkbox"/>

Task	<input checked="" type="checkbox"/> Completed
<p>Update Student Status for CTE Concentrators (if applicable)</p> <p><i>Menu > Student Information > Program Administration > Course Plan Administration</i></p> <ul style="list-style-type: none"> • See the CTE Concentrator Report (https://go.ncdpi.gov/cteeoy) documentation for detailed steps for this process. • This process should be completed after final grades are posted to the transcript. <ul style="list-style-type: none"> ◦ Once statuses are updated review the CTE Concentrator Report (https://go.ncdpi.gov/cteeoy) for guidance on verifying and reporting. <div style="border: 1px solid #f0e68c; padding: 10px; margin-top: 10px;">  <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>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. • Use the Academic Plan Status Report Infinite Campus (https://kb.infinitecampus.com/help/academic-plan-status-report) to find students that are not on track. <div style="border: 1px solid #f0e68c; padding: 10px; margin-top: 10px;">  <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>Review On-Track Status <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 <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 style="border: 1px solid #add8e6; padding: 10px; margin-top: 10px;">  <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> </div>	<input type="checkbox"/>
<p>Verify Grade 9 Entry Date <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"/>

Task	<input checked="" type="checkbox"/> Completed
<p>Add Seals (Endorsements) <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 style="border: 1px solid #add8e6; padding: 10px; margin-top: 10px;">  <i>At this time, this process is manual.</i> </div>	<input type="checkbox"/>
<p>Review Data on Transcripts <i>Menu > Student Information > General > Transcripts</i></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"/>

Post Diplomas & End Enrollments Using Enrollment End Batch Wizard (Recommended)

Menu > Student Information > General Student Administration > Enrollment End Batch Wizard

This process will end enrollments and post diploma data for students included in an ad hoc created for graduates.

- [Enrollment End Batch | Infinite Campus](https://kb.infinitecampus.com/help/enrollment-end-batch) (<https://kb.infinitecampus.com/help/enrollment-end-batch>)
- Create an **Ad Hoc** of graduates to ensure only those graduating will receive diploma data.
- Select all **calendars** of students included in the created ad hoc.
- Select all **grade levels** of students included in the created ad hoc.
- The End Date should be the **last instructional day of the school year**.
- The students' Local End Status should be **W6: High School Graduate**.
- The End Action should be **P: Promote**.
- The Diploma Date should be the **last instructional day of the school year**.
- The Diploma Type should be **FRC: Future Ready Core** or **GWC: Graduated with Certificate**.
- The Diploma Period should be **R: Regular**.

Enrollment End Batch Wizard ☆ Student Information > General Student Administration > Enrollment End Batch Wizard

Enrollment End Batch Process

This tool processes enrollment records for all students in the selected calendars and grade levels at the end of the school year. Enrollment End Dates, Enrollment Statuses and Graduation information, if entered, are applied to all student enrollments that match the entered criteria. Use the Enrollment Roll Forward tool to copy and promote enrollments into the next year's calendar.

Enrollments and Graduation records are only modified if the fields selected to be filled on this editor are blank on the student's Enrollment record and on the student's Graduation tab. If there are Enrollment records or Graduation data that have those fields populated, those records will not be modified (i.e., dropped students). Students who are graduating should be processed separately from other grades in order to have the Graduation values entered. Students who are already marked as Retained or Demoted on their Enrollment records will not be processed by this tool.

If students are assigned academic plans, process the graduating class using the Post Diplomas mode on the Course Plan Admin tool. This applies the correct diploma type based on the student's academic plan, assigns graduation dates and ends enrollment records only for those graduating students.

Select Calendars

- 532 25-26 East Baden High
- 25-26 Baden Early College
- 25-26 Baden Lakes Primary
- 25-26 Badenboro Middle
- 25-26 Badenboro Primary
- 25-26 Central Office
- 25-26 Clarkston School of Disco
- 25-26 Dublin Primary
- 25-26 East Aroostook Elementary
- 25-26 East Aroostook High
- 25-26 Elizabethtown Middle
- 25-26 Elizabethtown Primary
- 25-26 LEP
- 25-26 NCUPI
- 25-26 OLC

CTRL click and SHIFT click for multiple

Select Fields to fill

End Date: 06/04/2020

Local End Status: W6: High School Graduate (Add 93.94 hrs current)

End Action: P: Promote

Graduation

Diploma Date: 06/04/2020

Diploma Type: FRC: Future Ready Core

Diploma Period: R: Regular

Post Grad Location:

Post Grad Plans:

Select Grades

1 10 11 12 13 2 3 4

5 6 7 8 9 ABE IT KG

NG OS PK PR UG

Select Ad Hoc Student Filter

Graduation Ad Hoc: Test

Check a few student's graduation tool to ensure diploma files were populated correctly.

Task	General Graduation Information		<input checked="" type="checkbox"/> Completed
<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 • E-Transcripts will be processed once the diploma date has been updated in a student's graduation tool. Schools must have information complete and diploma dates added within 10 days after the last instructional day of the school year. See the E-Transcript information for details. 	<p>GRAD Score: 132 ⓘ</p> <p>Diploma Date: 5/23/2025 📅</p> <p>Diploma Type: FRC: Future Ready Core ▾</p> <p>Diploma Period: R: Regular ▾</p> <p>Date First Entered the 9th Grade: 07/01/2021 📅</p> <p>No one processed</p> <p>U.S. Birth or Birth Date: 2025 ⓘ</p> <p>Post Grad Plans: 40: Public In-State 4-Year</p> <p>Student Post Grad Confirmation: 📅 ⓘ</p> <p>Indicates the most recent student acknowledgement of their Post Graduation Plans.</p>		<input type="checkbox"/>

NCSIS Knowledgebase | Article: End of Year Graduate | Last Updated: 04/19/2026 2:19 pm EDT