End of Year Graduate

01/21/2026 7:45 am EST

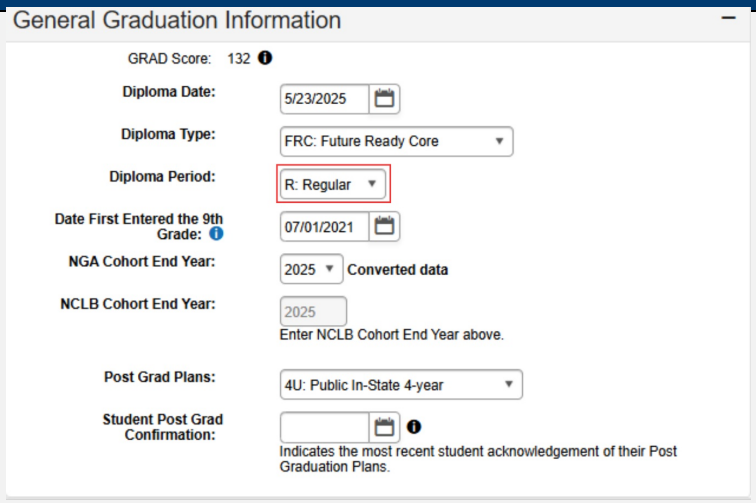
Below are steps to complete the graduation process for multiple students at the end of the school year.

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 (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/graduation-program)	☐
Verify CTE Programs are assigned and statuses are updated (if applicable) *Menu > Student Information > Academic Planning > Programs* • Please see the CTE Concentrator Report (https://go.ncdpi.gov/5fhqx) document for guidance on the CTE program information. Please note the information in the CTE Concentrator Report document is for a **one-time** program addition for Mid-Year Graduates in the 25-26 school year. CTE Programs will be automatically added to students by the end of the 25-26 school year. Further information will be provided when available.	☐

Task	☑ Completed
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. • 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. *This process is taxing on the system, and it is recommended to be run after regular business hours.*	☐
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.*	☐

Task	☑ Completed
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.	☐
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	☐
Post Diplomas & End Enrollments Using Course Plan Administration *Menu > Student Information > Program Administration > Course Plan Administration* • Course Plan Administration | Infinite Campus (https://kb.infinitecampus.com/help/course-plan-admin#CoursePlanAdmin-PostDiplomas) • If a student is on-track for the graduation program and in grade 12, this process will add a diploma type, diploma date, and diploma period if the fields are blank. • This process can also add an end date and end status to the current enrollment. • The End Date should be **the student's last day of instruction**. • The students' end status should be **W6: High School Graduate**. • The students' diploma period should be **R: Regular**.	

Task	Completed
The student's diploma type should be FRC: Future Ready Core or GWC: Graduated with Certificate.	☑



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Any student that is graduating but not in grade 12 or in grade 12 but is not on track, will need to be processed using Enrollment End Batch Wizard or individually.

Post Diplomas & End Enrollments Using Enrollment End Batch Wizard

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 **W6: High School Graduate.**
- 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 **R: Regular.**

Using the Enrollment End Batch Wizard 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 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)

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