End of Year Graduate

06/23/2025 12:41 pm EDT

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 Assignment (https://ncdepartmentofpublicinstruction.knowledgeowl.com/66ce6d8e9af087bcad002936/language/en/version//home/graduation-program-assignment)	
Verify CTE Programs are assigned and statuses are updated (if applicable) Menu > Student Information > Academic Planning > Programs • CTE Program Assignment (https://ncdepartmentofpublicinstruction.knowledgeowl.com/66ce6d8e9af087bcad002936/language/en/version//home/cte-program-assignment)	

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.	

	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.	
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Review Transcripts	
Review Transcripts • Verify graduation requirements are met	
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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.	

Task The students' diploma period should be R: Regular. The student's diploma type should be FRC: Future Ready Core or GWC: Graduated with Certificate.	✓ Completed
General Graduation Information GRAD Score: 132 Diptoma Dyne: Diptoma Prod: Diptoma Di	
Print Final Transcript Menu > Grading & Standards > Reports > Transcript Batch Report Transcripts (North Carolina) Infinite Campus (https://kb.infinitecampus.com/help/transcripts-north-carolina)	