

# Summer Graduate

01/21/2026 7:59 am EST

Summer Graduates fall into two categories:

1. Students graduating from high school with a diploma after the last day of the school year, but on or before August 6th, as a result of summer school.
2. Students graduating from high school with a diploma after August 6th but before the first day of the new school year as a result of summer school.



Summer school course information must be entered in the NCSIS. Once summer course information has been entered, it is then necessary for the school to process the student as a graduate, according to the instructions below.


This process will allow the student to be reported as a graduate with the correct year's cohort.

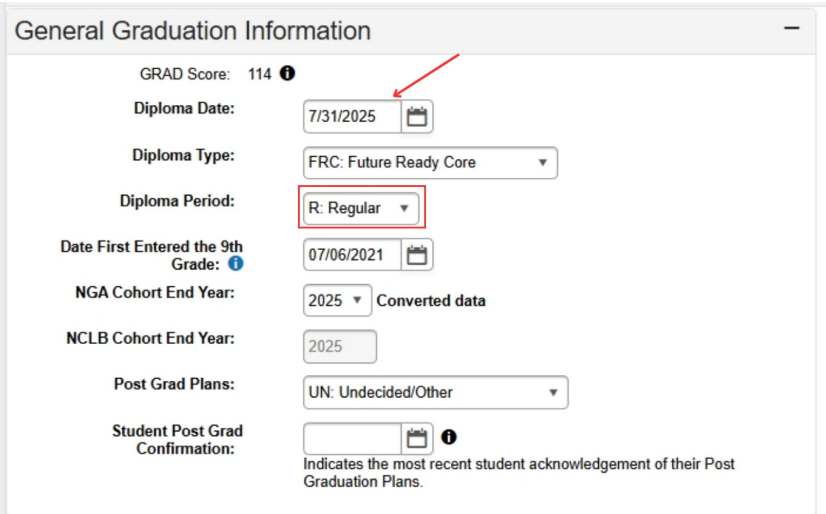
## Summer Graduates Before August 7

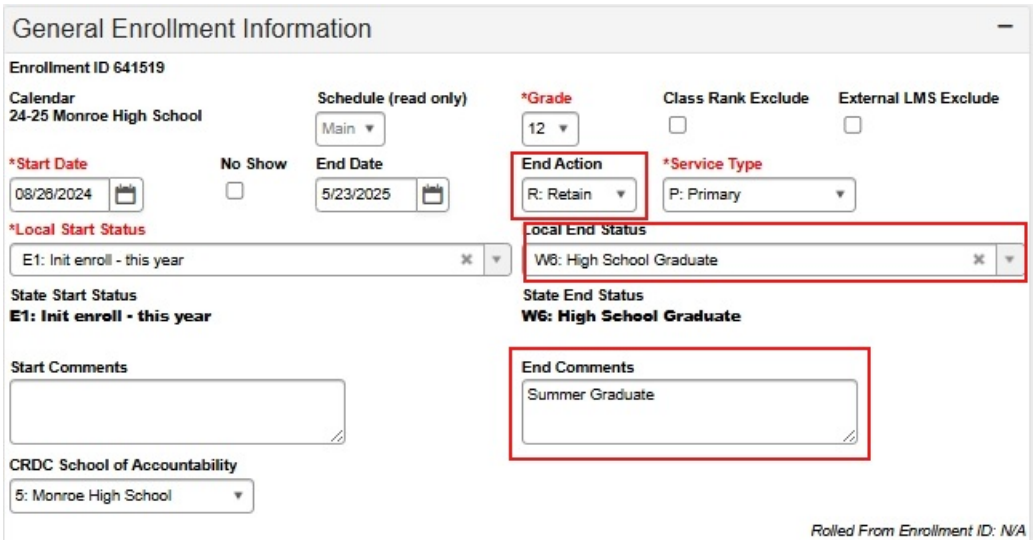
**Below are the steps for students graduating from high school with a diploma after the last instructional day of the school year, but before August 7th, as a result of summer school.**

Task	<input checked="" type="checkbox"/> Completed
<b>Add Grades to Transcript</b> <i>Menu &gt; Student Information &gt; General Transcript</i> <ul style="list-style-type: none"> <li>Once a student completes summer school, enter the transcript grades. Follow the Summer Grades section of the <a href="https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/adding-transcript-grades">Adding Transcript Grades</a> (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/adding-transcript-grades) article to add the completed summer grades.</li> </ul>	<input type="checkbox"/>
<b>Verify Graduation Program is assigned</b> <i>Menu &gt; Student Information &gt; Academic Planning &gt; Programs</i> <ul style="list-style-type: none"> <li><a href="https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/graduation-program-assignment">Graduation Program Assignment</a> (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/graduation-program-assignment)</li> </ul>	<input type="checkbox"/>

Task	<input checked="" type="checkbox"/> Completed
<p><b>Verify CTE Programs are assigned and statuses are updated (if applicable)</b></p> <p><i>Menu &gt; Student Information &gt; Academic Planning &gt; Programs</i></p> <ul style="list-style-type: none"> <li>Please see the <a href="https://go.ncdpi.gov/5fhqx">CTE Concentrator Report</a> (https://go.ncdpi.gov/5fhqx) document for guidance on the CTE program information.</li> </ul> <div data-bbox="196 464 1289 667">  Please note the information in the CTE Concentrator Report document is for a <b>one-time</b> 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. </div>	<input type="checkbox"/>
<p><b>Calculate On-Track Status</b></p> <p><i>Menu &gt; Student Information &gt; Program Administration &gt; Course Plan Administration</i></p> <ul style="list-style-type: none"> <li><a href="https://kb.infinitecampus.com/help/course-plan-admin#calculate-on-track-status">Course Plan Administration   Infinite Campus</a> (https://kb.infinitecampus.com/help/course-plan-admin#calculate-on-track-status)</li> <li>This process will run for all students.</li> <li>This process will calculate any graduation or academic plan a student is assigned.</li> </ul> <div data-bbox="196 1058 1289 1199">  This process is taxing on the system, and it is recommended to be run after regular business hours. </div>	<input type="checkbox"/>
<p><b>Review On-Track Status</b></p> <p><i>Menu &gt; Student Information &gt; Program Administration &gt; Academic Plan Status Report or Academic Plan Progress Batch Report</i></p> <ul style="list-style-type: none"> <li>Review student's status towards their graduation program by running the Academic Plan Status Report. <a href="https://kb.infinitecampus.com/help/academic-plan-status-report">Academic Plan Status Report   Infinite Campus</a> (https://kb.infinitecampus.com/help/academic-plan-status-report)</li> <li>The report can also be used to display the students that are not on-track towards the graduation requirements.</li> <li>The <a href="https://kb.infinitecampus.com/help/academic-plan-progress-batch">Academic Plan Progress Batch   Infinite Campus</a> (https://kb.infinitecampus.com/help/academic-plan-progress-batch) report can provide progress towards the graduation requirements per individual student.</li> </ul>	<input type="checkbox"/>



Task	<input checked="" type="checkbox"/> Completed
<p><b>Add Seals</b> (Endorsements) (if applicable)</p> <p><i>Menu &gt; Student Information &gt; General &gt; Graduation</i></p> <ul style="list-style-type: none"> <li>• <b>Graduation (North Carolina)   Infinite Campus</b> (<a href="https://kb.infinitecampus.com/help/graduation-north-carolina#GraduationTab-SouthDakota-GraduationEndorsement">https://kb.infinitecampus.com/help/graduation-north-carolina#GraduationTab-SouthDakota-GraduationEndorsement</a>)</li> <li>• Requirements for Endorsements can be found: <b>High School Diploma Endorsements   NC DPI</b> (<a href="https://www.dpi.nc.gov/districts-schools/high-school-graduation-requirements/high-school-diploma-endorsements">https://www.dpi.nc.gov/districts-schools/high-school-graduation-requirements/high-school-diploma-endorsements</a>)</li> </ul> <div>  <p><i>At this time, this process is manual.</i></p> </div>	<input type="checkbox"/>
<p><b>Review Transcripts</b></p> <ul style="list-style-type: none"> <li>• Verify graduation requirements are met</li> <li>• Verify programs are reflected correctly on the transcript (CTE)</li> <li>• Verify seals are reflected correctly on the transcript</li> </ul>	<input type="checkbox"/>
<p><b>Verify/Enter Diploma Type</b></p> <p><i>Menu &gt; Student Information &gt; General &gt; Graduation</i></p> <ul style="list-style-type: none"> <li>• <b>Graduation (North Carolina)   Infinite Campus</b> (<a href="https://kb.infinitecampus.com/help/graduation-north-carolina#GraduationTab-SouthDakota-GraduationDetail">https://kb.infinitecampus.com/help/graduation-north-carolina#GraduationTab-SouthDakota-GraduationDetail</a>)</li> <li>• The student's diploma type should be <b>FRC: Future Ready Core</b> or <b>GWC: Graduated with Certificate</b> .</li> </ul>	<input type="checkbox"/>


Task	Completed
<p><b>Enter Diploma Period</b></p> <p><i>Menu &gt; Student Information &gt; General &gt; Graduation</i></p> <ul style="list-style-type: none"> <li>Graduation (North Carolina)   Infinite Campus (<a href="https://kb.infinitecampus.com/help/graduation-north-carolina#GraduationTab-SouthDakota-GraduationDetail">https://kb.infinitecampus.com/help/graduation-north-carolina#GraduationTab-SouthDakota-GraduationDetail</a>)</li> <li>Choose <b>R: Regular</b> as the diploma period</li> </ul> 	<input type="checkbox"/>
<p><b>Enter Diploma Date</b></p> <p><i>Menu &gt; Student Information &gt; General &gt; Graduation</i></p> <ul style="list-style-type: none"> <li>Graduation (North Carolina)   Infinite Campus (<a href="https://kb.infinitecampus.com/help/graduation-north-carolina#GraduationTab-SouthDakota-EnterGraduationData">https://kb.infinitecampus.com/help/graduation-north-carolina#GraduationTab-SouthDakota-EnterGraduationData</a>)</li> <li>The Diploma Date should be the date the student completed graduation requirements</li> </ul>	<input type="checkbox"/>
<p><b>Verify Grade 9 Entry Date</b></p> <p><i>Menu &gt; Student Information &gt; General &gt; Graduation</i></p> <ul style="list-style-type: none"> <li>This field is populated based on the 9th grade enrollment record for the student.</li> <li>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.</li> <li>NGA Cohort End Year - This field is populated based on the 9th grade enrollment record for the student.</li> <li>NCLB Cohort End Year - This field is populated based on the 9th grade enrollment record for the student.</li> </ul>	<input type="checkbox"/>

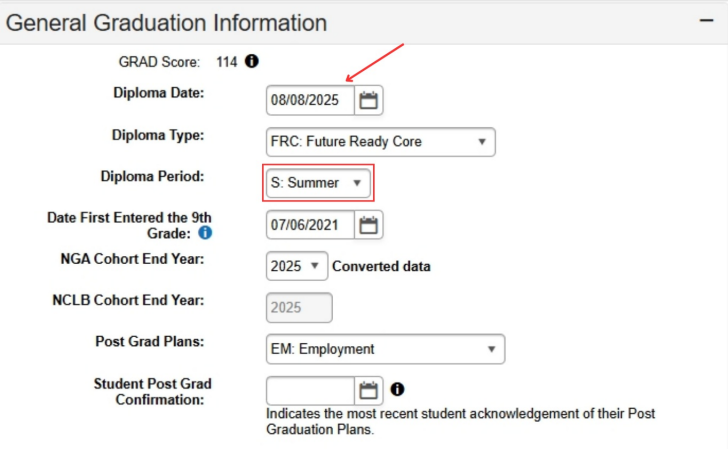
Task	Completed
<p><b>Verify Post Grad Plans</b></p> <p><i>Menu &gt; Student Information &gt; General &gt; Graduation</i></p> <ul style="list-style-type: none"> <li>Graduation (North Carolina)   Infinite Campus (<a href="https://kb.infinitecampus.com/help/graduation-north-carolina#GraduationTab-SouthDakota-GraduationDetail">https://kb.infinitecampus.com/help/graduation-north-carolina#GraduationTab-SouthDakota-GraduationDetail</a>)</li> <li>This information can be added by students when using the Course Planning tool in student portal.</li> </ul>	<input type="checkbox"/>
<p><b>End Student Enrollment</b></p> <p><i>Menu &gt; Student Information &gt; General &gt; Enrollments</i></p> <ul style="list-style-type: none"> <li>Select the reporting year student enrollment. (Example: Completed in 24-25, select the 24-25 calendar enrollment)</li> <li>Select <b>Retained</b> in the End Action.</li> <li>Select <b>W6: High School Graduate</b> as the enrollment End Status.</li> <li>Enter End Comments as appropriate.</li> <li>Click <b>Save</b> to end the enrollment</li> <li><a href="https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/student-end-enrollment-checklist">Student End Enrollment Checklist</a> (<a href="https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/student-end-enrollment-checklist">https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/student-end-enrollment-checklist</a>)</li> </ul>  <p>The screenshot shows the 'General Enrollment Information' form for Enrollment ID 641519. The form includes fields for Calendar (24-25 Monroe High School), Schedule (Main), Grade (12), Class Rank Exclude, External LMS Exclude, Start Date (08/28/2024), End Date (5/23/2025), End Action (R: Retain), Service Type (P: Primary), Local Start Status (E1: Init enroll - this year), Local End Status (W6: High School Graduate), State Start Status (E1: Init enroll - this year), State End Status (W6: High School Graduate), Start Comments, End Comments (Summer Graduate), and CRDC School of Accountability (5: Monroe High School). The End Action and End Status fields are highlighted with red boxes.</p>	<input type="checkbox"/>
<p><b>Print Final Transcript</b></p> <p><i>Menu &gt; Student Information &gt; General &gt; Transcript</i></p> <ul style="list-style-type: none"> <li>Transcripts (North Carolina)   Infinite Campus (<a href="https://kb.infinitecampus.com/help/transcripts-north-carolina">https://kb.infinitecampus.com/help/transcripts-north-carolina</a>)</li> </ul>	<input type="checkbox"/>

## Summer Graduates On or After August 7

Complete the steps below for students graduating from high school with a diploma on or after August 7th but before the first instructional day of the new school year as a result of summer school.

Task	☑ Completed
<b>Add Grades to Transcript</b> <i>Menu &gt; Student Information &gt; General Transcript</i> <ul style="list-style-type: none"> <li>Once a student completes summer school, enter the transcript grades. Follow the Summer Grades section of the <a href="https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/adding-transcript-grades">Adding Transcript Grades</a> (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/adding-transcript-grades) article to add the completed summer grades.</li> </ul>	<input type="checkbox"/>
<b>Verify Graduation Program is assigned</b> <i>Menu &gt; Student Information &gt; Academic Planning &gt; Programs</i> <ul style="list-style-type: none"> <li><a href="https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/graduation-program-assignment">Graduation Program Assignment</a> (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/graduation-program-assignment)</li> </ul>	<input type="checkbox"/>
<b>Verify CTE Programs are assigned and statuses are updated (if applicable)</b> <i>Menu &gt; Student Information &gt; Academic Planning &gt; Programs</i> <ul style="list-style-type: none"> <li>Please see the <a href="https://go.ncdpi.gov/5fhqx">CTE Concentrator Report</a> (https://go.ncdpi.gov/5fhqx) document for guidance on the CTE program information.</li> </ul> <div>  Please note the information in the CTE Concentrator Report document is for a <b>one-time</b> 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.         </div>	<input type="checkbox"/>
<b>Calculate On-Track Status</b> <i>Menu &gt; Student Information &gt; Program Administration &gt; Course Plan Administration</i> <ul style="list-style-type: none"> <li><a href="https://kb.infinitecampus.com/help/course-plan-admin#calculate-on-track-status">Course Plan Administration   Infinite Campus</a> (https://kb.infinitecampus.com/help/course-plan-admin#calculate-on-track-status)</li> <li>This process will run for all students.</li> <li>This process will calculate any graduation or academic plan a student is assigned.</li> </ul> <div>  This process is taxing on the system, and it is recommended to be run after regular business hours.         </div>	<input type="checkbox"/>

Task	<input checked="" type="checkbox"/> Completed
<p><b>Review On-Track Status</b></p> <p><i>Menu &gt; Student Information &gt; Program Administration &gt; Academic Plan Status Report or Academic Plan Progress Batch Report</i></p> <ul style="list-style-type: none"> <li>Review student's status towards their graduation program by running the Academic Plan Status Report. <a href="https://kb.infinitecampus.com/help/academic-plan-status-report">Academic Plan Status Report   Infinite Campus</a> (https://kb.infinitecampus.com/help/academic-plan-status-report)</li> <li>The report can also be used to display the students that are not on-track towards the graduation requirements.</li> <li>The <a href="https://kb.infinitecampus.com/help/academic-plan-progress-batch">Academic Plan Progress Batch   Infinite Campus</a> (https://kb.infinitecampus.com/help/academic-plan-progress-batch) report can provide progress towards the graduation requirements per individual student.</li> </ul>	<input type="checkbox"/>
<p><b>Add Seals (Endorsements)</b> (if applicable)</p> <p><i>Menu &gt; Student Information &gt; General &gt; Graduation</i></p> <ul style="list-style-type: none"> <li><a href="https://kb.infinitecampus.com/help/graduation-north-carolina#GraduationTab-SouthDakota-GraduationEndorsement">Graduation (North Carolina)   Infinite Campus</a> (https://kb.infinitecampus.com/help/graduation-north-carolina#GraduationTab-SouthDakota-GraduationEndorsement)</li> <li>Requirements for Endorsements can be found: <a href="https://www.dpi.nc.gov/districts-schools/high-school-graduation-requirements/high-school-diploma-endorsements">High School Diploma Endorsements   NC DPI</a> (https://www.dpi.nc.gov/districts-schools/high-school-graduation-requirements/high-school-diploma-endorsements)</li> </ul> <div data-bbox="194 987 1292 1129">  <p><i>At this time, this process is manual.</i></p> </div>	<input type="checkbox"/>
<p><b>Review Transcripts</b></p> <ul style="list-style-type: none"> <li>Verify graduation requirements are met</li> <li>Verify programs are reflected correctly on the transcript (CTE)</li> <li>Verify seals are reflected correctly on the transcript</li> </ul>	<input type="checkbox"/>
<p><b>Enter Diploma Type</b></p> <p><i>Menu &gt; Student Information &gt; General &gt; Graduation</i></p> <ul style="list-style-type: none"> <li><a href="https://kb.infinitecampus.com/help/graduation-north-carolina#GraduationTab-SouthDakota-GraduationDetail">Graduation (North Carolina)   Infinite Campus</a> (https://kb.infinitecampus.com/help/graduation-north-carolina#GraduationTab-SouthDakota-GraduationDetail)</li> <li>Choose <b>FRC: Future Read Core</b> or <b>GWC: Graduated with Certificate</b></li> </ul>	<input type="checkbox"/>

Task	Completed
<p><b>Enter Diploma Period</b></p> <p><i>Menu &gt; Student Information &gt; General &gt; Graduation</i></p> <ul style="list-style-type: none"> <li>Graduation (North Carolina)   Infinite Campus (<a href="https://kb.infinitecampus.com/help/graduation-north-carolina#GraduationTab-SouthDakota-GraduationDetail">https://kb.infinitecampus.com/help/graduation-north-carolina#GraduationTab-SouthDakota-GraduationDetail</a>)</li> <li>Choose <b>S: Summer</b> as the diploma period.</li> </ul> 	<input type="checkbox"/>
<p><b>Enter Diploma Date</b></p> <p><i>Menu &gt; Student Information &gt; General &gt; Graduation</i></p> <ul style="list-style-type: none"> <li>Graduation (North Carolina)   Infinite Campus (<a href="https://kb.infinitecampus.com/help/graduation-north-carolina#GraduationTab-SouthDakota-EnterGraduationData">https://kb.infinitecampus.com/help/graduation-north-carolina#GraduationTab-SouthDakota-EnterGraduationData</a>)</li> <li>The Diploma Date should be the date the student completed graduation requirements</li> </ul>	<input type="checkbox"/>
<p><b>Verify Grade 9 Entry Date</b></p> <p><i>Menu &gt; Student Information &gt; General &gt; Graduation</i></p> <ul style="list-style-type: none"> <li>This field is populated based on the 9th grade enrollment record for the student.</li> <li>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.</li> <li>NGA Cohort End Year - This field is populated based on the 9th grade enrollment record for the student.</li> <li>NCLB Cohort End Year - This field is populated based on the 9th grade enrollment record for the student.</li> </ul>	<input type="checkbox"/>



Task	☑ Completed
<p><b>Verify Post Grad Plans</b></p> <p><i>Menu &gt; Student Information &gt; General &gt; Graduation</i></p> <ul style="list-style-type: none"> <li>• <a href="https://kb.infinitecampus.com/help/graduation-north-carolina#GraduationTab-SouthDakota-GraduationDetail">Graduation (North Carolina)   Infinite Campus</a> (https://kb.infinitecampus.com/help/graduation-north-carolina#GraduationTab-SouthDakota-GraduationDetail)</li> <li>• This information can be added by students when using the Course Planning tool in student portal.</li> </ul>	<input type="checkbox"/>
<p><b>End Student Enrollment</b></p> <p><i>Menu &gt; Student Information &gt; General &gt; Enrollments</i></p> <ul style="list-style-type: none"> <li>• Select the reporting year calendar student enrollment. (Example: Completed in 25-26, select the 25-26 calendar enrollment)</li> <li>• Update the enrollment Start Date to the date the <b>student met graduation requirements</b>. (This should be a date prior to the first day of the school year, but on or after August 7.)</li> <li>• Update the enrollment End Date to the date the <b>student met graduation requirements</b>.</li> <li>• Select <b>W6: High School Graduate</b> as the enrollment End Status.</li> <li>• Enter End Comments as appropriate.</li> <li>• Select <b>VST1: Visitor - Standard Day Program/Foreign Exchange Student</b></li> <li>• Click <b>Save</b> to end the enrollment.</li> <li>• <a href="https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/student-end-enrollment-checklist">Student End Enrollment Checklist</a> (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/student-end-enrollment-checklist)</li> </ul>	<input type="checkbox"/>

General Enrollment Information		Completed
<p>Enrollment ID 947223</p> <p>Calendar: 25-26 Monroe High School</p> <p>Schedule (read only): Main</p> <p>*Grade: 12</p> <p>Class Rank Exclude: <input type="checkbox"/></p> <p>External LMS Exclude: <input type="checkbox"/></p> <p>*Start Date: 8/8/2025</p> <p>No Show: <input type="checkbox"/></p> <p>End Date: 8/8/2025</p> <p>End Action: </p> <p>*Service Type: P: Primary</p> <p>*Local Start Status: E1: Init enroll - this year</p> <p>Local End Status: W6: High School Graduate</p> <p>State Start Status: E1: Init enroll - this year</p> <p>State End Status: W6: High School Graduate</p> <p>Start Comments: </p> <p>End Comments: Summer Graduate</p> <p>CRDC School of Accountability: 5: Monroe High School</p> <p>Rolled From Enrollment ID: 642493</p>		
<p>Future Enrollment</p> <p>Next Calendar: </p> <p>Next Schedule Structure: </p> <p>Next Grade: </p>		
<p>State Reporting Fields</p> <p>State Exclude: <input type="checkbox"/></p>		
<p>*Admission Status: VST1: Visitor - Standard Day Program/Foreign Exchange Student</p> <p>Year-Round Transfer Days Override: 0</p> <p>Resident District: 180: Infinite Campus</p> <p>Resident School: </p> <p>Serving District: Select a Value</p> <p>Serving School: </p>		