

Summer Graduate

07/02/2026 7:30 am EDT

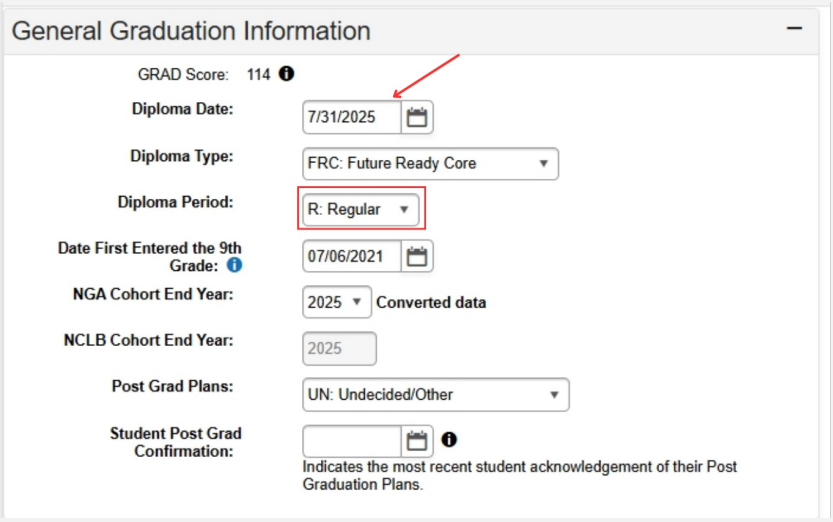
Complete the steps below for students graduating from high school with a diploma after the last instructional day of the school year but on or before August 6, as a result of summer school.

Task	☑ Completed
Add Grades to Transcript *Menu > Student Information > General Transcript* • Once a student completes summer school, enter the transcript grades. Follow the Summer Grades section of the Adding Transcript Grades (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/adding-transcript-grades) article to add the completed summer grades. • Complete any necessary Grade Suppressions as needed. Follow the steps in the Grade Suppression section of the Adding Transcript Grades (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/adding-transcript-grades) article.	☐
Add Summer Education Program *Menu > Student Information > State Programs > Summer Education* • Follow the Summer Education Program (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/summer-education-program) steps to add and end a program. • The start and end dates should reflect the student's enrollment in the summer program. The End date should be the date the student completed graduation requirements. • The Program Exit Status should be **SGR: Summer School Graduate**. Adding the Summer Education Program initiates an Event and Action that will create an enrollment in the summer calendar based on the program dates assigning W6: High School Graduate as the Local End Status. See the Create Summer Calendar High School (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/create-summer-calendars-copy) article for information on setting up the appropriate summer calendar.	☐

Task	☑ Completed
Verify Graduation Program *Menu > Student Information > Academic Planning > Programs* • Graduation Program Assignment (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/graduation-program-assignment) • Please note that students on the Extended Content Standards pathway will not have an NC Graduation Program assigned.	☐
Verify CTE Programs (if applicable) *Menu > Student Information > Academic Planning > Programs* • Please see the CTE Concentrator Report (https://go.ncdpi.gov/cteeoy) document for guidance on the CTE program information.	☐
CTE Concentrators (if applicable) • Follow the guidance in the CTE Concentrator Report (https://go.ncdpi.gov/cteeoy) documentation to apply a Concentrator Override as needed.	☐
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. *This process is taxing on the system, and it is recommended to be run after regular business hours.*	☐

Task	☑ Completed
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) • This information can be added by students when using the Course Planning tool in student portal.	☐
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.	☐

Task	☑ Completed
Add Seals (Endorsements) (if applicable) *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 Data on Transcripts *Menu > Student Information > General > Transcripts* • Verify graduation requirements are met • Verify programs are reflected correctly on the transcript (CTE) • Verify seals are reflected correctly on the transcript	☐
Enter Diploma Date *Menu > Student Information > General > Graduation* • Graduation (North Carolina) | Infinite Campus (https://kb.infinitecampus.com/help/graduation-north-carolina#GraduationTab-SouthDakota-EnterGraduationData) • The Diploma Date should be the date the student completed graduation requirements	☐
Enter Diploma Type *Menu > Student Information > General > Graduation* • Graduation (North Carolina) | Infinite Campus (https://kb.infinitecampus.com/help/graduation-north-carolina#GraduationTab-SouthDakota-GraduationDetail) • The student's diploma type should be **FRC: Future Ready Core** or **GWC: Graduated with Certificate**.	☐

Task	☑ Completed
Enter Diploma Period *Menu > Student Information > General > Graduation* • Graduation (North Carolina) | Infinite Campus (https://kb.infinitecampus.com/help/graduation-north-carolina#GraduationTab-SouthDakota-GraduationDetail) • Choose **R: Regular** as the diploma period 	☐
Print Final Transcript *Menu > Student Information > General > Transcripts* • Transcripts (North Carolina) | Infinite Campus (https://kb.infinitecampus.com/help/transcripts-north-carolina)	☐

Review the student's enrollment record to ensure the correct information was created from the summer education program with the Event and Action.

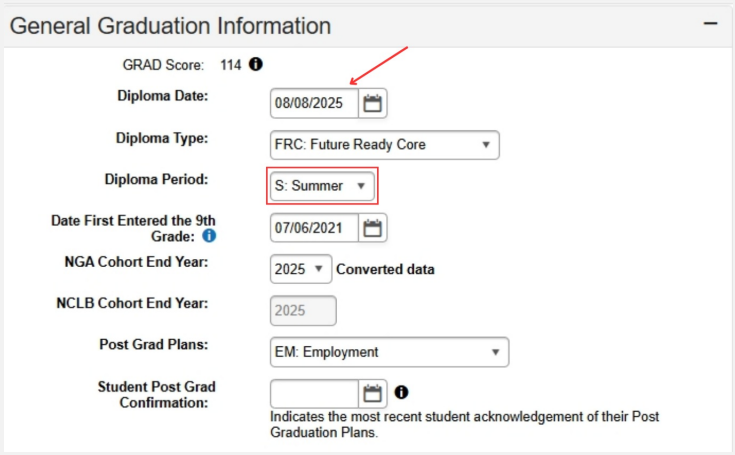
Summer Graduates On or After August 7

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

Task	☑ Completed
Add Grades to Transcript *Menu > Student Information > General Transcript* • Once a student completes summer school, enter the transcript grades. Follow the Summer Grades section of the Adding Transcript Grades (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/adding-transcript-grades) article to add the completed summer grades. • Complete any necessary Grade Suppressions as needed. Follow the steps in the Grade Suppression section of the Adding Transcript Grades (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/adding-transcript-grades) article.	☐
Add Summer Education Program *Menu > Student Information > State Programs > Summer Education* • Follow the Summer Education Program (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/summer-education-program) steps to add and end a program. • The start and end dates should reflect the student's enrollment in the summer program. The End date should be the date the student completed graduation requirements. • The Program Exit Status should be **SGR: Summer School Graduate**. Adding the Summer Education Program initiates an Event and Action that will create an enrollment in the summer calendar based on the program dates assigning W6: High School Graduate as the Local End Status. See the Create Summer Calendar High School (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/create-summer-calendars-copy) article for information on setting up the appropriate summer calendar.	☐
Verify Graduation Program *Menu > Student Information > Academic Planning > Programs* • Graduation Program Assignment (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/graduation-program-assignment) • Please note that students on the Extended Content Standards pathway will not have an NC Graduation Program assigned.	☐
Verify CTE Programs (if applicable) *Menu > Student Information > Academic Planning > Programs* • See the CTE Concentrator Report (https://go.ncdpi.gov/5fhqx) document for guidance on the CTE program information.	☐

Task	☑ Completed
CTE Concentrators (if applicable) • Follow the guidance in the CTE Concentrator Report (https://go.ncdpi.gov/cteeoy) documentation to apply a Concentrator Override as needed.	☐
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. *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) • This information can be added by students when using the Course Planning tool in student portal.	☐

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) (if applicable) *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 Data on Transcripts *Menu > Student Information > General > Transcripts* • Verify graduation requirements are met • Verify programs are reflected correctly on the transcript (CTE) • Verify seals are reflected correctly on the transcript	☐
Enter Diploma Date *Menu > Student Information > General > Graduation* • Graduation (North Carolina) | Infinite Campus (https://kb.infinitecampus.com/help/graduation-north-carolina#GraduationTab-SouthDakota-EnterGraduationData) • The Diploma Date should be the date the student completed graduation requirements	☐

Task	☑ Completed
Enter Diploma Type *Menu > Student Information > General > Graduation* • Graduation (North Carolina) | Infinite Campus (https://kb.infinitecampus.com/help/graduation-north-carolina#GraduationTab-SouthDakota-GraduationDetail) • Choose **FRC: Future Read Core** or **GWC: Graduated with Certificate**	☐
Enter Diploma Period *Menu > Student Information > General > Graduation* • Graduation (North Carolina) | Infinite Campus (https://kb.infinitecampus.com/help/graduation-north-carolina#GraduationTab-SouthDakota-GraduationDetail) • Choose **S: Summer** as the diploma period. 	☐
Print Final Transcript *Menu > Student Information > General > Transcript* • Transcripts (North Carolina) | Infinite Campus (https://kb.infinitecampus.com/help/transcripts-north-carolina)	☐

Review the student's enrollment record to ensure the correct information was created from the summer education program with the Event and Action.