

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

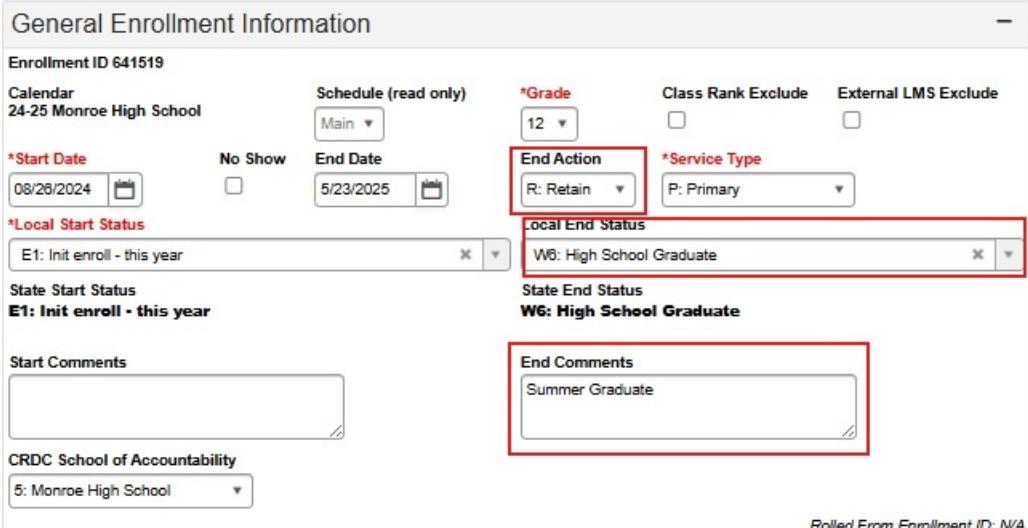
Below are the steps for students graduating from high school with a diploma after the last instructional day of the school year, but before August 7th, as a result of summer school.

Task	<input checked="" type="checkbox"/> Completed
Add Grades to Transcript <i>Menu > Student Information > General Transcript</i> <ul style="list-style-type: none">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.	<input type="checkbox"/>
Verify Graduation Program is assigned <i>Menu > Student Information > Academic Planning > Programs</i> <ul style="list-style-type: none">Graduation Program Assignment (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/graduation-program-assignment)	<input type="checkbox"/>

Task	<input checked="" type="checkbox"/> Completed
<p>Verify CTE Programs are assigned and statuses are updated (if applicable)</p> <p><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/5fhqx) document for guidance on the CTE program information. <div data-bbox="218 494 316 578" style="background-color: #FFF; border-radius: 50%; padding: 5px; display: inline-block;">  </div> <div data-bbox="316 494 1263 642" style="background-color: #FFF; border-radius: 5px; padding: 10px; margin-left: 10px;"> <p>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.</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. <div data-bbox="218 1085 316 1170" style="background-color: #FFF; border-radius: 50%; padding: 5px; display: inline-block;">  </div> <div data-bbox="316 1085 1243 1157" style="background-color: #FFF; border-radius: 5px; padding: 10px; margin-left: 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>Review On-Track Status</p> <p><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"/>

Task	<input checked="" type="checkbox"/> Completed
<p>Add Seals (Endorsements) (if applicable)</p> <p><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 data-bbox="218 578 300 684" style="border: 1px solid #ccc; border-radius: 50%; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center; margin-bottom: 10px;"> i </div> <p style="margin-left: 10px;"><i>At this time, this process is manual.</i></p>	<input type="checkbox"/>
<p>Review Transcripts</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"/>
<p>Verify/Enter Diploma Type</p> <p><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) • The student's diploma type should be FRC: Future Ready Core or GWC: Graduated with Certificate. 	<input type="checkbox"/>

Task	Completed
<p>Enter Diploma Period</p> <p><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) • Choose R: Regular as the diploma period 	<input checked="" type="checkbox"/>
<p>Enter Diploma Date</p> <p><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-EnterGraduationData) • The Diploma Date should be the date the student completed graduation requirements 	<input type="checkbox"/>
<p>Verify Grade 9 Entry Date</p> <p><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 student's 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"/>

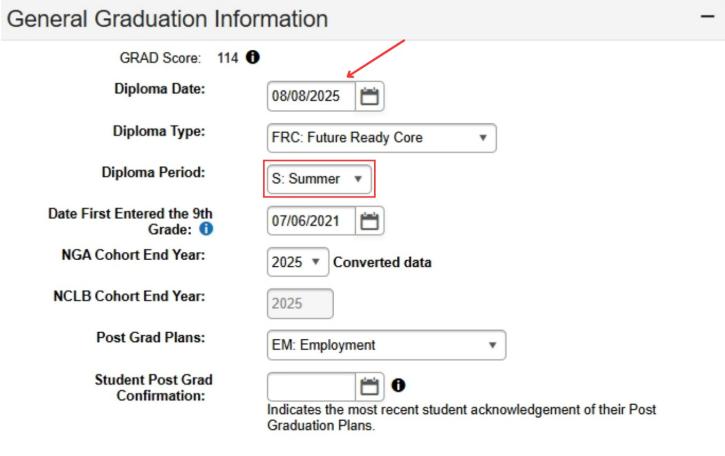
Task	Completed
Verify Post Grad Plans <i>Menu > Student Information > General > Graduation</i> <ul style="list-style-type: none"> Graduation (North Carolina) Infinite Campus (https://kb.infinitecampus.com/help/graduation-north-carolina#GraduationTab-SouthDakota-GraduationDetail) This information can be added by students when using the Course Planning tool in student portal. 	<input checked="" type="checkbox"/>
End Student Enrollment <i>Menu > Student Information > General > Enrollments</i> <ul style="list-style-type: none"> Select the reporting year student enrollment. (Example: Completed in 24-25, select the 24-25 calendar enrollment) Select Retained in the End Action. Select W6: High School Graduate as the enrollment End Status. Enter End Comments as appropriate. Click Save to end the enrollment Student End Enrollment Checklist (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/student-end-enrollment-checklist) 	<input type="checkbox"/>
	<input type="checkbox"/>
Print Final Transcript <i>Menu > Student Information > General > Transcript</i> <ul style="list-style-type: none"> Transcripts (North Carolina) Infinite Campus (https://kb.infinitecampus.com/help/transcripts-north-carolina) 	<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	<input checked="" type="checkbox"/> Completed
Add Grades to Transcript <i>Menu > Student Information > General Transcript</i> <ul style="list-style-type: none">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.	<input type="checkbox"/>
Verify Graduation Program is assigned <i>Menu > Student Information > Academic Planning > Programs</i> <ul style="list-style-type: none">Graduation Program Assignment (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/graduation-program-assignment)	<input type="checkbox"/>
Verify CTE Programs are assigned and statuses are updated (if applicable) <i>Menu > Student Information > Academic Planning > Programs</i> <ul style="list-style-type: none">Please see the CTE Concentrator Report (https://go.ncdpi.gov/5fhqx) document for guidance on the CTE program information.	<input type="checkbox"/>
 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.	
Calculate On-Track Status <i>Menu > Student Information > Program Administration > Course Plan Administration</i> <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.	<input type="checkbox"/>
 This process is taxing on the system, and it is recommended to be run after regular business hours.	

Task	Completed
<p>Review On-Track Status</p> <p><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 checked="" type="checkbox"/>
<p>Add Seals (Endorsements) (if applicable)</p> <p><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 data-bbox="218 1022 295 1106" data-label="Image"> </div> <p data-bbox="316 1022 682 1056">At this time, this process is manual.</p>	<input type="checkbox"/>
<p>Review Transcripts</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"/>
<p>Enter Diploma Type</p> <p><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) • Choose FRC: Future Read Core or GWC: Graduated with Certificate 	<input type="checkbox"/>

Task	<input checked="" type="checkbox"/> Completed
<p>Enter Diploma Period</p> <p><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) • Choose S: Summer as the diploma period. 	
<p>Enter Diploma Date</p> <p><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-EnterGraduationData) • The Diploma Date should be the date the student completed graduation requirements 	
<p>Verify Grade 9 Entry Date</p> <p><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 student's 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	<input checked="" type="checkbox"/> Completed
<p>Verify Post Grad Plans</p> <p><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) • This information can be added by students when using the Course Planning tool in student portal. 	<input type="checkbox"/>
<p>End Student Enrollment</p> <p><i>Menu > Student Information > General > Enrollments</i></p> <ul style="list-style-type: none"> • Select the reporting year calendar student enrollment. (Example: Completed in 25-26, select the 25-26 calendar enrollment) • Update the enrollment Start Date to the date the student met graduation requirements. (This should be a date prior to the first day of the school year, but on or after August 7.) • Update the enrollment End Date to the date the student met graduation requirements. • Select W6: High School Graduate as the enrollment End Status. • Enter End Comments as appropriate. • Select VST1: Visitor - Standard Day Program/Foreign Exchange Student • Click Save to end the enrollment. • Student End Enrollment Checklist (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/student-end-enrollment-checklist) 	<input type="checkbox"/>

Tab: General Enrollment Information
Completed

Enrollment ID 947223

Calendar 25-26 Monroe High School	Schedule (read only) Main	*Grade 12	Class Rank Exclude
*Start Date 8/8/2025	End Date 8/8/2025	*End Action	*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	
CRDC School of Accountability 5: Monroe High School		Rolled From Enrollment ID: 642493	

Future Enrollment

Next Calendar	Next Schedule Structure	Next Grade
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State Reporting Fields

State Exclude	Year-Round Transfer Days Override 0	
*Admission Status VST1: Visitor - Standard Day Program/Foreign Exchange Student	Menu > Student Information > General > Transcript	
Resident District 180:Infinite Campus	Resident School	Serving District Select a Value
Transcripts (North Carolina) Infinite Campus (https://kb.infinitecampus.com/help/transcripts-north-carolina)		Serving School

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