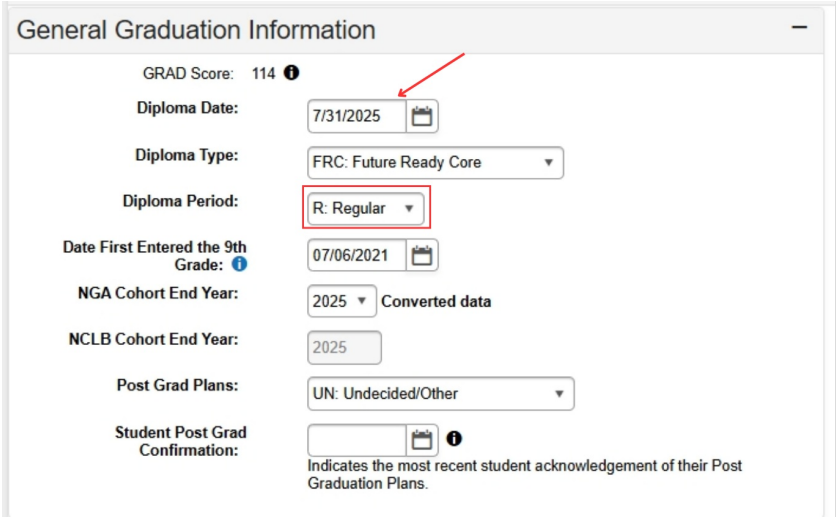
Summer Graduates Before August 7

01/21/2026 7:53 am EST

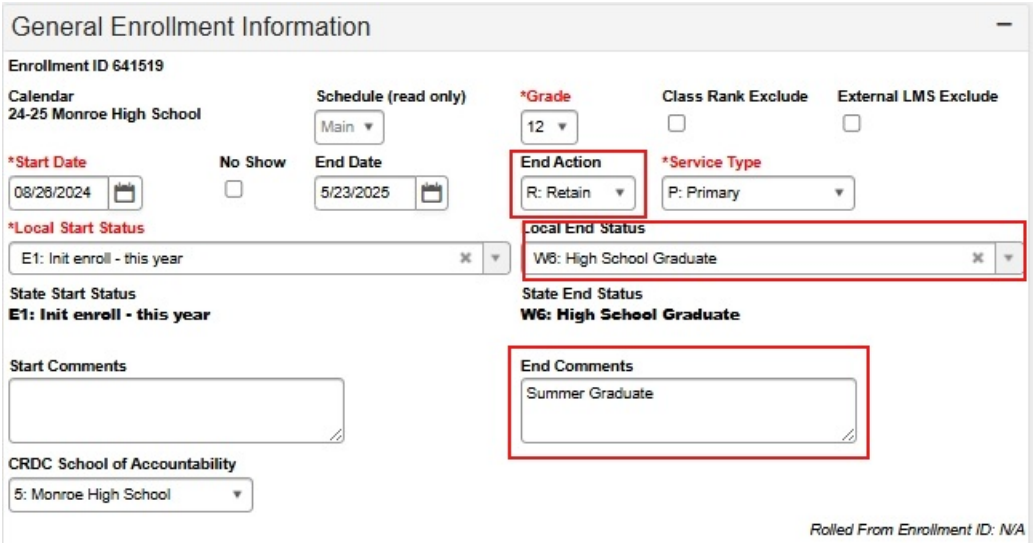
Below are the steps for students graduating from high school with a diploma after the last instructional day of the school year, but before August 7th, as a result of summer school.

Task	☑ 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.	☐
Verify Graduation Program is assigned *Menu > Student Information > Academic Planning > Programs* • Graduation Program Assignment (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/graduation-program-assignment)	☐
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. *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.	☐
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.*	☐

Task	☑ Completed
Review Transcripts • Verify graduation requirements are met • Verify programs are reflected correctly on the transcript (CTE) • Verify seals are reflected correctly on the transcript	☐
Verify/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**.	☐
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 	☐
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
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.	☐
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
End Student Enrollment *Menu > Student Information > General > Enrollments* • 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) 	☐
Print Final Transcript *Menu > Student Information > General > Transcript* • Transcripts (North Carolina) | Infinite Campus (https://kb.infinitecampus.com/help/transcripts-north-carolina)	☐