Summer Graduates Before August 7
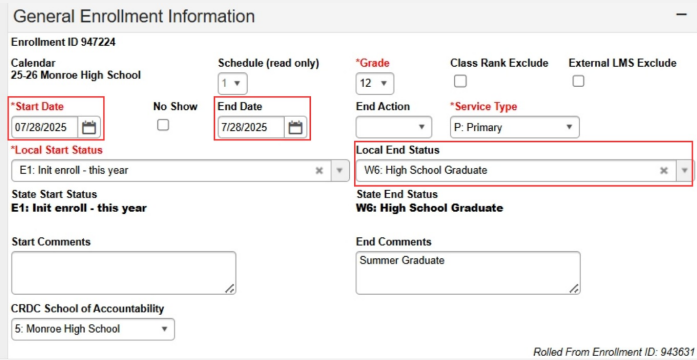
05/29/2025 2:18 pm EDT

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

Task	☑ Completed
Post 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 article to add the completed summer grades.	☐
Verify Graduation Program is assigned *Menu > Student Information > Academic Planning > Programs* • Graduation Program Assignment	☐
Verify CTE Programs are assigned (if applicable) *Menu > Student Information > Academic Planning > Programs* • CTE Program Assignment	☐
Calculate On-Track Status *Menu > Student Information > Program Administration > Course Plan Administration* • Course Plan Administration | Infinite Campus • This process will run for all students. • This process will calculate any graduation or academic plan a student is assigned. This includes CTE Concentrator Status for those assigned to a CTE Program. 🔔 *This process is taxing on the system, and it is recommended to be run after regular business hours.*	☐

Task	☑ Completed

Add Seals (Endorsements) (if applicable)
 	
Menu > Student Information > General > Graduation
    • Graduation (North Carolina) | Infinite Campus
    • Requirements for Endorsements can be found: High School Diploma Endorsements | NC DPI
 	
ⓘ *At this time, this process is manual.*
	☐

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
    • 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
    • Choose **R: Regular** as the diploma period
 	
General Graduation Information   −
 	
    GRAD Score: 114 ❶
    Diploma Date: 7/31/2025 📅
    Diploma Type: FRC: Future Ready Core ▾
    Diploma Period: R: Regular ▾
    Date First Entered the 9th Grade: ❶   07/06/2021 📅
    NGA Cohort End Year: 2025 ▾ Converted data
    NCLB Cohort End Year: 2025
    Post Grad Plans: UN: Undecided/Other ▾
    Student Post Grad Confirmation: 📅 ❶
    Indicates the most recent student acknowledgement of their Post Graduation Plans.
	☐

Enter Diploma Date
Menu > Student Information > General > Graduation
    • Graduation (North Carolina) | Infinite Campus
    • 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 • This information can be added by students when using the Course Planning tool in student portal.	☐
End Student Enrollment *Menu > Student Information > General > Enrollments* • Select the student's 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.) • Update the enrollment End Date to the date the **student met graduation requirements**. • Select **W6: High School Graduate** as the enrollment End Status. • Enter "**Summer Graduate**" in the end comment box. • Click **Save** to end the enrollment • Student End Enrollment Checklist General Enrollment Information Enrollment ID 947224 Calendar: 25-26 Monroe High School Schedule (read only): 1 *Grade: 12 Class Rank Exclude ☐ External LMS Exclude ☐ *Start Date: 07/28/2025 No Show ☐ End Date: 7/28/2025 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: 943631	☐
Print Final Transcript *Menu > Student Information > General > Transcript* • Transcripts (North Carolina) | Infinite Campus	☐