

NCSIS
STUDENT INFORMATION SYSTEM



North Carolina Department of
PUBLIC INSTRUCTION



*Infinite
Campus*




Summer Graduates Before August 7

06/23/2025 3:05 pm EDT

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
Post 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">CTE Program Assignment (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/cte-program-assignment)	<input type="checkbox"/>

Task	☑ Completed
<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>  <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"/>
<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>  <p><i>At this time, this process is manual.</i></p> </div>	<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"/>

Task	☑ Completed
<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"/>
<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 <div data-bbox="321 743 1151 1257"> <p>General Graduation Information</p> <p>GRAD Score: 114 ⓘ</p> <p>Diploma Date: 7/31/2025 </p> <p>Diploma Type: FRC: Future Ready Core ▼</p> <p>Diploma Period: R: Regular ▼</p> <p>Date First Entered the 9th Grade: ⓘ 07/06/2021 </p> <p>NGA Cohort End Year: 2025 ▼ Converted data</p> <p>NCLB Cohort End Year: 2025</p> <p>Post Grad Plans: UN: Undecided/Other ▼</p> <p>Student Post Grad Confirmation:  ⓘ</p> <p><small>Indicates the most recent student acknowledgement of their Post Graduation Plans.</small></p> </div>	<input 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"/>

Task	☑ Completed
<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 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. 	☐
<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. 	☐
<p>End Student Enrollment</p> <p><i>Menu > Student Information > General > Enrollments</i></p> <ul style="list-style-type: none"> • 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 (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/student-end-enrollment-checklist) <div data-bbox="384 1400 1075 1755"> <p>The screenshot shows the 'General Enrollment Information' form for Enrollment ID 947224. The form includes fields for Calendar (25-26 Monroe High School), Schedule (read only), Grade (12), Class Rank Exclude, External LMS Exclude, Start Date (07/28/2025), 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), and CRDC School of Accountability (5: Monroe High School). The fields for Start Date, End Date, Local End Status, and State End Status are highlighted with red boxes.</p> </div>	☐

Task	<input checked="" type="checkbox"/> Completed
<p>Print Final Transcript</p> <p><i>Menu > Student Information > General > Transcript</i></p> <ul style="list-style-type: none">• Transcripts (North Carolina) Infinite Campus (https://kb.infinitecampus.com/help/transcripts-north-carolina)	<input type="checkbox"/>

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