Summer Graduates On or After August 7

07/09/2025 11:37 am EDT

Complete the steps below for students graduating from high school with a diploma <u>on</u> or <u>after</u> August 7th but <u>before</u> 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.	☐
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* • CTE Program Assignment (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/cte-program-assignment)	☐

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. <blockquote>🔔 *This process is taxing on the system, and it is recommended to be run after regular business hours.*</blockquote>	☐
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) <blockquote>ℹ️ *At this time, this process is manual.*</blockquote>	☐
Review Transcripts - Verify graduation requirements are met - Verify programs are reflected correctly on the transcript (CTE) - Verify seals are reflected correctly on the transcript	☐

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. General Graduation Information − GRAD Score: 114 ⓘ Diploma Date: 08/08/2025 Diploma Type: FRC: Future Ready Core ▼ Diploma Period: S: Summer ▼ Date First Entered the 9th Grade: ⓘ 07/06/2021 NGA Cohort End Year: 2025 ▼ Converted data NCLB Cohort End Year: 2025 Post Grad Plans: EM: Employment ▼ Student Post Grad Confirmation: ⓘ Indicates the most recent student acknowledgement of their Post Graduation Plans.	☐
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	☐
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
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.	☐
End Student Enrollment *Menu > Student Information > General > Enrollments* - 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)	☐

Tas...	General Enrollment Information —	☑ **Completed**

General Enrollment Information —

Enrollment ID 947223

Calendar	Schedule (read only)	*Grade	Class Rank Exclude	External LMS Exclude
25-26 Monroe High School	Main ▾	12 ▾	☐	☐

*Start Date	No Show	End Date	End Action	*Service Type
8/8/2025 📅	☐	8/8/2025 📅	▾	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
▾	▾	▾

Print Final Transcript

State Reporting Fields —

Menu > Student Information > General > Transcript

State Exclude
- ☐ Transcripts (North Carolina) | Infinite Campus (https://kb.infinitecampus.com/help/transcripts-north-carolina)

*Admission Status
VST1: Visitor - Standard Day Program/Foreign Exchange Student ▾

Year-Round Transfer Days Override
0

Resident District	Resident School	Serving District	Serving School
180:Infinite Campus ✕ ▾	▾	Select a Value ▾	▾

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