Summer Graduates On or After August 7

05/30/2025 7:33 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 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	☐
Enter Diploma Type *Menu > Student Information > General > Graduation* • Graduation (North Carolina) | Infinite Campus • Choose FRC: Future Read Core or GWC: Graduated with Certificate.	☐
Enter Diploma Period *Menu > Student Information > General > Graduation* • Graduation (North Carolina) | Infinite Campus • 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 • 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 87282 Calendar 24-25 Harrison High / Schedule (read only) Main / *Grade 12 / Class Rank Exclude / External LMS Exclude *Start Date 08/08/2024 / No Show / End Date 08/08/2024 / 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 Rolled From Enrollment ID: 83144	☐
Print Final Transcript *Menu > Student Information > General > Transcript* • Transcripts (North Carolina) | Infinite Campus	☐

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