



# 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 on or after August 7th but before the first instructional day of the new school year as a result of summer school.**

Task	<input checked="" type="checkbox"/> Completed
<b>Add Grades to Transcript</b> <i>Menu &gt; Student Information &gt; General Transcript</i> <ul style="list-style-type: none"> <li>Once a student completes summer school, enter the transcript grades. Follow the Summer Grades section of the <a href="https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/adding-transcript-grades">Adding Transcript Grades</a> (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/adding-transcript-grades) article to add the completed summer grades.</li> </ul>	<input type="checkbox"/>
<b>Verify Graduation Program is assigned</b> <i>Menu &gt; Student Information &gt; Academic Planning &gt; Programs</i> <ul style="list-style-type: none"> <li><a href="https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/graduation-program-assignment">Graduation Program Assignment</a> (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/graduation-program-assignment)</li> </ul>	<input type="checkbox"/>
<b>Verify CTE Programs are assigned and statuses are updated (if applicable)</b> <i>Menu &gt; Student Information &gt; Academic Planning &gt; Programs</i> <ul style="list-style-type: none"> <li><a href="https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/cte-program-assignment">CTE Program Assignment</a> (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/cte-program-assignment)</li> </ul>	<input type="checkbox"/>

Task	<input checked="" type="checkbox"/> Completed
<p><b>Calculate On-Track Status</b></p> <p><i>Menu &gt; Student Information &gt; Program Administration &gt; Course Plan Administration</i></p> <ul style="list-style-type: none"> <li>• <a href="https://kb.infinitecampus.com/help/course-plan-admin#calculate-on-track-status">Course Plan Administration   Infinite Campus</a> (https://kb.infinitecampus.com/help/course-plan-admin#calculate-on-track-status)</li> <li>• This process will run for all students.</li> <li>• This process will calculate any graduation or academic plan a student is assigned.</li> </ul> <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><b>Review On-Track Status</b></p> <p><i>Menu &gt; Student Information &gt; Program Administration &gt; Academic Plan Status Report or Academic Plan Progress Batch Report</i></p> <ul style="list-style-type: none"> <li>• Review student's status towards their graduation program by running the Academic Plan Status Report. <a href="https://kb.infinitecampus.com/help/academic-plan-status-report">Academic Plan Status Report   Infinite Campus</a> (https://kb.infinitecampus.com/help/academic-plan-status-report)</li> <li>• The report can also be used to display the students that are not on-track towards the graduation requirements.</li> <li>• The <a href="https://kb.infinitecampus.com/help/academic-plan-progress-batch">Academic Plan Progress Batch   Infinite Campus</a> (https://kb.infinitecampus.com/help/academic-plan-progress-batch) report can provide progress towards the graduation requirements per individual student.</li> </ul>	<input type="checkbox"/>
<p><b>Add Seals</b> (Endorsements) (if applicable)</p> <p><i>Menu &gt; Student Information &gt; General &gt; Graduation</i></p> <ul style="list-style-type: none"> <li>• <a href="https://kb.infinitecampus.com/help/graduation-north-carolina#GraduationTab-SouthDakota-GraduationEndorsement">Graduation (North Carolina)   Infinite Campus</a> (https://kb.infinitecampus.com/help/graduation-north-carolina#GraduationTab-SouthDakota-GraduationEndorsement)</li> <li>• Requirements for Endorsements can be found: <a href="https://www.dpi.nc.gov/districts-schools/high-school-graduation-requirements/high-school-diploma-endorsements">High School Diploma Endorsements   NC DPI</a> (https://www.dpi.nc.gov/districts-schools/high-school-graduation-requirements/high-school-diploma-endorsements)</li> </ul> <div>  <p><i>At this time, this process is manual.</i></p> </div>	<input type="checkbox"/>

Task	☑ Completed
<b>Review Transcripts</b> <ul style="list-style-type: none"> <li>• Verify graduation requirements are met</li> <li>• Verify programs are reflected correctly on the transcript (CTE)</li> <li>• Verify seals are reflected correctly on the transcript</li> </ul>	<input type="checkbox"/>
<b>Enter Diploma Type</b> <i>Menu &gt; Student Information &gt; General &gt; Graduation</i> <ul style="list-style-type: none"> <li>• <a href="https://kb.infinitecampus.com/help/graduation-north-carolina#GraduationTab-SouthDakota-GraduationDetail">Graduation (North Carolina)   Infinite Campus</a> (https://kb.infinitecampus.com/help/graduation-north-carolina#GraduationTab-SouthDakota-GraduationDetail)</li> <li>• Choose <b>FRC: Future Read Core</b> or <b>GWC: Graduated with Certificate</b></li> </ul>	<input type="checkbox"/>
<b>Enter Diploma Period</b> <i>Menu &gt; Student Information &gt; General &gt; Graduation</i> <ul style="list-style-type: none"> <li>• <a href="https://kb.infinitecampus.com/help/graduation-north-carolina#GraduationTab-SouthDakota-GraduationDetail">Graduation (North Carolina)   Infinite Campus</a> (https://kb.infinitecampus.com/help/graduation-north-carolina#GraduationTab-SouthDakota-GraduationDetail)</li> <li>• Choose <b>S: Summer</b> as the diploma period.</li> </ul> <div data-bbox="370 1052 1101 1507"> <p>General Graduation Information</p> <p>GRAD Score: 114 ⓘ</p> <p>Diploma Date: 08/08/2025 📅</p> <p>Diploma Type: FRC: Future Ready Core ▾</p> <p>Diploma Period: <b>S: Summer ▾</b></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: EM: Employment ▾</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"/>
<b>Enter Diploma Date</b> <i>Menu &gt; Student Information &gt; General &gt; Graduation</i> <ul style="list-style-type: none"> <li>• <a href="https://kb.infinitecampus.com/help/graduation-north-carolina#GraduationTab-SouthDakota-EnterGraduationData">Graduation (North Carolina)   Infinite Campus</a> (https://kb.infinitecampus.com/help/graduation-north-carolina#GraduationTab-SouthDakota-EnterGraduationData)</li> <li>• The Diploma Date should be the date the student completed graduation requirements</li> </ul>	<input type="checkbox"/>

Task	☑ Completed
<p><b>Verify Grade 9 Entry Date</b></p> <p><i>Menu &gt; Student Information &gt; General &gt; Graduation</i></p> <ul style="list-style-type: none"> <li>• This field is populated based on the 9th grade enrollment record for the student.</li> <li>• 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.</li> <li>• NGA Cohort End Year - This field is populated based on the 9th grade enrollment record for the student.</li> <li>• NCLB Cohort End Year - This field is populated based on the 9th grade enrollment record for the student.</li> </ul>	<input type="checkbox"/>
<p><b>Verify Post Grad Plans</b></p> <p><i>Menu &gt; Student Information &gt; General &gt; Graduation</i></p> <ul style="list-style-type: none"> <li>• <a href="https://kb.infinitecampus.com/help/graduation-north-carolina#GraduationTab-SouthDakota-GraduationDetail">Graduation (North Carolina)   Infinite Campus</a> (<a href="https://kb.infinitecampus.com/help/graduation-north-carolina#GraduationTab-SouthDakota-GraduationDetail">https://kb.infinitecampus.com/help/graduation-north-carolina#GraduationTab-SouthDakota-GraduationDetail</a>)</li> <li>• This information can be added by students when using the Course Planning tool in student portal.</li> </ul>	<input type="checkbox"/>
<p><b>End Student Enrollment</b></p> <p><i>Menu &gt; Student Information &gt; General &gt; Enrollments</i></p> <ul style="list-style-type: none"> <li>• Select the reporting year calendar student enrollment. (Example: Completed in 25-26, select the 25-26 calendar enrollment)</li> <li>• Update the enrollment Start Date to the date the <b>student met graduation requirements</b>. (This should be a date prior to the first day of the school year, but on or after August 7.)</li> <li>• Update the enrollment End Date to the date the <b>student met graduation requirements</b>.</li> <li>• Select <b>W6: High School Graduate</b> as the enrollment End Status.</li> <li>• Enter End Comments as appropriate.</li> <li>• Select <b>VST1: Visitor - Standard Day Program/Foreign Exchange Student</b></li> <li>• Click <b>Save</b> to end the enrollment.</li> <li>• <a href="https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/student-end-enrollment-checklist">Student End Enrollment Checklist</a> (<a href="https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/student-end-enrollment-checklist">https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/student-end-enrollment-checklist</a>)</li> </ul>	

General Enrollment Information		Completed
<p>Enrollment ID 947223</p> <p>Calendar 25-26 Monroe High School</p> <p>Schedule (read only) Main</p> <p>*Grade 12</p> <p>Class Rank Exclude <input type="checkbox"/></p> <p>External LMS Exclude <input type="checkbox"/></p> <p>*Start Date 8/8/2025</p> <p>No Show <input type="checkbox"/></p> <p>End Date 8/8/2025</p> <p>End Action</p> <p>*Service Type P: Primary</p> <p>*Local Start Status E1: Init enroll - this year</p> <p>Local End Status W6: High School Graduate</p> <p>State Start Status E1: Init enroll - this year</p> <p>State End Status W6: High School Graduate</p> <p>Start Comments</p> <p>End Comments Summer Graduate</p> <p>CRDC School of Accountability 5: Monroe High School</p> <p>Rolled From Enrollment ID: 642493</p> <p>Future Enrollment</p> <p>Next Calendar</p> <p>Next Schedule Structure</p> <p>Next Grade</p> <p>State Reporting Fields</p> <p>State Exclude <input type="checkbox"/></p> <p>*Admission Status VST1: Visitor - Standard Day Program/Foreign Exchange Student</p> <p>Year-Round Transfer Days Override 0</p> <p>Resident District 180:Infinite Campus</p> <p>Resident School</p> <p>Serving District Select a Value</p> <p>Serving School</p>		
<p><b>Print Final Transcript</b></p> <p><i>Menu &gt; Student Information &gt; General &gt; Transcript</i></p> <ul style="list-style-type: none"> <li>Transcripts (North Carolina)   Infinite Campus (<a href="https://kb.infinitecampus.com/help/transcripts-north-carolina">https://kb.infinitecampus.com/help/transcripts-north-carolina</a>)</li> </ul>		<input type="checkbox"/>