




Summer Graduates On or After August 7

04/29/2026 2:54 pm EDT

Complete the steps below for students graduating from high school with a diploma on or after August 7 but before the first instructional day of the new school year, as a result of summer school.

| Task | <input checked="" type="checkbox"/> Completed |
|---|---|
| <p>Add Grades to Transcript</p> <p><i>Menu > Student Information > General Transcript</i></p> <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. Complete any necessary GradeSuppressions as needed. Follow the steps in the Grade Suppression section of the Adding Transcript Grades (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/adding-transcript-grades) article. | <input type="checkbox"/> |
| <p>Add Summer Education Program</p> <p><i>Menu > Student Information > State Programs > Summer Education</i></p> <ul style="list-style-type: none"> Follow the Summer Education Program (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/summer-education-program) steps to add and end a program. The start and end dates should reflect the student's enrollment in the summer program. The End date should be the date the student completed graduation requirements. The Program Exit Status should be SGR: Summer School Graduate. <div style="border: 1px solid #add8e6; padding: 10px; margin-top: 10px;"> <p> Adding the Summer Education Program initiates an Event & Action that will create an enrollment in the summer calendar based on the program dates assigning W6: High School Graduate as the Local End Status. See the Create Summer Calendar High School article for information on setting up the appropriate summer calendar.</p> </div> | <input type="checkbox"/> |

| Task | <input checked="" type="checkbox"/> Completed |
|---|---|
| <p>Verify Graduation Program <i>Menu > Student Information > Academic Planning > Programs</i></p> <ul style="list-style-type: none"> • Graduation Program Assignment (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/graduation-program-assignment) • Please note that students on the Extended Content Standards pathway will not have an NC Graduation Program assigned. | <input type="checkbox"/> |
| <p>Verify CTE Programs (if applicable) <i>Menu > Student Information > Academic Planning > Programs</i></p> <ul style="list-style-type: none"> • See the CTE Concentrator Report (https://go.ncdpi.gov/5fhqx) document for guidance on the CTE program information. | <input type="checkbox"/> |
| <p>CTE Concentrators (if applicable)</p> <ul style="list-style-type: none"> • Follow the guidance in the CTE Concentrator Report (https://go.ncdpi.gov/cteeoy) documentation to apply a Concentrator Override as needed. | <input type="checkbox"/> |
| <p>Calculate On-Track Status <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 style="border: 1px solid #ccc; background-color: #fff9c4; padding: 10px; margin-top: 10px;">  <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"/> |

| Task | <input checked="" type="checkbox"/> Completed |
|---|---|
| <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>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. | <input type="checkbox"/> |
| <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. | <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 style="border: 1px solid #0070C0; padding: 10px; margin-top: 10px; display: flex; align-items: center;">  <p><i>At this time, this process is manual.</i></p> </div> | <input type="checkbox"/> |

| Task | <input checked="" type="checkbox"/> Completed |
|--|---|
| <p>Review Data on Transcripts</p> <p><i>Menu > Student Information > General > Transcripts</i></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"/> |
| <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 | |
| <p>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) • Choose FRC: Future Read Core or GWC: Graduated with Certificate | <input type="checkbox"/> |

| Task | Completed <input checked="" 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 S: Summer as the diploma period. <div data-bbox="371 520 1101 961" style="border: 1px solid #ccc; padding: 10px; margin: 10px auto; width: fit-content;"> <p>General Graduation Information</p> <p>GRAD Score: 114 ⓘ</p> <p>Diploma Date: <input type="text" value="08/08/2025"/> ⓘ</p> <p>Diploma Type: <input type="text" value="FRC: Future Ready Core"/></p> <p>Diploma Period: <input style="border: 2px solid red;" type="text" value="S: Summer"/></p> <p>Date First Entered the 9th Grade: ⓘ <input type="text" value="07/06/2021"/></p> <p>NGA Cohort End Year: <input type="text" value="2025"/> <small>Converted data</small></p> <p>NCLB Cohort End Year: <input type="text" value="2025"/></p> <p>Post Grad Plans: <input type="text" value="EM: Employment"/></p> <p>Student Post Grad Confirmation: <input type="text"/> ⓘ</p> <p><small>Indicates the most recent student acknowledgement of their Post Graduation Plans.</small></p> </div> | <input type="checkbox"/> |
| <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"/> |

Review the student's enrollment record to ensure the correct information was created from the summer education program with the Event & Action.