




Summer Graduates On or After August 7

01/21/2026 7:58 am EST

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
Add 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"> Please see the CTE Concentrator Report (https://go.ncdpi.gov/5fhqx) document for guidance on the CTE program information. <div>  Please note the information in the CTE Concentrator Report document is for a one-time program addition for Mid-Year Graduates in the 25-26 school year. CTE Programs will be automatically added to students by the end of the 25-26 school year. Further information will be provided when available. </div>	<input type="checkbox"/>

Task	<input checked="" type="checkbox"/> 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"/>

Task	☑ Completed
Review Transcripts <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"/>
Enter Diploma Type <i>Menu > Student Information > General > Graduation</i> <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"/>
Enter Diploma Period <i>Menu > Student Information > General > Graduation</i> <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="370 1020 1101 1472"> <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: S: Summer ▾</p> <p>Date First Entered the 9th Grade: ⓘ 07/06/2021 📅</p> <p>NGA Cohort End Year: 2025 ▾ <small>Converted data</small></p> <p>NCLB Cohort End Year: 2025</p> <p>Post Grad Plans: EM: Employment ▾</p> <p>Student Post Grad Confirmation: ⓘ <small>Indicates the most recent student acknowledgement of their Post Graduation Plans.</small></p> </div>	<input type="checkbox"/>
Enter Diploma Date <i>Menu > Student Information > General > Graduation</i> <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. 	<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>End Student Enrollment</p> <p><i>Menu > Student Information > General > Enrollments</i></p> <ul style="list-style-type: none"> • 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) 	<input type="checkbox"/>

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>Print Final Transcript</p> <p>Administer Status: VST1: Visitor - Standard Day Program/Foreign Exchange Student</p> <p>Year-Round Transfer Days Override: </p> <p>Resident District: 180:Infinite Campus</p> <p>Resident School: </p> <p>Serving District: Select a Value</p> <p>Serving School: </p>		