

# Summer School Student Enrollment

02/06/2026 7:25 am EST

Use the following articles to roll forward student enrollment to the summer school calendar and then roster students in the correct summer school sections.

Once all steps are completed for student enrollment, navigate to **During Summer School Processes** (<https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/during-summer-school-processes>). 

## Roll Forward Student Enrollment for Summer School

### Roll Forward Student Enrollment

***Navigation: Student Information > General Student Administration > Enrollment Roll Forward Wizard***

Create an Ad Hoc filter for each **grade level** attending summer school. It is recommended to use the **Infinite Campus Multi-Select** (<https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/multi-select>) filter option to select students from more than one school. When creating the Ad Hoc, be sure the context is All Schools test. The steps below will need to be completed for each filter created.

**Filter Designer ☆**

**Ad Hoc Query Wizard - Field Selection**

Select fields to use for creating a filter for which logic and output formatting may be applied. Click a field within the All Fields window, or use the Add Fields window, select the field(s) and click the back arrow <->. The output will sequence the fields in the order selected, however, the sequence can be assigned an Operator. Additionally, use a Logical Expression (optional) to set conditions for the operators using AND, OR, and NOT Operators. Include all fields that have Operators or the Operator for the missing field will not apply.

**Field Selection > Filter Parameters > Output Formatting > Grouping and Aggregation**

\*Query Name: 3rd graders for SS

Short Description:

Long Description:

**Select categories & fields**

Filter By: Search: Clear

All Fields

- Student**
  - Demographics
  - School Boundaries
  - School Calendar
  - School
  - District
  - Learner
  - Counselor
  - Learner Planning
  - Census
  - Health
  - Medicaid
  - Behavior
  - Attendance
  - Assessment
  - Grading
  - Learner Portfolio
  - Standards Portfolio
  - Locker
  - Fee
  - Transportation

Selected Fields

- student.stateID
- student.lastName
- student.firstName
- student.grade
- sch.name
- student.activeToday

**Filter Designer ☆**

**Ad Hoc Query Wizard - Filter Parameters**

Parameters are used to filter data based on specific logic. Use the operators to apply logic to designated fields. Logic may be applied assigned an Operator. Additionally, use a Logical Expression (optional) to set conditions for the operators using AND, OR, and NOT Operators. Include all fields that have Operators or the Operator for the missing field will not apply.

**Field Selection > Filter Parameters > Output Formatting > Grouping and Aggregation**

\*Query Name: 3rd graders for SS

Short Description:

Long Description:

**Filter the data**

ID	Field	Operator	Value
1	student.stateID	=	
2	student.lastName	=	
3	student.firstName	=	
4	student.grade	=	3
5	sch.name	=	
6	student.activeToday	=	TRUE

Add

Logical Expression (Optional):

If logical expression is left blank, all operators will be applied.  
Allowed symbols: AND OR NOT ( ) IDs  
Example Syntax: (1 AND (2 OR 3) AND 4 AND (NOT 5 OR 6))

*Summer School Ad Hoc Filter Example*

If students are only enrolled in one calendar, the [Advanced Person Search](#)

(<https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/advanced-person-search>) can be used to create an ad hoc for the roll forward process. Remember that the Advanced Person Search is not available to use in the All Schools context.

If running this process using an ad hoc filter that contains students from multiple calendars, be sure the Context is set to **All Schools**. Otherwise, be sure the context is the calendar where the students are currently active.

- [Enrollment Roll Forward Wizard | Infinite Campus](#) (<https://kb.infinitecampus.com/help/enrollment-roll-forward>)
- Select the **Source Calendar(s)** for each student included in the filter.
- Select the **Source Ad Hoc Student Filter** and select the grade level filter created.
- Select **Primary** Source Service Type.
- Select **Main** Source Structure - If multiple source calendars are selected, there will be no selection in this dropdown.
- Select **E1: Init enroll - this year** as the Local Start Status.
- Select the **Summer School calendar** as the Destination calendar.
- Select the same Destination **Grade** as the filtered students.
- Select **Main** as the Destination Structure.
- Check the box to **Allow Duplicate Primary Enrollments** (If enrollments have been rolled forward for the future year).
- Check to **Include students whose enrollments end on the last day of the last term** if the end enrollment process has been completed for the current year.
- Click **Run Test** to verify the number of students that will be rolled forward.
- Click **Run** to complete the roll forward process.

## Enrollment Roll Forward Wizard ☆

**Select Source Calendars**

- 24-25 Hoover High School
- 24-25 Jefferson School
- 24-25 Nixon School
- 24-25 Polk Middle School
- 24-25 Truman Middle School
- 24-25 Van Buren Elementary
- Adams 1 School 2025 A
- Arthur School 2025 A
- Buchanan School 2025 A
- Clinton School 2025 A
- Coolidge School 2025 A
- Eisenhower School 2025 A
- Fillmore School 2025 A
- Ford School 2025 A
- Garfield School 2025 A

CTRL-click and SHIFT-click for multiple

**Select Source Grades**

<input type="checkbox"/> 1	<input type="checkbox"/> 10	<input type="checkbox"/> 11	<input type="checkbox"/> 12
<input type="checkbox"/> 13	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
<input type="checkbox"/> 5	<input type="checkbox"/> 6	<input type="checkbox"/> 7	<input type="checkbox"/> 8
<input type="checkbox"/> 9	<input type="checkbox"/> ABE	<input type="checkbox"/> IT	<input type="checkbox"/> KG
<input type="checkbox"/> NG	<input type="checkbox"/> OS	<input type="checkbox"/> PK	<input type="checkbox"/> PR
<input type="checkbox"/> TK	<input type="checkbox"/> UG		

**Source Ad Hoc Student Filter**

3rd graders for SS ▾

**Source Service Type**

Primary

Partial

Special Ed Services

**Select Source Structure**

Main ▾

**Select Local Start Status**

E1: Init enroll - this year (Valid 93-94 thru current) ▾

**(OPTIONAL)**

**Select Destination Calendar**

24-25 District Summer School ▾

**Select Destination Grade**

3 ▾

**Select Destination Structure**

Main ▾

**Start Date Override**

If school days for the next school year have been finalized and Calendar Days have been set, this date does not have to be entered. The first term date of the next school year is automatically selected. If Calendar Days have not been set, enter the Start Date Override as the first instructional day of the next school year.

Allow Duplicate Primary Enrollments

Totals Only

Show Warnings

Include students whose enrollments end on the last day of the last term

**RUN TEST** **RUN**

## Summer School Enrollment Roll Forward One Calendar

### Selection

## Enrollment Roll Forward Wizard ☆

**Select Source Calendars**

- 25-26 Van Buren Elementary
- 25-26 Van Buren School
- 24-25 Bush High School
- 24-25 Carter High School
- 24-25 Cleveland School
- 24-25 Hoover High School
- 24-25 Jefferson School
- 24-25 Nixon School
- 24-25 Polk Middle School
- 24-25 Truman Middle School
- 24-25 Van Buren Elementary
- Adams 1 School 2025 A
- Arthur School 2025 A
- Buchanan School 2025 A
- Clinton School 2025 A

CTRL-click and SHIFT-click for multiple

**Select Source Grades**

<input type="checkbox"/> 1	<input type="checkbox"/> 10	<input type="checkbox"/> 11	<input type="checkbox"/> 12
<input type="checkbox"/> 13	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
<input type="checkbox"/> 5	<input type="checkbox"/> 6	<input type="checkbox"/> 7	<input type="checkbox"/> 8
<input type="checkbox"/> 9	<input type="checkbox"/> ABE	<input type="checkbox"/> IT	<input type="checkbox"/> KG
<input type="checkbox"/> NG	<input type="checkbox"/> OS	<input type="checkbox"/> PK	<input type="checkbox"/> PR
<input type="checkbox"/> TK	<input type="checkbox"/> UG		

**Source Ad Hoc Student Filter**

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**Source Service Type**

Primary

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Special Ed Services

**Select Source Structure**

▼

**Select Local Start Status**

E1: Init enroll - this year (Valid 93-94 thru current) ▾

**(OPTIONAL)**

**Select Destination Calendar**

24-25 District Summer School ▾

**Select Destination Grade**

3 ▾

**Select Destination Structure**

Main ▾

**Start Date Override**

If school days for the next school year have been finalized and Calendar Days have been set, this date does not have to be entered. The first term date of the next school year is automatically selected. If Calendar Days have not been set, enter the Start Date Override as the first instructional day of the next school year.

Allow Duplicate Primary Enrollments

Totals Only

Show Warnings

Include students whose enrollments end on the last day of the last term

**RUN TEST** **RUN**

## Summer School Enrollment Roll Forward Multiple Calendars

### Selection

## Roster Students in Summer School Sections

### Roster Students

Students must be rostered into the created sections. Use the Students or Courses view to add rosters for students.

**Navigation: Scheduling & Courses > Scheduling > Requests & Rosters**

## Students View

- Use the **Filter** to narrow the student list based on scheduling needs.
- Once students are filtered, click **Batch Edit Student Rosters** to begin rostering students.

Requests & Rosters

View by: Students Courses OFF Filter

Use filter options to perform batch functionality on a specified set of students.

Abdul-Ahad, Anna (3) #40162	Unsatisfied Requests: 0	Rosters: 0
Acevedo Roque, Maddison (3) #35457	Unsatisfied Requests: 0	Rosters: 0
Adams, Brooklyn (3) #12069	Unsatisfied Requests: 1	Rosters: 2

Batch Edit Student Requests Batch Edit Student Rosters

Student Filter

The following filter options will be determined by the selected calendar.

24-25 District Summer School

Schedule Structure: Main

Course Roster: Select items...

Section Roster: Select items...

Include Dropped Students

Grade Level(s): Select items...

Close

- Select the **Courses** to add for the students.
- Select the **Section** to add for the students
- Click **Add** to add the students to the course/sections.

Requests & Rosters

View by: Students Courses OFF

Batch Edit Student Roster Information

Filter Results: 6 student records will be affected

STUDENT	COURSE	DEPARTMENT	SECTION: TEACHER	START DATE	END DATE
Gardner, D	9932920 Activity Period/Home Room		11: Alford, Lisa	month/day/year	month/day/year
LeDette, L	9935920SE Summer School Enrichment		11: Alford, Lisa	month/day/year	month/day/year
Redish, H	9935920SSM Summer School Math		11: Alford, Lisa	month/day/year	month/day/year
Wood, Err	9932920 Activity Period/Home Room		11: Alford, Lisa	month/day/year	month/day/year
Woodward, J	9935920SE Summer School Enrichment		11: Alford, Lisa	month/day/year	month/day/year
ZelayaAm	9935920SSM Summer School Math		11: Alford, Lisa	month/day/year	month/day/year

Batch Edit St Add Remove Cancel

- Click **Continue** to Add Rosters.

## Course View

- Select **courses** by using the filter or clicking on the course/section.

Requests & Rosters ☆

Scheduling & Courses > Scheduling > Requests & Rosters

View by Students Courses Collapse All Filter

Use filter options to perform batch functionality on a specified set of courses.

96102Z0SSE ELA Summer School 2 Sections —

1) Dunn, Sharika Max Students: Students in Roster: 30 >  
2) Max Students: Students in Roster: 0 >

96102Z0SSM Math Summer School 2 Sections —

1) Dunn, Sharika Max Students: Students in Roster: 30 >  
2) Max Students: Students in Roster: 0 >

99329Z0SS SS Homeroom 2 Sections —

1) Max Students: Students in Roster: 15 >  
2) Max Students: Students in Roster: 0 >

1 - 3 of 3 items

Batch Edit Course Requests Batch Edit Course Rosters

Feedback

- Click **Roster Builder** to select students.
- Click on **student names** to add the student to the roster. Use the search options to narrow the list of students as needed.
- Click **Save & Next** or **Save & Close** to add students to the roster.

96102Z0SSE - 2 ELA Summer School

Select Items...

Unsatisfied Requests Request Type Select Items...

= Strict Student Constraint Conflict

STUDENT	GRADE	NUMBER	GENDER	START DATE	END DATE	REPEAT	NO CREDIT
+ Adkins, Jameson	3	43252	M	MM/DD/YYYY	MM/DD/YYYY	<input type="checkbox"/>	<input type="checkbox"/>
+ Anariva Rodriguez, Alejandro	3	30686	M	MM/DD/YYYY	MM/DD/YYYY	<input type="checkbox"/>	<input type="checkbox"/>
+ Davis, Xavier	3	13096	M	MM/DD/YYYY	MM/DD/YYYY	<input type="checkbox"/>	<input type="checkbox"/>
+ DiMarzo, Morgan	3	41509	F	MM/DD/YYYY	MM/DD/YYYY	<input type="checkbox"/>	<input type="checkbox"/>
+ Durgan, Cristian	3	27219	M	MM/DD/YYYY	MM/DD/YYYY	<input type="checkbox"/>	<input type="checkbox"/>
Abdul-Ahad, Anna	3	40162	F				

Save & Next Cancel

- Click **Continue** to confirm.

## Summer School (<https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/summer-school>)

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