

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.

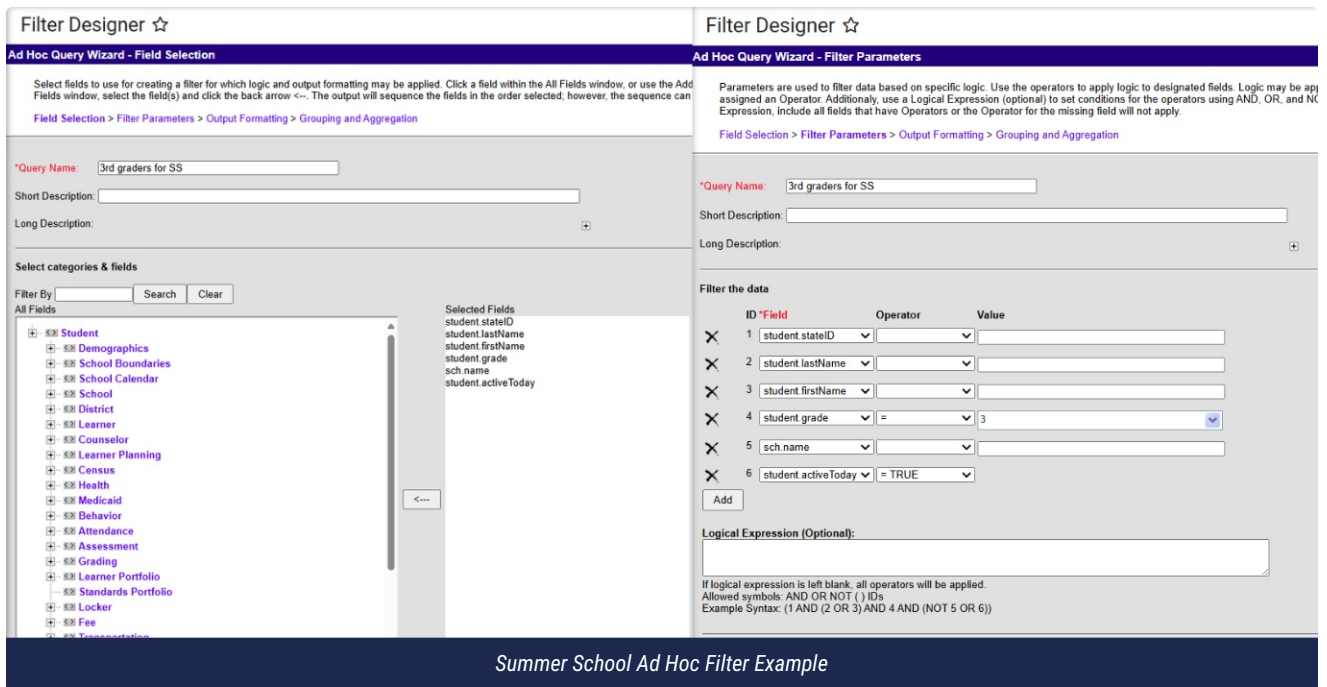
Once all steps are completed for student enrollment, navigate to **During Summer School Processes** (<https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/during-summer-school-processes>). 

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) (<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.



If students are only enrolled in one calendar, the [Advanced Person Search](https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/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) (<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 ☆

The screenshot shows the 'Enrollment Roll Forward Wizard' interface. On the left, under 'Select Source Calendars', a list of schools is shown with '24-25 Van Buren Elementary' selected. Below this is a 'Select Source Grades' section with radio buttons for '1' through '12' and checkboxes for 'ABE', 'IT', 'KG', 'NG', 'OS', 'PK', 'PR', 'TK', and 'UG'. The 'Source Ad Hoc Student Filter' is set to '3rd graders for SS'. Under 'Source Service Type', 'Primary' is checked. The 'Select Source Structure' is set to 'Main'. On the right, 'Select Local Start Status' is set to 'E1: Init enroll - this year (Valid 93-94 thru current)'. Under '(OPTIONAL) Select Destination Calendar', '24-25 District Summer School' is selected. 'Select Destination Grade' is set to '3' and 'Select Destination Structure' is set to 'Main'. The 'Start Date Override' section has a text input field. Below this are checkboxes for 'Allow Duplicate Primary Enrollments', 'Totals Only', 'Show Warnings', and 'Include students whose enrollments end on the last day of the last term'. At the bottom are 'RUN TEST' and 'RUN' buttons.

Summer School Enrollment Roll Forward One Calendar Selection

This screenshot is identical to the one above, but the 'Select Source Calendars' list is scrolled down to show '25-26 Van Buren Elementary' selected. The 'Source Ad Hoc Student Filter' is also set to '3rd graders for SS'.

Summer School Enrollment Roll Forward Multiple Calendars Selection

Roster Students in Summer School Sections

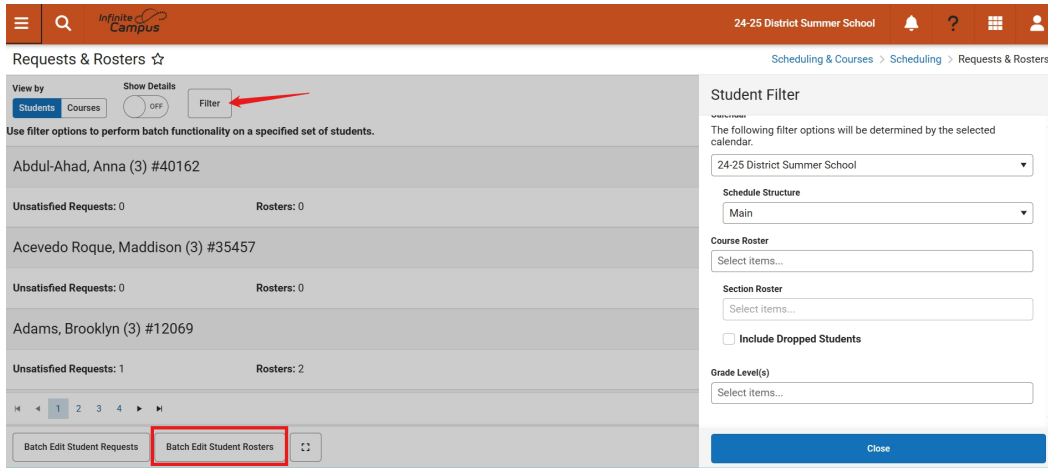
Roster Students

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

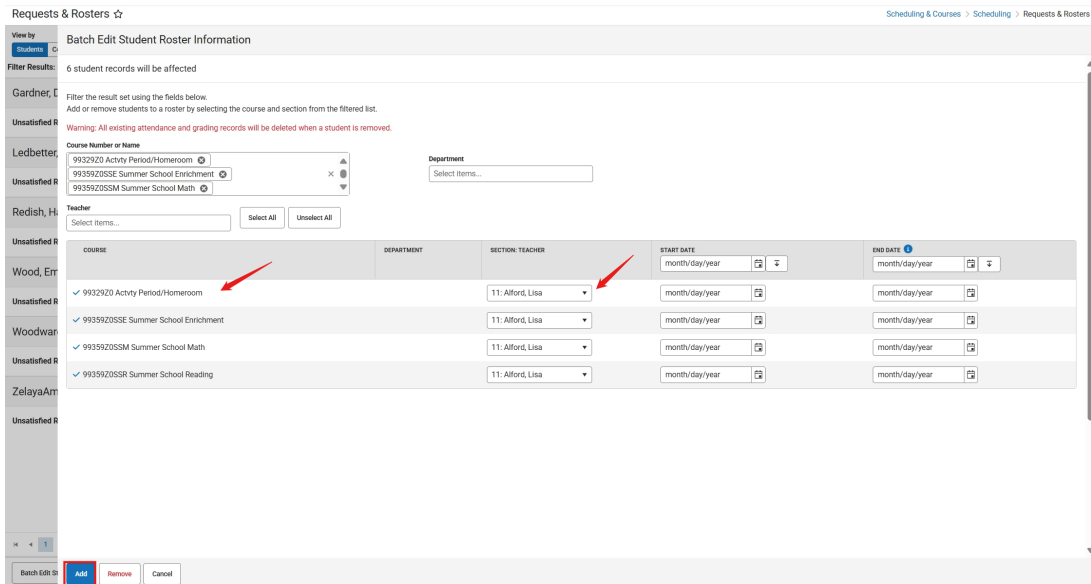
Navigation: [Scheduling & Courses](#) > [Scheduling](#) > [Requests & Rosters](#)

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.



- 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.



- 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

● = 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

< Prev - 96102Z0SSE - 1 ELA Summer School | 96102Z0SSM - 1 Math Summer School - Next >

- Click **Continue** to confirm.

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

NCSIS Knowledgebase | Article: Summer School Student Enrollment | Last Updated: 02/06/2026 7:25 am EST