

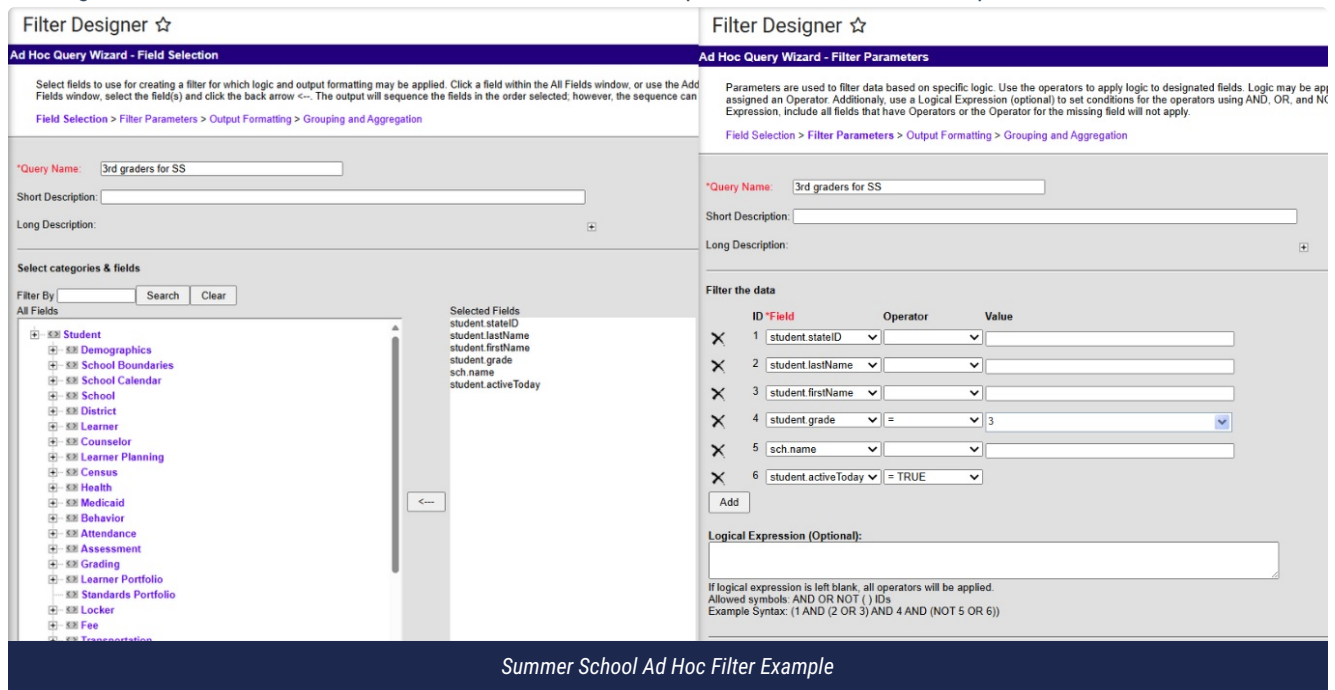
Summer School Student Enrollment

05/01/2026 8:27 am EDT

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.



The screenshot displays the 'Filter Designer' interface, split into two panels: 'Field Selection' and 'Filter Parameters'.

Field Selection Panel:

- Query Name: 3rd graders for SS
- Short Description: [Empty]
- Long Description: [Empty]
- Selected Fields: student.stateID, student.lastName, student.firstName, student.grade, sch.name, student.activeToday

Filter Parameters Panel:

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

Logical Expression (Optional): [Text Box]

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) (<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 **S1: Summer Enrollment** 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.

Select Source Calendars 25-26 Jackson Elementary 25-26 Jefferson Middle School 25-26 LEP 25-26 Lincoln High School 25-26 Madison Elementary Sch 1 25-26 Madison Elementary School 25-26 McKinley Elementary 25-26 Monroe High School 25-26 Taft Middle School 25-26 Wilson School 25-26 Wilson School 1 24-25 Arthur High School 24-25 Coolidge School 24-25 Harrison High School 24-25 Homeless CTRL-click and SHIFT-click for multiple	Select Local Start Status S1: Summer Enrollment (Valid 25-26 thru current)
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"/> OS <input type="checkbox"/> PK <input type="checkbox"/> PR <input type="checkbox"/> TK <input type="checkbox"/> UG	(OPTIONAL) Select Destination Calendar 25-26 Madison Elementary SS
<input type="radio"/> Source Ad Hoc Student Filter 3rd Grade Summer School McKinley	Select Destination Grade 3
Source Service Type <input checked="" type="checkbox"/> Primary <input type="checkbox"/> Partial <input type="checkbox"/> Special Ed Services	Select Destination Structure Main
Select Source Structure Main	Start Date Override <small>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.</small>
	<input checked="" type="checkbox"/> Allow Duplicate Primary Enrollments <input checked="" type="checkbox"/> Totals Only <input type="checkbox"/> Show Warnings <input checked="" type="checkbox"/> Include students whose enrollments end on the last day of the last term
	<input type="button" value="RUN TEST"/> <input type="button" value="RUN"/>

Summer School Enrollment Roll Forward One Calendar Selection


Summer School Enrollment Roll Forward Multiple Calendars Selection

Create Student Enrollment

Navigation: [Student Information > General > Enrollments](#)

Enrollments can be added manually by following the steps below.

- **Select a Student:** If a student is not selected, click Open Student Search tool to search by the student's name. Search for students using advanced searches or Ad Hoc Filters as needed. Select the student's name to open the Enrollments tool. If a student was already selected, the Enrollments tool will open automatically.



A Person is needed to use this tool.

Open Person Search

Or

Open Student Search

Open Household Search

Open Staff Search

- Click **New**
- Select the **Calendar**.
 - Please note that the calendar context determines the calendar listed in the enrollment. If the calendar context is not correct and the user has access to the calendar, select the Summer School Calendar from the dropdown list. If the user does not have access to the calendar, work with the SIS Coordinator for appropriate steps.
- Select the **Grade** from the dropdown.

- Enter the **Start Date**.
- Select the **Local Start Status**.
- Start Comments are optional.
- Click **Save** to add the new enrollment.

General Enrollment Information —

Enrollment ID 954115

Calendar 25-26 Monroe High School SS	Schedule (read only) Main ▾	*Grade 12 ▾	Class Rank Exclude <input type="checkbox"/>	External LMS Exclude <input type="checkbox"/>
*Start Date 7/15/2026 <input type="text"/>	No Show <input type="checkbox"/>	End Date <input type="text"/>	End Action <input type="text"/>	*Service Type P: Primary ▾
*Local Start Status S1: Summer Enrollment x ▾	Local End Status <input type="text"/>			
State Start Status S1: Summer Enrollment	State End Status W6: High School Graduate			
Start Comments <input type="text"/>	End Comments <input type="text"/>			

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.

COURSE	DEPARTMENT	SECTION-TEACHER	START DATE	END DATE
9932920 Activity Period/Homeroom		11: Afford, Lisa	month/day/year	month/day/year
9935920SE Summer School Enrichment		11: Afford, Lisa	month/day/year	month/day/year
9935920SSM Summer School Math		11: Afford, Lisa	month/day/year	month/day/year
9935920SSR Summer School Reading		11: Afford, Lisa	month/day/year	month/day/year

- 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.

You've completed this section.

Choose where to go next.

← Return to Summer School

Continue to Summer School Processes →