# End of Year Graduate

05/30/2025 8:58 am EDT

**Below are steps to complete the graduation process for multiple students at the end of the school year.**

| Task | ☑ Completed |
|---|---|
| **Post Grades to Transcript** <br> *Menu > Student Information > General Student Administration > Transcript Post Wizard* <br><br> • Transcript Post Wizard \| Infinite Campus (https://kb.infinitecampus.com/help/transcript-post) | ☐ |
| **Verify Graduation Program is assigned** <br> *Menu > Student Information > Academic Planning > Programs* <br><br> • Graduation Program Assignment <br> (https://ncdepartmentofpublicinstruction.knowledgeowl.com/66ce6d8e9af087bcad002936/language/en/version//home/graduation-program-assignment) | ☐ |
| **Verify CTE Programs are assigned** (if applicable) <br> *Menu > Student Information > Academic Planning > Programs* <br><br> • CTE Program Assignment <br> (https://ncdepartmentofpublicinstruction.knowledgeowl.com/66ce6d8e9af087bcad002936/language/en/version//home/cte-program-assignment) | ☐ |

| Task | ☑ Completed |
|---|---|
| **Calculate On-Track Status**<br>*Menu > Student Information > Program Administration > Course Plan Administration*<br><br>• Course Plan Administration \| Infinite Campus (https://kb.infinitecampus.com/help/course-plan-admin#calculate-on-track-status)<br><br>• This process will run for all students.<br><br>• This process will calculate any graduation or academic plan a student is assigned. This includes CTE Concentrator Status for those assigned to a CTE Program.<br><br>🔔 *This process is taxing on the system, and it is recommended to be run after regular business hours.* | ☐ |
| **Verify Post Grad Plans**<br>*Menu > Student Information > General > Graduation*<br><br>• Graduation (North Carolina) \| Infinite Campus (https://kb.infinitecampus.com/help/graduation-north-carolina#GraduationTab-SouthDakota-GraduationDetail)<br><br>ℹ️ *If using the Course Plan in Student/Parent Portal this field can be populated via the portal but should be reviewed by staff.* | ☐ |
| **Verify Grade 9 Entry Date**<br>*Menu > Student Information > General > Graduation*<br><br>• This field is populated based on the 9th grade enrollment record for the student.<br><br>• 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.<br><br>• NGA Cohort End Year - This field is populated based on the 9th grade enrollment record for the student.<br><br>• NCLB Cohort End Year - This field is populated based on the 9th grade enrollment record for the student. | ☐ |

| Task | ☑ Completed |
|------|-----------|
| **Add Seals** (Endorsements)<br>*Menu > Student Information > General > Graduation*<br>  • Graduation (North Carolina) \| Infinite Campus (https://kb.infinitecampus.com/help/graduation-north-carolina#GraduationTab-SouthDakota-GraduationEndorsement)<br>  • 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)<br><br>ℹ️ *At this time, this process is manual.* | ☐ |
| **Review Transcripts**<br>  • Verify graduation requirements are met<br>  • Verify programs are reflected correctly on the transcript (CTE)<br>  • Verify seals are reflected correctly on the transcript | ☐ |
| **Post Diplomas & End Enrollments Using Course Plan Administration**<br>*Menu > Student Information > Program Administration > Course Plan Administration*<br>  • Course Plan Administration \| Infinite Campus (https://kb.infinitecampus.com/help/course-plan-admin#CoursePlanAdmin-PostDiplomas)<br>  • If a student is on-track for the graduation program and in grade 12, this process will add a diploma type, diploma date, and diploma period if the fields are blank.<br>  • This process can also add an end date and end status to the current enrollment.<br>  • The End Date should be **the student's last day of instruction**.<br>  • The students' end status should be **W6: High School Graduate**.<br>  • The students' diploma period should be **R: Regular**.<br>  • The student's diploma type should be FRC: Future Ready Core or GWC: Graduated with Certificate. | ☐ |

| Task |  | ☑ Completed |
|------|------|------|

General Graduation Information —

GRAD Score: 132 ⓘ

Diploma Date: 5/23/2025 📅

Diploma Type: FRC: Future Ready Core ▾

Diploma Period: R: Regular ▾

Date First Entered the 9th Grade: ⓘ 07/01/2021 📅

NGA Cohort End Year: 2025 ▾ Converted data

NCLB Cohort End Year: 2025
Enter NCLB Cohort End Year above.

Post Grad Plans: 4U: Public In-State 4-year ▾

Student Post Grad Confirmation: 📅 ⓘ
Indicates the most recent student acknowledgement of their Post Graduation Plans.

🔔 **Any student that is graduating but not in grade 12 or in grade 12 but is not on track, will need to be processed using Enrollment End Batch Wizard or individually.**

**Post Diplomas & End Enrollments Using Enrollment End Batch Wizard**
*Menu > Student Information > General Student Administration > Enrollment End Batch Wizard*

- Enrollment End Batch | Infinite Campus (https://kb.infinitecampus.com/help/enrollment-end-batch)

- The End Date should be the **student's last day of instruction**

- The students' local end status should be **W6: High School Graduate.**

- The Diploma Date should be the **student's last day of instruction**.

**Print Final Transcript**
- The student's diploma type should be **FRC: Future Ready Core** or **GWC: Graduated with Certificate**.
*Menu > Grading & Standards > Reports > Transcript Batch Report*
- The students' diploma period should be **R: Regular.**
- Transcripts (North Carolina) | Infinite Campus (https://kb.infinitecampus.com/help/transcripts-north-carolina)

☐

ⓘ *This process will add a diploma type, diploma date, and diploma period as well as add an end date and end status for the current enrollment. **Use an Ad Hoc of Graduates for this process**.*