End of Year Graduate

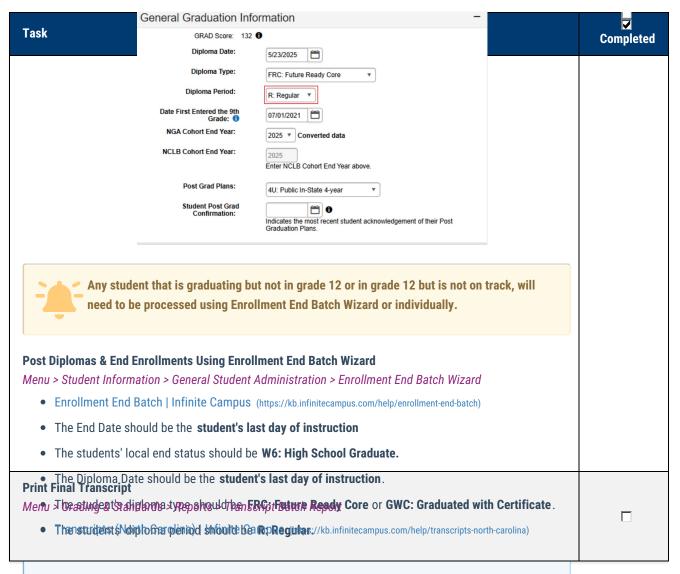
05/30/2025 8:58 am EDT

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

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

Task	✓ Completed
Calculate On-Track Status Menu > Student Information > Program Administration > Course Plan Administration • 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. This includes CTE Concentrator Status for those assigned to a CTE Program.	
This process is taxing on the system, and it is recommended to be run after regular business hours.	
Verify Post Grad Plans Menu > Student Information > General > Graduation Graduation (North Carolina) Infinite Campus (https://kb.infinitecampus.com/help/graduation-north-carolina#GraduationTab-SouthDakota-GraduationDetail)	
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 Menu > Student Information > General > Graduation 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. 	

Task	Completed
Add Seals (Endorsements)	
Menu > Student Information > General > Graduation	
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) 	
(https://www.upi.nic.gov/districts-scribors/nigh-scribor-graduation-requirements/nigh-scribor-diploma-endorsements)	
At this time, this process is manual.	
Verify graduation requirements are met	
Verify programs are reflected correctly on the transcript (CTE)	
Verify seals are reflected correctly on the transcript	
ost Diplomas & End Enrollments Using Course Plan Administration **Tenu > Student Information > Program Administration > Course Plan Administration **Course Plan Administration Infinite Campus (https://kb.infinitecampus.com/help/course-plan-admin#CoursePlanAdmin-PostDiplomas)	
• 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.	
This process can also add an end date and end status to the current enrollment. The Find Base should be the estudent's best day of instruction.	
The End Date should be the student's last day of instruction. The students and status should be W.S. Wield Cabool Constants.	
The students' end status should be W6: High School Graduate. The students' diplome period should be Rt Regular.	
The students' diploma period should be R: Regular. The students' diploma tune should be FDC: Future Bookly Core or CWC: Creducted with Cortificate.	
The student's diploma type should be FRC: Future Ready Core or GWC: Graduated with Certificate.	





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**.

NCSIS Knowledgebase | Article: End of Year Graduate | Last Updated: 05/30/2025 8:58 am EDT