

End of Year Graduate

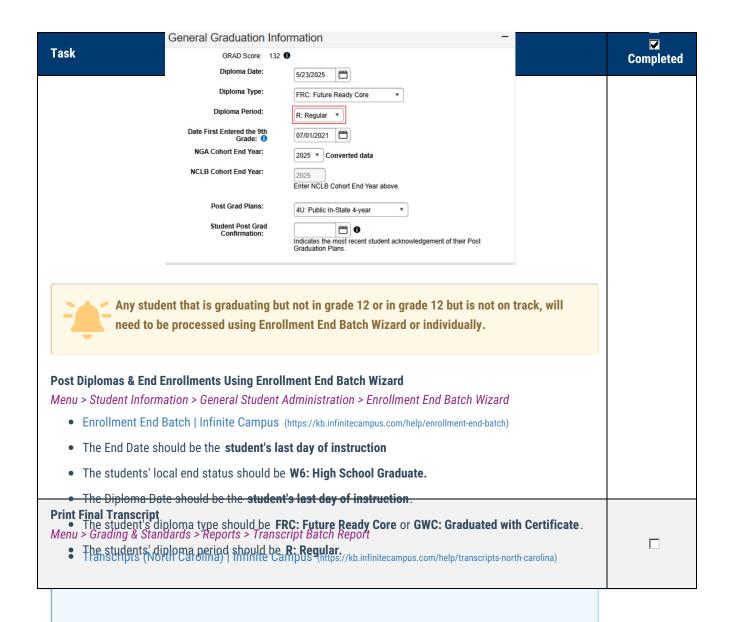
05/30/2025 8:58 am EDT

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)	

✓ Completed
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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)	
At this time, this process is manual.	
Review Transcripts	
Verify graduation requirements are met	
 Verify programs are reflected correctly on the transcript (CTE) 	
Verify seals are reflected correctly on the transcript	
Post Diplomas & End Enrollments Using Course Plan Administration Menu > 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 End Date should be the student's last day of instruction.	
The students' end status should be W6: High School Graduate.	
The students' diploma period should be R: Regular.	
• The student's diploma type should be FRC: Future Ready Core or GWC: Graduated with Certificate.	



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