

# Student Information

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## Review Student Enrollments

There are several reports to assist with reviewing student enrollments. An incorrect start date and/or missing end date can affect attendance, grading, transfer records, and many other system processes.

## Clean Up Overlapping Enrollments

*Navigation: Menu > Student Information > Reports > State Enrollment Overlap Report*

- Students should only have one active primary enrollment that does not overlap with another primary enrollment.
- The [State Enrollment Overlap Report | Infinite Campus](https://kb.infinitecampus.com/help/state-enrollment-overlap) (<https://kb.infinitecampus.com/help/state-enrollment-overlap>) shows students that have an overlapping enrollment across the state as well as within the district.
  - Choosing *All* for **Enrollment service type** will display primary enrolled students, cross-enrolled students, and no show students in the report. The focus should be to first review and correct all **Primary** enrollments.
- Communicate with other PSUs listed to determine the student's correct enrollment. Overlapping enrollments will cause issues with ECATS and other downstream systems.
- Follow the [Summer No Show Process](https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/no-show-summer) (<https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/no-show-summer>) article to no show enrollment records as needed.



Once the school year has started, be careful when changing enrollment data because attendance and grades may be deleted for the student.



*Do not correct another school's record without verifying the information.*

## Verify Student Enrollments

*Navigation: Menu > Student Information > Reports > Enrollment Summary Details Report OR Enrollment Status Report*

- Ensure all students have an enrollment for the school year in NCSIS by manually enrolling students or processing OLR Applications.
    - If using OLR, ensure that applications are posted and students are processed. See the [Application Processing - Start Here | Infinite Campus](https://kb.infinitecampus.com/help/application-processing) and the [Student Processing - Start Here | Infinite Campus](https://kb.infinitecampus.com/help/student-processing-0dd6195) articles for more information.
  - Use the [Enrollment Summary Details Report | Infinite Campus](https://kb.infinitecampus.com/help/enrollment-summary-details-report) or the [Enrollment Status | Infinite Campus](https://kb.infinitecampus.com/help/enrollment-status) report to verify that that all students have the correct Start Date as the **first instructional day of school** and Start Status of **E1: Init enroll - this year**.
    - Both reports are available in CSV format to allow for sorting and filtering as needed.
  - Use the [Enrollment Summary Report | Infinite Campus](https://kb.infinitecampus.com/help/enrollment-summary-report) to see total enrollments, enrollments by grade level, and enrollments by race/ethnicity.
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## State Enrollment Verification Report (*District Office Only*)

*Navigation: Menu > Student Information > Reports > State Enrollment Verification Report*

- There are three types of comparisons in this report:
    - Enrollment data existing at the district level, but not at the state level
    - Enrollment data existing at the state level, but not the district level
    - Enrollment data existing at both the district and state levels, but containing inconsistencies or mismatched information
  - This report can only be run at the district level.
  - See the [State Enrollment Verification Report | Infinite Campus](https://kb.infinitecampus.com/help/state-enrollment-verification-report) article for more information.
  - Contact Campus Support for questions on concerns in this report.
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## Retention/Promotion Updates

- Summer School Retentions/Promotions are processed using the [Summer Education Program](https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/summer-education-program-summer-edcuation-program).
  - See the [Retentions/Promotions End of Summer](https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/summerretentionpromotion) article for more information.
  - If corrections are needed for retained or promoted students, refer to the [Retention/Promotion Corrections](https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/retentionpromotion-corrections) article.
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## Summer No Shows

The summer no show process is used when a student's enrollment ends after the previous school year or summer school (if applicable), but before the new school year begins.

- Ensure any records request or transfer documentation has been received and reviewed, as required by local procedures.
- If the student is attending summer school, ensure all summer school processes have been completed before no showing the student.
- Refer to the [Summer No Show Process](https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/no-show-summer) (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/no-show-summer) article to for more information on ending an enrollment during the summer.



**NOTE:** Student Transfer Records processes should not be completed until AFTER JULY 1 (or after a student has completed summer school at the previous school and all grades have been entered).

## Student Transfer Records

*Navigation: Menu > Student Information > General > Records Transfer*

- Ensure all information is complete and updated (including summer grades and enrollments) before releasing student records request.
- Request records for new students.
- A list of student records transfers can be viewed by navigating to *System Settings > Data Interchange Administration > Student Records Transfer*.
- See the [Records Transfer \(Student Information\) | Infinite Campus](https://kb.infinitecampus.com/help/records-transfer-student) (https://kb.infinitecampus.com/help/records-transfer-student) article for more information.

## Student Activity Roll Forward

*Navigation: Menu > Student Information > Activity Registration > Activity Roll Forward*

This tool allows you to roll forward student activities (if applicable). To learn more about activities, see [Activity Monitor | Infinite Campus](https://kb.infinitecampus.com/help/activity-monitor) (https://kb.infinitecampus.com/help/activity-monitor).

- See the [Activity Roll Forward | Infinite Campus](https://kb.infinitecampus.com/help/activity-roll-forward) (https://kb.infinitecampus.com/help/activity-roll-forward) article for more information.

## Audit Program Participation

### Program Start/End Dates

- Review program start and end dates and update/add as necessary.
- Review the [NCSIS Program Entry](https://go.ncdpi.gov/8adgs) (https://go.ncdpi.gov/8adgs) presentation for information on specific programs and

how to import program information.

### Adding students to Graduation and Academic programs for the current school year

Graduation and Academic programs can be added in batch.

- All high school students, except ECS students, must have a graduation program assigned.
- Changing Graduation Programs may impact planned courses on a student's academic course plan.
- To add a Graduation or Academic program in batch refer to [Batch Program Assignment Wizard | Infinite Campus](https://kb.infinitecampus.com/help/batch-program-assignment-wizard) (<https://kb.infinitecampus.com/help/batch-program-assignment-wizard>) article for more information.



CTE Academic programs **DO NOT** have to be added to the students. These programs are automatically added.

### Audit Student Flags

- Review any local flags assigned to students and update as necessary.
- Review and update [Three-Year Accelerated Graduate Flag](https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/3-year-accelerated-graduate-flag) (<https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/3-year-accelerated-graduate-flag>) and [XG Flag](https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/adding-xg-flag) (<https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/adding-xg-flag>) are correct for students as necessary.



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