Student Information

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Review Student Enrollments

Navigation: Student Information > General > Enrollments

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

Run the **Enrollment Summary Details Report**

- Navigate to *Student Information > Reports > Enrollment Summary Details Report* .

- This report is a detailed version of students' enrollment information. The report can be run for any school year by entering the **Enrollment Effective Date**.

- Use this report to check for start/end dates and start/end status.

- See the Enrollment Summary Details Report | Infinite Campus (https://kb.infinitecampus.com/help/enrollment-summary-details-report) article for more information on this report.

Run the **Enrollment Overlap Report**

- Navigate to *Student Information > Reports > Enrollment Overlap Report* .

- This report lists students who are simultaneously enrolled in two or more different schools on the same date. Students rolled forward to two different schools will display on this report.

- See the Enrollment Overlap Report | Infinite Campus (https://kb.infinitecampus.com/help/enrollment-overlap) article for more information on this report.

Run the **Enrollment Status Report**

- Navigate to *Student Information > Reports > Enrollment Status Report* .

- This report can be used to check all students have a start date for the first day of the school year, the start status, and the **mailing address** for each student.

- Run this report for the previous school year to check for students that may not have an end date and/or end status on their enrollment record.

- See the Enrollment Status | Infinite Campus (https://kb.infinitecampus.com/help/enrollment-status) article for more information on this

report.

Run the **Enrollment Loss Report**

- Navigate to *Student Information > Reports > Enrollment Status Report* .

- This report can be used to check all students have a start date for the first day of the school year, the start status, and the **mailing address** for each student.

- Run this report for the previous school year to check for students that may not have an end date and/or end status on their enrollment record.

- See the Enrollment Status | Infinite Campus (https://kb.infinitecampus.com/help/enrollment-status) article for more information on this report.

Run the **State Enrollment Overlap Report**

- Navigate to *Student Information > Reports > State Enrollment Overlap Report* .

- This report shows students that have an overlapping enrollment across the state as well as across the district.

- Choosing *All* for **Enrollment service type** will display cross-enrolled students in the report.

- See the State Enrollment Overlap Report | Infinite Campus (https://kb.infinitecampus.com/help/state-enrollment-overlap) article for more information on this report.

Run the **State Enrollment Verification Report** *(District Office Only)*

- Navigate to *Student Information > Reports > State Enrollment Verification Report* .

- This report compares local enrollments with the data that exists at the state level.

- 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 on this report.

Clean Student Enrollments

Navigation: Student Information > General > Enrollments

After running reports, incorrect enrollment records should be corrected for data to flow correctly between the state and each PSU.

Be careful when changing enrollment data because attendance and grades may be deleted for the student.

Update Individual Enrollment Records

- Navigate to *Student Information > General > Enrollments*.

- Click on the enrollment record and correct.

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

- For students that were incorrectly retained or promoted refer to Retention/Promotion Process (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/summerretentionpromotion).

Update Enrollments in Batch

- To batch end enrollments:
  - This process should have been completed during the EOY steps (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/end-enrollments-for-eoy).
  - Navigate to *Student Information > General Student Administration > Enrollment End Batch Wizard* .
  - See the Enrollment End Batch | Infinite Campus (https://kb.infinitecampus.com/help/enrollment-end-batch) article for more information on how to batch end enrollments.

- To delete enrollments or update enrollments in batch
  - Updating enrollments in batch can be used if a school start date and/or end date has changed over the summer.
  - Navigate to *Student Information > General Student Administration > Enrollment Cleanup Wizard* .
  - See the Enrollment Cleanup Wizard | Infinite Campus () article for more information on how to batch update enrollments.

Add Summer Promotions

- For students that were retained at the end of the previous school year but promoted to a new grade level after attending summer school refer to Retention/Promotion Process (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/summerretentionpromotion).

Add Summer Graduate Information

- Refer to Summer Graduate (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/summer-graduate) article to enter information for a student graduating during the summer.

Summer End Enrollments

The summer end enrollment process is used when a student's enrollment ends after the previous school year but before the new

school year.

- Refer to Summer End Enrollment (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/summer-end-enrollment) article to for more information on how to end an enrollment during the summer.

Audit No Show Records

A student is classified as a **No Show** when they are marked absent for **more than half of the instructional day** on their **scheduled first day of enrollment** during the current school year.

To maintain accurate enrollment records, **No Show designations should be audited regularly** . This ensures that students who have not officially withdrawn are properly accounted for and that enrollment data remains current and reliable.

- See the No Show Report (https://kb.infinitecampus.com/help/no-show-report)| Infinite Campus (https://kb.infinitecampus.com/help/activity-roll-forward) article for more information on using the report to identify students with enrollment records that have been marked as a *no show*.

Student Activity Roll Forward

Navigation: 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)

- See the Activity Roll Forward | Infinite Campus (https://kb.infinitecampus.com/help/activity-roll-forward) article for more information on how to batch end enrollments.

Audit / Add Transcript Data

Navigation: Student Information > General > Transcript

Transcript data should be regularly audited for data entry errors or course posting mistakes. Once course grades have been posted to the transcript, changes are done through the transcript screen for an individual student.

- Refer to Adding Transcript Grades (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/adding-transcript-grades) article for guidance on entering/editing transcript data for North Carolina.

- See the Grad (https://kb.infinitecampus.com/help/grade-calc-options-course-masters)ing Tasks | Infinite Campus (https://kb.infinitecampus.com/help/course-master-info#course-master-detail) article for information on how to set-up the grade calc options in Infinite Campus.

The (NC) GPA Configuration validation report shows possible GPA issues on a student's transcript and courses without the correct start and end terms.

- Navigate to *Reporting > Data Validation > Data Validation Report* .

- Choose **(NC) GPA Configuration**.

> **i** For most courses on the transcript, the **GPA Weight** should match the **Credits Attempted**.

Audit North Carolina Program Participation

Program Start/End Dates

- Review program end dates and update student records if necessary.
- See the North Carolina Programs | Infinite Campus (https://kb.infinitecampus.com/help/programs-e6a0de3) article for more information on all NC Program screens in IC.
- The chart below outlines how program end dates should be managed.

Program	Start Date Rule	End Date Rule	Notes
AIG	AIG Identified Date	No Automatic End	An end date is added only with an appropriate exit reason, such as parent request, updated AIG identification areas, or AIG program service changes.
504	Placement Date	Annually	End one year from the placement date. Example: Start on March 2->End on March 1 the next year.
Homeless	July 1	June 30	End annually on June 30.
Read to Achieve	July 1	June 30	End annually on June 30.
Pregnant and Parenting	Identified Date	No Automatic End	Only ends if the student graduates or if the parenting/pregnancy status changes.
Military-Connected	Identified Date	No Automatic End	Only ends if the military connected individual leaves the household.

Program	Start Date Rule	End Date Rule	Notes
Exceptional Children	Managed by ECATS	No End Date in IC	Managed in ECATS with annual IEP updates. Note: No updates are required in Infinite Campus for this program.
Graduation Programs	Date of first enrollment in school	No End Date in IC	Do not need to be ended upon withdrawal.
Academic Programs	Date of first enrollment in school	No End Date in IC	Do not need to be ended upon withdrawal.

Adding students to programs for the current school year

Programs that were ended for the previous school year must be added to the student record for the current school year.

- To add a specific NC Program (other than graduation and academic programs) refer to North Carolina Programs | Infinite Campus (https://kb.infinitecampus.com/help/programs-e6a0de3) article for more information on all NC Program screens in IC.

Graduation and Academic programs can be added en masse.

- All high school students, except ECS students, must have a graduation program assigned.
- To add a Graduation or Academic program en masse refer to Batch Program Assignment Wizard | Infinite Campus (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.

Federal/State Programs can be uploaded from a file.

- Navigate to: *Student Information > Program Administration > Federal/State Program Update Wizard* .
- See the Federal/State Program Updater | Infinite Campus (https://kb.infinitecampus.com/help/statefederal-program-updater) article for more information on all NC Program screens in IC.

Audit Student Flags

Flags for all students can be viewed using an Ad Hoc Filter.

- See the Flags (Student) | Infinite Campus (https://kb.infinitecampus.com/help/flags-student) article for information about the Ad Hoc fields and how to add/delete a student flag.
- Ensure all XG Flags (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/adding-xg-flag) are appropriately assigned.