

Close Out School Year

08/18/2026 10:34 am EDT

The items included in this section should be completed after the last instructional day of the current school year.

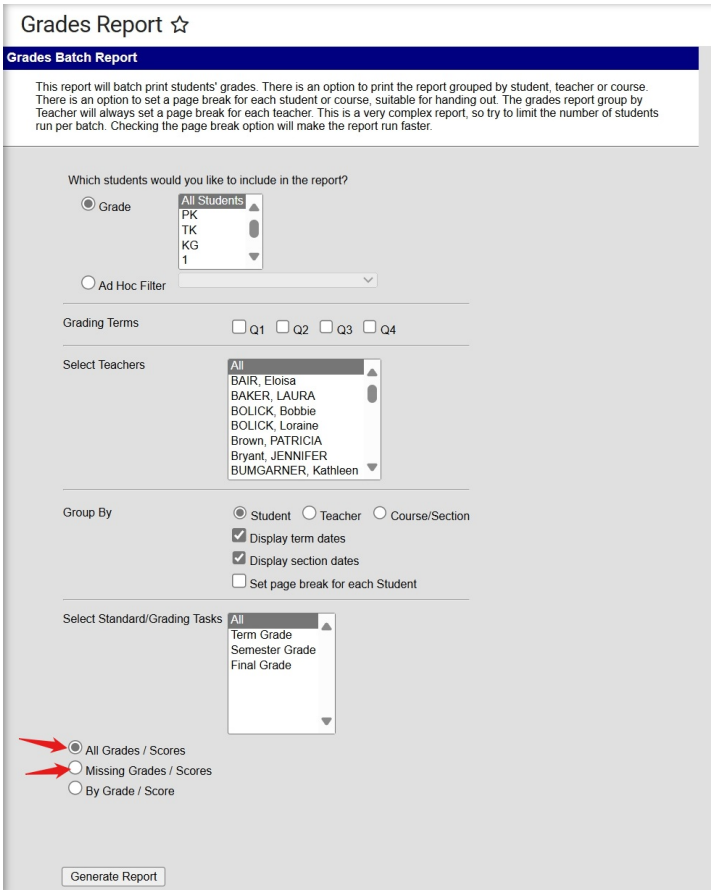
All items that are applicable must be completed prior to the future year becoming the active year. The active year will be updated on **July 1st**.

Items included in the processes below are subject to change as NCDPI determines the best practices for closing out the current school year.

End of Term Final Grading

Post All Grades

- Consider only opening only one term/task grading window at a time to prevent accidental posting errors.
  - Grading Window | Infinite Campus (https://kb.infinitecampus.com/help/grading-window)
- Verify all student **final grades** have been posted by teachers.
- Generate the Grades Report (Grading and Standards) | Infinite Campus (https://kb.infinitecampus.com/help/grades-report-grading-and-standards) to review missing grades. The same report can be used to review all final grades are per PSU policies.
  - Run this daily during the grading window to ensure grades are posted accurately.
- Other helpful grade reports may be found in the Google Ad Hoc Community Folder. (https://drive.google.com/drive/folders/1h2wHeWtpBmQqiTYWAA-qohWkgagCAYdI?usp=drive_link) Review any ad hocs to ensure the information aligns with the data in the school's setup.



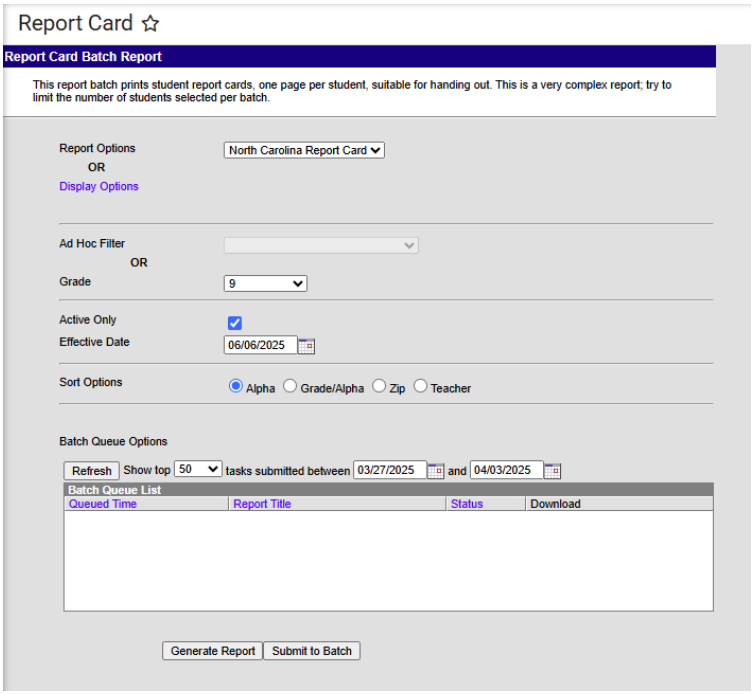
CPR Assessments

- Add CPR (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/cpr) assessments as applicable.

Final Report Cards

Navigation: Grading & Standards > Reports > Report Card

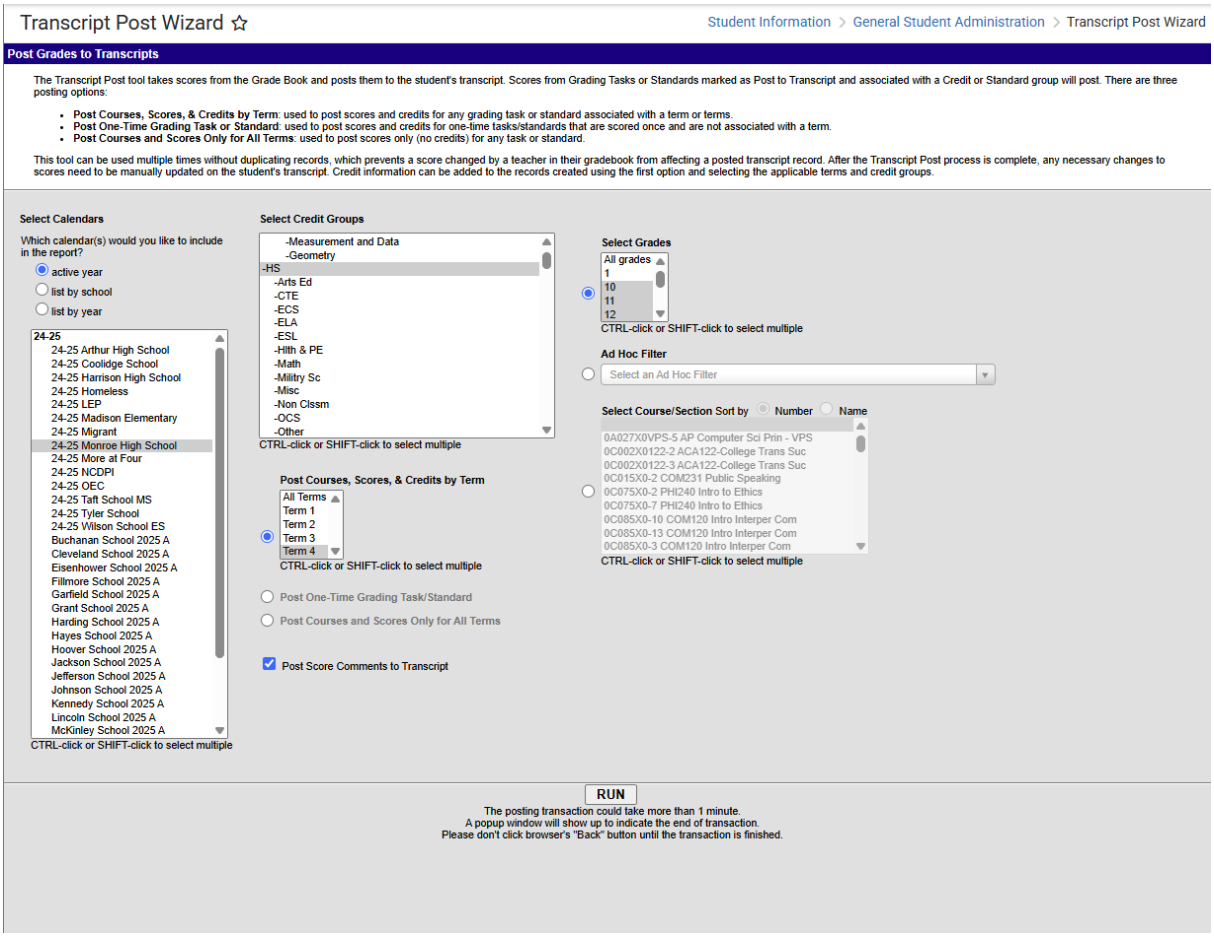
- Generate Final Report Card | Infinite Campus (https://kb.infinitecampus.com/help/report-card) for distribution.
- Follow PSUs procedures on required information for the final report card. Report Setup | Infinite Campus (https://kb.infinitecampus.com/help/report-setup)



Post Transcript Grades

Navigation: Student Information > General Student Administration > Transcript Post Wizard

- Be sure grading windows are closed before posting final grades to the transcript.
- Verify that all final grades are posted by teachers prior to posting final grades to the transcript.
- Follow the steps in the Temporary Procedure for Graduation Requirement Overrides (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/temporary-procedure-for-graduation-requirement-overrides) as necessary.
- Post student final grades to transcripts using the Transcript Post Wizard (https://kb.infinitecampus.com/help/transcript-post) (if applicable). An Ad hoc filter can be used to post for specific student groups as necessary.
- Select all child credit groups when posting transcript grades.
- It is a PSU decision on posting score comments.
- Posting transcript grades can be done multiple times without duplicating or overwriting existing transcript records. Only new transcript grades will be added.



Grade Suppression (if applicable)

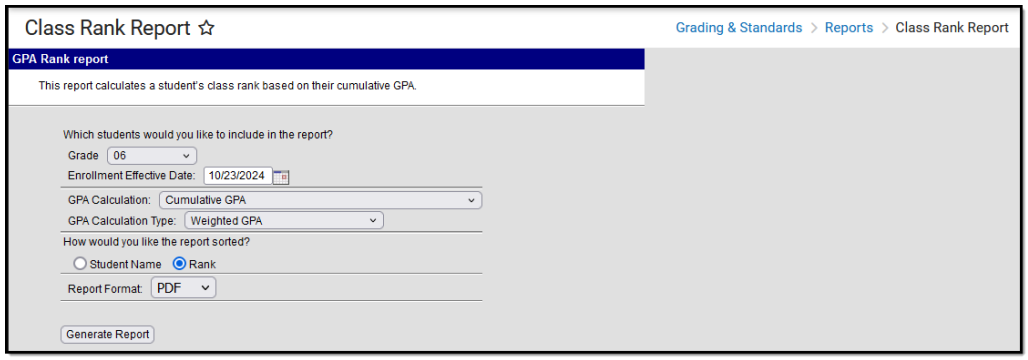
Navigation: Student Information > General > Transcripts

- Complete Grade Suppressions per PSU procedures.
- Review the Suppressed Grades (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/adding-transcript-grades#SuppressedGrades) article for steps on how to process grade suppressions.

Class Rank (if applicable)

Navigation: Grading & Standards > Reports > Class Rank Report

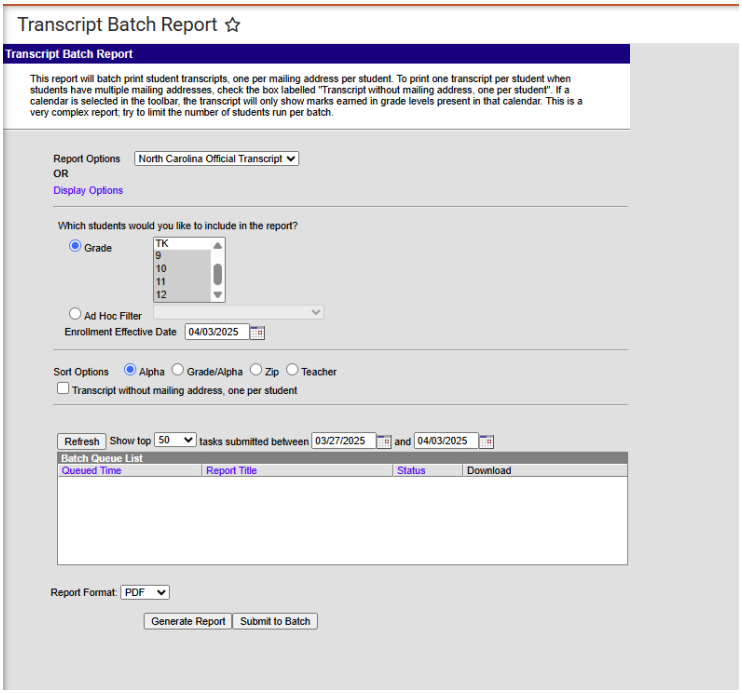
- Review Class Rank Report | Infinite Campus (https://kb.infinitecampus.com/help/class-rank-report) for each grade level for accuracy.
- Once class rank has been reviewed, determine the date to save a final year report for class rank.
- The Grade Calculation Snapshot will store GPA/Class Rank information in a table as of June 30th. Use the GPA Calculations in Campus | Infinite Campus (https://kb.infinitecampus.com/help/gpa-calculations-in-campus#grade-calculation-snapshot---district-edition) article to create an ad hoc with this information (optional).



Final Transcripts (if applicable)

Navigation: Grading & Standards > Reports > Transcript Batch Report

- Select the North Carolina Official Transcript report and generate transcripts for any students that earned high school credits.
- Be sure all steps in the End of Year Graduate (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/end-of-year-graduate-end-of-year-graduate) checklist have been completed before generating final transcripts for graduates.



E-Transcript Information

Automatic Transcript Release Schedule

The College Foundation of North Carolina (CFNC) system automatically queues final transcript requests for all

seniors who previously sent a non-final transcript during the year.

Under standard system protocol, queued final transcripts are automatically released 10 calendar days after the school's last instructional day. NCDPI may coordinate with CFNC to establish a statewide release date to allow additional time for schools to post final marks and complete the graduation process.

Note: For school years in which NCDPI establishes a statewide release date, schools should follow guidance communicated through the NCSIS Bulletins and End of Year documentation.

Mandatory Conditions for Automatic Release

To ensure the automatic and timely release of final transcripts, it is critical that schools complete all necessary actions in NCSIS within the designated timeline. See the End of Year Graduate (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/end-of-year-graduate-end-of-year-graduate) article for necessary steps.

The automatic release will only occur when both of the following conditions are met on the student **Graduation** tool:

- The **Diploma Date** field is populated.
- The **Diploma Type** field is populated.

Consequences of Missing the 10-Day Deadline

If either required condition is not when the CFNC system attempts to release the final transcript, the following will occur:

- **Processing Loop**: The e-transcript request enters a 9-day processing loop. During this period, the system makes three additional attempts, one every three days, to determine whether the required conditions have been met.
- **Successful Processing During the Loop**: If the Diploma Date and Diploma Type fields are populated before the end of the processing loop, the final e-transcript is automatically processed and release through CFNC.
- **Failure**: If the required conditions are not met by the end of the9-day processing loop, the final e-transcript request(s) fails. The student is automatically notified of the failure by email.
- **Incomplete Transcript**: If the Diploma Date is populated, the Diploma Type is populated, but final marks have not been posted within the required timeline an incomplete final e-transcript will be generated. Schools should ensure final grades are posted promptly to prevent incomplete final transcripts from being released.

Reminder

During this period, the CFNC transcript system remains available for normal operations, such as new transcript requests, and transcript processing activities unrelated to queued final transcript releases.

Summer School Setup

Summer School calendars can be created in the NCSIS to support a fully functioning summer school that includes student enrollments, schedules, grades and attendance. Review the Summer School (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/summer-school) articles for step by step directions on creating calendars.

For students completing graduation requirements after the last instructional day of the current year or before the first instructional day of the next year, a summer school enrollment is required to document the completion of the student's graduation requirements. A Summer School Calendar is mandatory to ensure proper data tracking and state reporting. Review the Create Summer Calendar High School (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/create-summer-calendars-copy) article for step by step directions on creating calendars.

All students that attended a summer school program, must have a Summer Education Program (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/summer-education-program). If the PSU does not record summer school information in a summer school calendar, the program must still be assigned to students.

End Enrollments at EOY

Prior to ending enrollments for the current year, ensure the following tasks have been completed:

1. Enrollments are Rolled Forward (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/future-enrollments)
2. Student Status for CTE Programs have been updated
3. Coordinate timeline with EC and other departments that export to third-party vendors to ensure they have finalized any processes for impacted students.

Prior to ending enrollments at end of year, it is recommended to complete the following:

- Post Final Grades to Transcript
- Submit PMR 9

Enrollments for the current year must be ended prior to switching the active year. Enrollments must be ended in a specific order to ensure the proper local end statuses and end actions are associated to enrollment records.

1. Graduates
2. Retentions
3. Promotions
4. Program School Enrollments

Instructions in the next few articles include steps for processing each of the enrollment groups above. All current year enrollments must be ended prior to changing the active year.

End of Year Graduates

Students that will graduate at the end of the school year will need to have their end status, end date, and end action updated prior to processing retained and promoted students' end enrollments. This process can be done for an

individual student by following the Individual Graduate (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/individual-graduate-individual-graduate) checklist or can be done by creating Graduate ad hoc filter and following the steps below. The sections below provide a guide on all the steps that should be completed for graduates.

ECS students who return for another year in grade 12, should have an end date of the last instructional day of the school year and a P: Promote end action. Follow the steps to Adding an XG Flag article to add an XG flag as applicable. The students should have a future enrollment in grade 12.

Make sure the school context is the **current year**.

Post Grades to Transcript

Navigation: Menu > Student Information > General Student Administration > Transcript Post Wizard

- Transcript Post Wizard | Infinite Campus (https://kb.infinitecampus.com/help/transcript-post)

Verify Graduation Programs

Navigation: Menu > Student Information > Academic Planning > Programs

- Graduation Program (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/graduation-program)
- Use the Academic Plan Status Report | Infinite Campus (https://kb.infinitecampus.com/help/academic-plan-status-report) tool to view students without a graduation program and confirm students have the correct graduation program.
- Please note that students on the Extended Content Standards pathway will not have an NC Graduation Program assigned.

Verify CTE Programs (if applicable)

Navigation: Menu > Student Information > Academic Planning > Programs

- Please see the CTE Concentrator Report (https://go.ncdpi.gov/cteeoy) document for guidance on the CTE program information.

Update Student Status for CTE Concentrators (if applicable)

Navigation: Menu > Student Information > Program Administration > Course Plan Administration

- See the CTE Concentrator Report (https://go.ncdpi.gov/cteeoy) documentation for detailed steps for this process.
- This process should be completed after final grades are posted to the transcript.
    - Once statuses are updated review the CTE Concentrator Report (https://go.ncdpi.gov/cteeoy) for guidance on verifying and reporting.

This process is taxing on the system, and it is recommended to be run after regular business hours.

Calculate On-Track Status

Navigation: 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.
- Use the Academic Plan Status Report | Infinite Campus (https://kb.infinitecampus.com/help/academic-plan-status-report) to find students that are not on track.

This process is taxing on the system, and it is recommended to be run after regular business hours.

Review On-Track Status

Navigation: Menu > Student Information > Program Administration > Academic Plan Status Report or Academic Plan Progress Batch Report

- Review student's status towards their graduation program by running the Academic Plan Status Report | Infinite Campus (https://kb.infinitecampus.com/help/academic-plan-status-report).
- The report can also be used to display the students that are not on-track towards the graduation requirements.
- The Academic Plan Progress Batch | Infinite Campus (https://kb.infinitecampus.com/help/academic-plan-progress-batch) report can provide progress towards the graduation requirements per individual student.

Verify Post Grad Plans

Navigation: 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

Navigation: 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.

Add Seals (Endorsements)

Navigation: 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 Data on Transcripts

Navigation: Menu > Student Information > General > Transcripts

- Verify graduation requirements are met
- Verify all assessments are listed accurately, including CPR
- Verify programs are reflected correctly on the transcript (CTE)
- Verify seals are reflected correctly on the transcript

Post Diplomas & End Enrollments Using Enrollment End Batch Wizard (Recommended)

Navigation: Menu > Student Information > General Student Administration > Enrollment End Batch Wizard

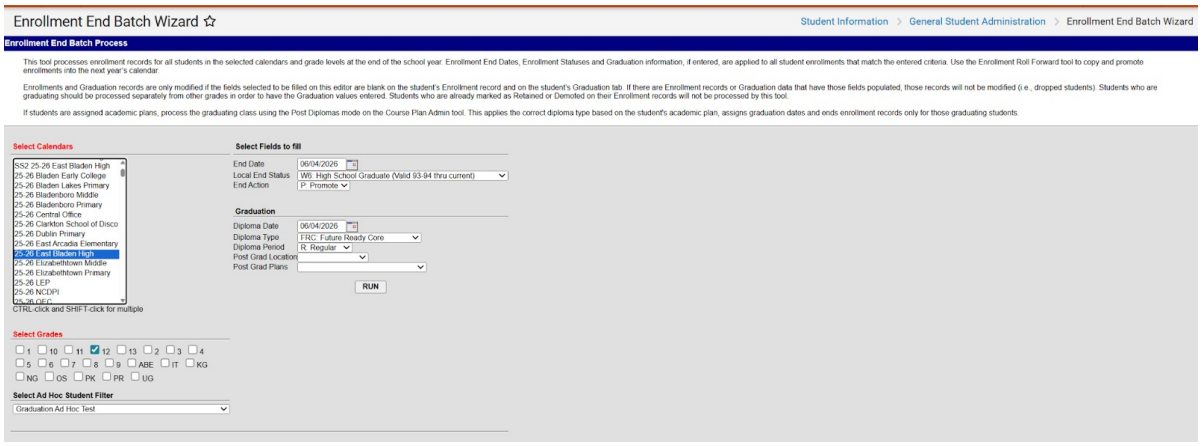


Prior to ending enrollments for the current year, coordinate with EC and other departments that export data to third-party vendors to ensure they have finalized any processes for impacted students.

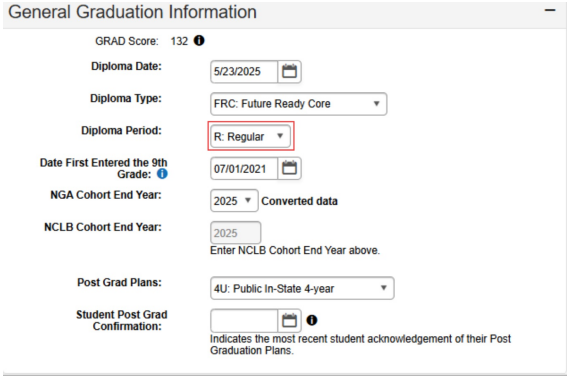
This process will end enrollments and post diploma data for students included in an ad hoc created for graduates.

- Enrollment End Batch | Infinite Campus (https://kb.infinitecampus.com/help/enrollment-end-batch)
- Create an **Ad Hoc** of graduates to ensure only those graduating will receive diploma data.
- Select all **calendars** of students included in the created ad hoc.

- Select all **grade levels** of students included in the created ad hoc.
- The End Date should be the **last instructional day of the school year.**
- The students' Local End Status should be **W6: High School Graduate.**
- The End Action should be **P: Promote.**
- The Diploma Date should be the **last instructional day of the school year**.
- The Diploma Type should be **FRC: Future Ready Core** or **GWC: Graduated with Certificate**.
- The Diploma Period should be **R: Regular.**



Check a few student's graduation tool to ensure diploma files were populated correctly.



Print Final Transcript

Navigation: Menu > Grading & Standards > Reports > Transcript Batch Report

- Transcripts (North Carolina) | Infinite Campus (https://kb.infinitecampus.com/help/transcripts-north-carolina)

Validate End Status for Graduate Students

Use the Enrollment Summary Details Report | Infinite Campus (https://kb.infinitecampus.com/help/enrollment-summary-details-report) to review students' end status and end dates. Use the same Graduate ad hoc filter to review just the students

that were graduated. This report can be generated in a CSV format to be opened in a spreadsheet view and filtered as needed.

Review the table below to verify that student enrollment records have been updated with the correct end of year values.

Graduate	Current Year End Date	Current Year End Action	Current Year Local End Status	Future Year Start Status	Future Year Grade Level
End of Year Graduate	Last Instructional Day	P: Promote	W6: High School Graduate	N/A	N/A
EOY ECS Grade 12 Returning	Last Instructional Day	P: Promote	EYC: EOY Completer	E1: Init enroll - this year	12 (XG Flag)

End of Year Retentions

Prior to ending retention enrollments for the current year, ensure the following steps have been completed

1. Enrollments are Rolled Forward (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/future-enrollments)
2. Student Status for CTE Programs have been updated
3. Graduate Enrollments have been ended ()

Students that will be retained at the end of the school year will need to have their end status, end date, and end action updated prior to processing promoted students' end enrollments. This process can be done by updating each individual student's current enrollment local end status, end date, and end action or can be done by creating Retention ad hoc filter. The sections below provide a guide on creating a Retention Filter and updating the necessary fields using the filter.

ECS students who return for another year in grade 12, should have an end date of the last instructional day of the school year and a P: Promote end action. Follow the steps to Adding an XG Flag article to add an XG flag as applicable. The students should have a future enrollment in grade 12.

Create Retention Filter

Create a Retention ad hoc filter to use to complete the end enrollment process with the correct information for retained students. This can be completed by creating an hoc using the:

- Advanced Person Search | NC Department of Public Instruction (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/advanced-person-search)
- Infinite Campus Multi-Select | NC Department of Public Instruction (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/multi-select)
- Selection Editor | Infinite Campus (https://kb.infinitecampus.com/help/selection-editor)

Student Numbers can be copied and used in the creation of an ad hoc using the Advanced Person Search or the Multi-Select ad hocs. The Selection Editor ad hoc allows the selection of students from a list.

Any updates to retentions, must be updated in the ad hocs manually.

End Retention Enrollments

Students that will be retained must have their enrollments ended prior to promoted students ending enrollments. Follow the steps below to end retained student's enrollments for the current year. If applicable, graduates should be processed before retentions are processed. Ending retention enrollments should be complete prior to ending promotion enrollments.

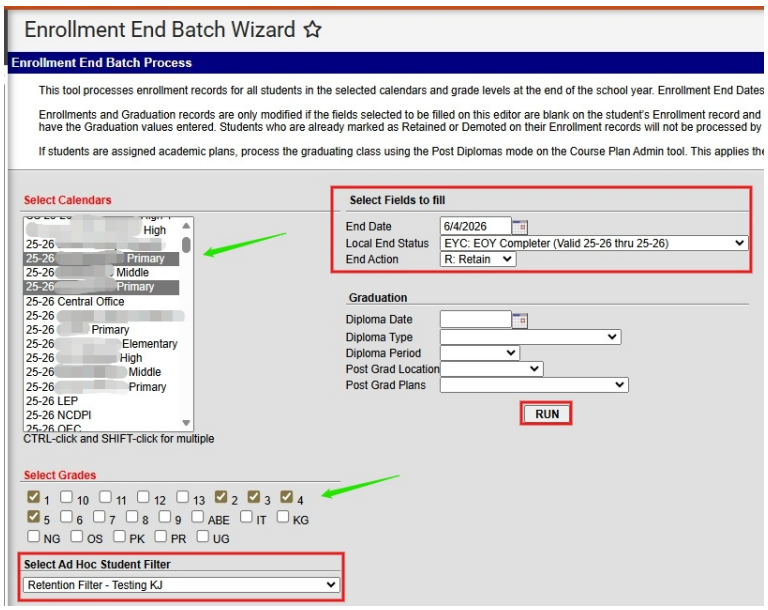


Before ending current year enrollments, ensure student enrollments have been rolled forward.

Make sure the school context is the current year.

Navigation: Student Information > General Student Administration > Enrollment End Batch Wizard

1. Select the **calendar(s)**
2. Select the **grade levels** that are included in the Retention filter.
3. Select the **Retention Ad Hoc** created earlier.
4. Enter the **last instructional day of the school year** as the End Date.
5. Select **EYC: EOY Completer** or **EYCN: COY Completer - New School** as the local end status.
    a. **EYC: EOY Completer** applies to any student who has completed the year and is enrolled in school on the last day of the school year is expected to come back to the **same school** in the next school year.
    b. **EYCN: EOY Completer - New School** applies to any student who has completed the year and is enrolled in school on the last day of the school year and is going to attend a **new school** in the next school year.
6. Select **R: Retain** as the End Action.
7. Click **Run** to end the current year enrollments for Retained students.



Validate End Status for Retained Students

Use the Enrollment Summary Details Report | Infinite Campus (https://kb.infinitecampus.com/help/enrollment-summary-details-report) to review student's end status and end dates. Use the same Retention ad hoc filter to review just the students that were retained. This report can be generated in a CSV format to be opened in a spreadsheet view to filter as needed. Each student in the filter should have an End Date, End Status, and End Action for the current year enrollment.

Review the table below to verify that student enrollment records have been updated with the correct end of year values.

Retention	Current Year End Date	Current Year End Action	Current Year Local End Status	Future Year Local Start Status	Future Year Grade Level
Same School Next Year	Last Instructional Da	R: Retain	EYC: EOY Completer	E1: Init enroll - this year	Same as previous year
New School Next Year	Last Instructional Day	R: Retain	EYCN: EOY Completer - New School	N/A	N/A

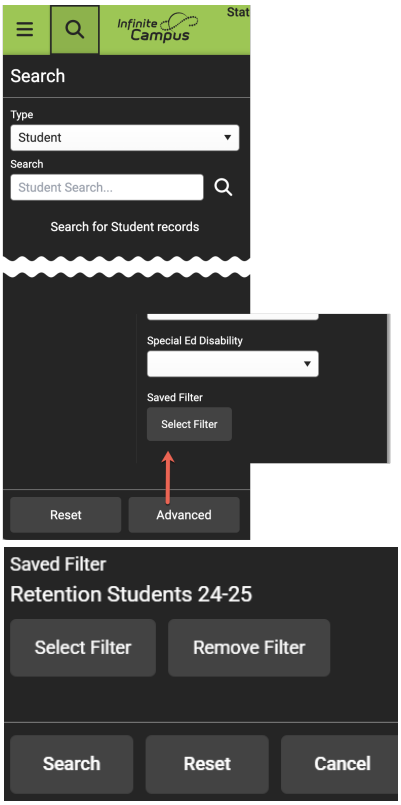
Update Retention Future Enrollments

Students' future enrollments have been created, but the grade level may not be correct. If the student's future year enrollment is in the same calendar, then follow the steps below to update the student's grade level. If the student's future year enrollment is not in a calendar with your tool rights, contact the next school or SIS Coordinator to work on the process to update the future enrollment record with the correct grade level.

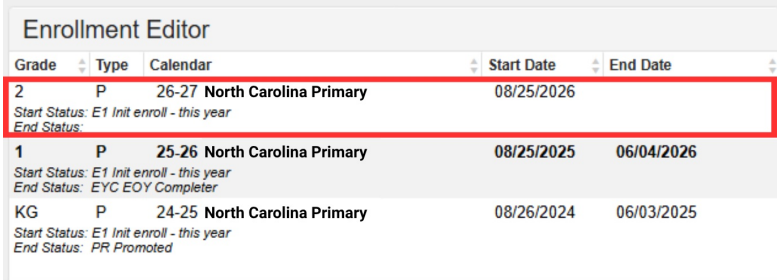
Location of Future Enrollment	Action	Calendar Rights Needed	Tool Rights Needed
Current School	Change grade level in the enrollment record in the future year	Future year of current school	Enrollments - Write
Different School	Delete enrollment record in the future year	Future year of different school	Enrollments - Delete
	Create new enrollment record in the future year	Future year of current school	Enrollments - Add

Navigation: Student Information > General > Enrollments

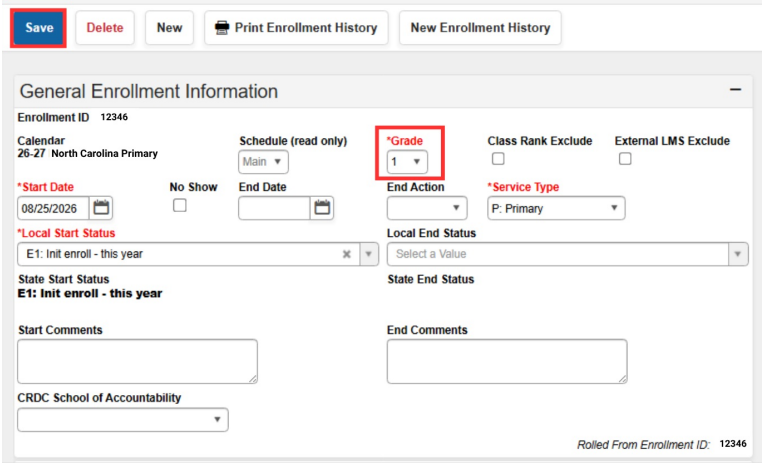
- Search for the Retention filter by selecting the **Advanced** button in the student search.
- Select **Filter** to see the list of available filters. Select the **Retention** filter created earlier.
- Click **Search** to select the students in the retained filter.



- Select a **student** and click on the **future year enrollment** record



- Select the correct **grade level** from the grade dropdown.
- Add a **start comment** (optional)
- Click **Save** to update the grade level.



All students future enrollment Start Status must be E1: Init enroll - this year.

End of Year Promotions

Prior to ending enrollments for the current year, ensure the following steps have been completed

1. Enrollments are Rolled Forward (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/future-enrollments)
2. Student Status for CTE Programs have been updated
3. Graduate Enrollments have been ended
4. Retention Enrollments have been ended

Students that are promoted at the end of the school year will need to have their end status, end date, and end action updated after processing graduate and retained students' end enrollments. The sections below provide a guide on all the steps that should be completed for end of year promotions.

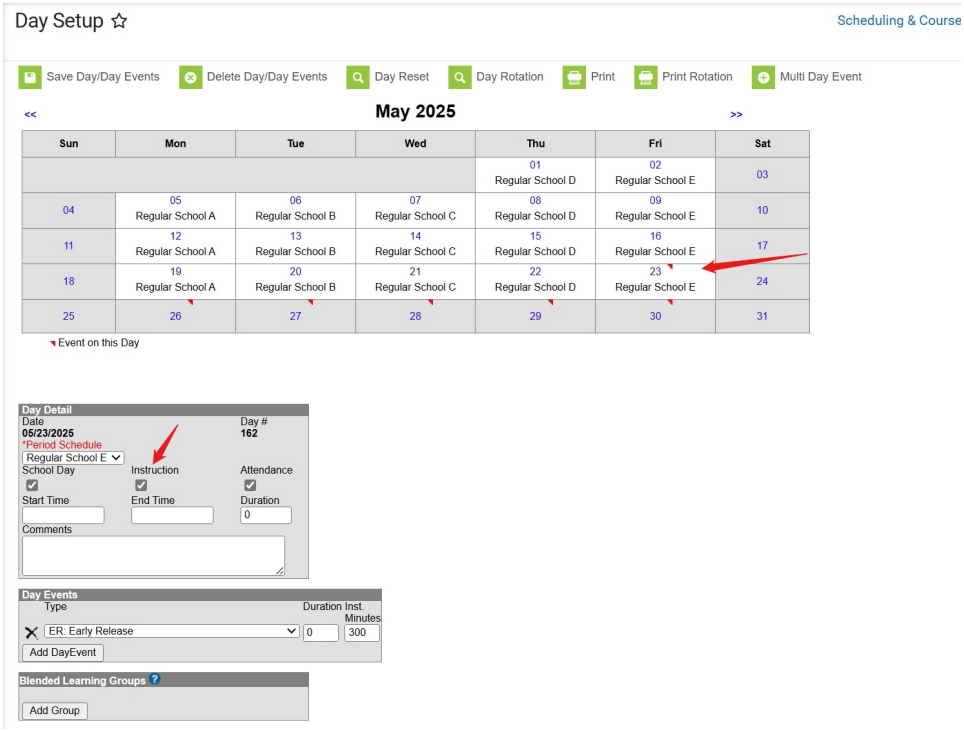
ECS students who return for another year in grade 12, should have an end date of the last instructional day of the school year and a P: Promote end action. Follow the steps in Adding an XG Flag article to add an XG flag as applicable. The student should have a future enrollment in grade 12.

Verify Last Instructional Day

Check that the last instructional day in the day setup is reflected appropriately.

Navigation: Scheduling & Courses > Calendar Setup > Day Setup

- The last day of school should be the actual last day that students were in the building and receiving instruction.
- The **instruction** checkbox should be marked for the last day.
- This date should also match the end date in the last term for the current year.
- If this date has changed, make sure that School Months have been updated for PMR.



End Promotion Enrollments

> **Make sure the school context is the current year.**

Students that will be promoted must have their enrollments ended after retained students ending enrollments. Follow the steps below to end promoted student's enrollments for the current year. If applicable, graduates and retentions should be processed before promotions are processed.

Navigation: Student Information > General Student Administration > Enrollment End Batch Wizard

- Select the **Calendar(s)**

- Select **Grade Levels**.
    - Grade levels may need to be completed in two phases, students remaining in the same school and those moving to a new school.
- Enter the **last instructional day of the school year** as the End Date.
- Select **EYC: EOY Completer** or **EYCN: EOY Completer - New School** as the local end status.
    - **EYC: EOY Completer** applies to any student who has completed the year and is enrolled in school on the last day of the school year is expected to come back to the **same school** in the next school year.
    - **EYCN: EOY Completer - New School** applies to any student who has completed the year and is enrolled in school on the last day of the school year and is going to attend a **new school** in the next school year.
- Select **P: Promote** as the End Action.
- Click **Run** to end the current year enrollments for students.

Validate End Status for Promoted Students

Use the Enrollment Summary Details Report | Infinite Campus (https://kb.infinitecampus.com/help/enrollment-summary-details-report) to review student's end status and end dates. This report can be generated in a CSV format to be opened in a spreadsheet view to filter as needed. Each student in the filter should have an End Date, End Status, and End Action for the current year enrollment.

Review the table below to verify that student enrollment records have been updated with the correct end of year values.

Promotions	Current Year End Date	Current Year End Action	Current Year Local End Status	Future Year Local Start Status	Future Year Grade Level
Same School Next Year	Last Instructional Day	P: Promote	EYC: EOY Completer	E1: Init enroll - this year	Next Grade Level
New School Next Year	Last Instructional Day	P: Promote	EYCN: EOY Completer - New School	N/A	N/A
EOY ECS Grade 12 Returning	Last Instructional Day	P: Promote	EYC: EOY Completer	E1: Init enroll - this year	Grade 12 (XG Flag)

Charter School - Last Grade Level Offered

Students promoted from the final grade level in the school should have an End Status of **EYCN: EOY Completer - New School** and an **End Action** of **P: Promote**. These students should have no future enrollment since the next grade level is not offered for the school.

Follow the steps in the End of Year Promotions above to end enrollments for these students.

	Current Year End Status	Current Year End Action	Future Year Start Status	Future Year Grade Level
Final Grade Level	EYCN: EOY Completer - New School	P: Promote	N/A	N/A

End of Year Program Schools

Make sure the school context is the current year.

The following steps must be completed for each program school that contains student enrollments including OEC, OHP, OMP, and LEP.

Navigation: Student Information > General Student Administration > Enrollment End Batch Wizard

Prior to ending enrollments for the current school year, ensure to roll enrollments forward into the future school year using the Enrollment Roll Forward Wizard (https://kb.infinitecampus.com/help/enrollment-roll-forward).

- Run the Enrollment End Batch Wizard (https://kb.infinitecampus.com/help/enrollment-end-batch) process to end enrollments for all students.
  - May need to be completed in two phases, students remaining in the same school and those moving to a new school.
- Enter **06/30/20YY** as the End Date.
- Select the **EYC: EOY Completer** as the Local End Status.
- Select **P: Promote** as the End Action.
- Click **Run** to end the current year enrollments for students.

Validate End Status for Program Students

Use the Enrollment Summary Details Report | Infinite Campus (https://kb.infinitecampus.com/help/enrollment-summary-details-report) to review student's end status and end dates. This report can be generated in a CSV format to be opened in a spreadsheet view to filter as needed. Each student in the filter should have an End Date, End Status, and End Action for the current year enrollment.

Program Enrollment	Current Year End Date	Current Year End Action	Current Year Local End Status	Future Year Local Start Status	Future Year Grade Level
Remaining in Program School (OEC, OMP, LEP)	6/30/YYYY	P: Promote	EYC: EOY Completer	N1: Initial Enroll into a Program School	Next Grade Level
OHP Enrollments	6/30/YYYY	P: Promote	EYC: EOY Completer	N/A	N/A
Transitioning to Another School (OEC, OMP, OHP, LEP)	6/30/YYYY	P: Promote	EYCN: EOY Completer - New School	E1: Init enroll - this year	Next Grade Level

Follow the No Show process for any student that will not be attending the same school in the future year. It is not recommended to delete future year enrollments.

End Program Participation

Navigation: Student Information > Program Administration > Federal/State Program Update Wizard

- Programs can be ended in mass using the Federal/State Program Updater | Infinite Campus (https://kb.infinitecampus.com/help/statefederal-program-updater).
- The following programs should be ended as of **06/30/20YY.**
  - **Digital Learning Dashboard (DLD)**
  - **FERPA**
  - **Homeless**
  - **Read to Achieve** (https://go.ncdpi.gov/RTAManagement)

Students who complete the school year and are going to attend a new school in the next school year in another district, will need any associated programs ended prior to releasing transfer records in the NCSIS.

The **Early Learning Program** (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/early-learning-program-sc) should be ended for **pre-k students who will transition to kindergarten** the next school year. The program would be ended by selecting an end date and choosing a "**Reason Exited**".

See the NCSIS Program Entry presentation for information on programs: https://go.ncdpi.gov/8adgs

Final Reporting

State Reports

Review and complete all state reports prior to changing the active year. Reports may have different due dates, confirm information for each report. Review the State Reporting Due Dates (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/state-reporting-due-dates) article for a full list of reports and due dates.

Recommended Local PSU Final Reports

Follow your PSUs guidelines for PSU specific end of year reports. Provided below are some reports available in NCSIS that may be used.

- Final Report Cards/Grades
  - Report Card | Infinite Campus (https://kb.infinitecampus.com/help/report-card)
  - Grades Report (Grading and Standards) | Infinite Campus (https://kb.infinitecampus.com/help/grades-report-grading-and-standards)
  - Athletic Eligibility Reports
  - Scholar Athlete Reports
- Final Class Rank
  - Class Rank Report | Infinite Campus (https://kb.infinitecampus.com/help/class-rank-report)
  - The Grade Calculation Snapshot will store GPA/Class Rank information in a table as of June 30th. Use the GPA Calculations in Campus | Infinite Campus (https://kb.infinitecampus.com/help/gpa-calculations-in-campus#grade-calculation-snapshot---district-edition) article to create an ad hoc with this information (optional).
- Final Transcripts
  - Transcript Batch Report | Infinite Campus (https://kb.infinitecampus.com/help/transcript-batch-report)
- Attendance
  - Period Detail Batch | Infinite Campus (https://kb.infinitecampus.com/help/period-detail-batch)
- Enrollment
  - Enrollment Summary Details Report | Infinite Campus (https://kb.infinitecampus.com/help/enrollment-summary-details-report)

Other local reports options may be available on the Google Ad Hoc Community (https://drive.google.com/drive/folders/1h2wHeWtpBmQqiTYWAA-qohWkgagCAYdI?usp=sharing). Please note that reports in the community are provided by PSUs for PSUs and are not vetted by NCDPI. These reports may need to be adjusted to meet local PSU setup.

Administrative End of Year

The following items can be completed in any order but should be completed prior to changing the active year.

Data Audits

- Complete various data audits for data accuracy prior to changing the active year.
- Some recommended audits are attendance, grades, behavior, programs, etc.

End of Year Fees (if applicable)

- Report and bill for end of year fees.
- Follow PSU guidelines for this process.
- Fee Billing Batch Report | Infinite Campus (https://kb.infinitecampus.com/help/fee-billing-batch-report)

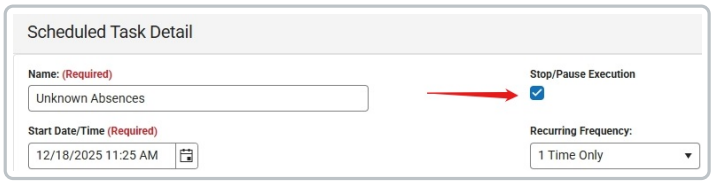
Pause Automated Tasks

Communicate with third party vendors on dates for pausing and restarting tasks during school year changes.

Task Scheduler

Navigation: System Settings > System Processes > Task Scheduler

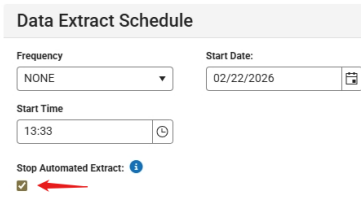
- Pause any task scheduler automated tasks until the new year.



Data Extract Utility

Navigation: System Settings > Data Utilities > Data Extract Utilities

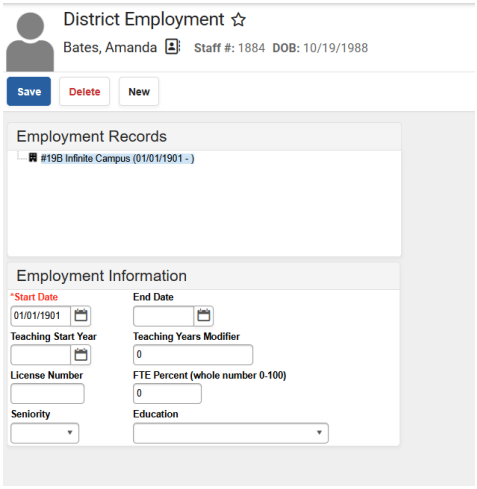
- For automated Data Extract Utility jobs, add a check to the **Stop Automated Extract** checkbox until the new year.



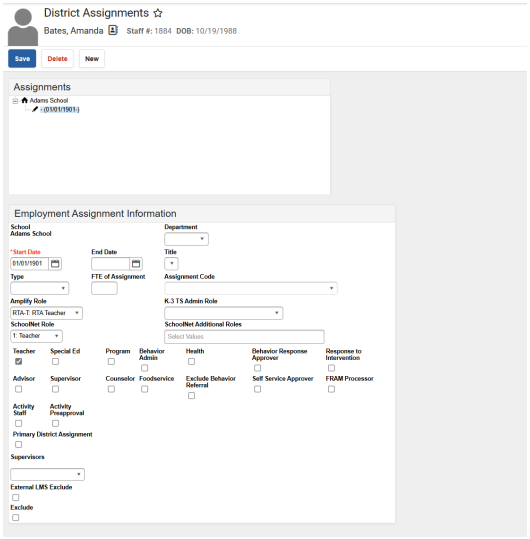
Staff Assignments

Navigation: Census > Staff > District Employment/District Assignments

- Add an **end date** to staff District Employment (https://kb.infinitecampus.com/help/district-employment) record for staff who have left the PSU.



- Add an **end date** to staff District Assignment (https://kb.infinitecampus.com/help/district-assignments) for staff who have left the school.



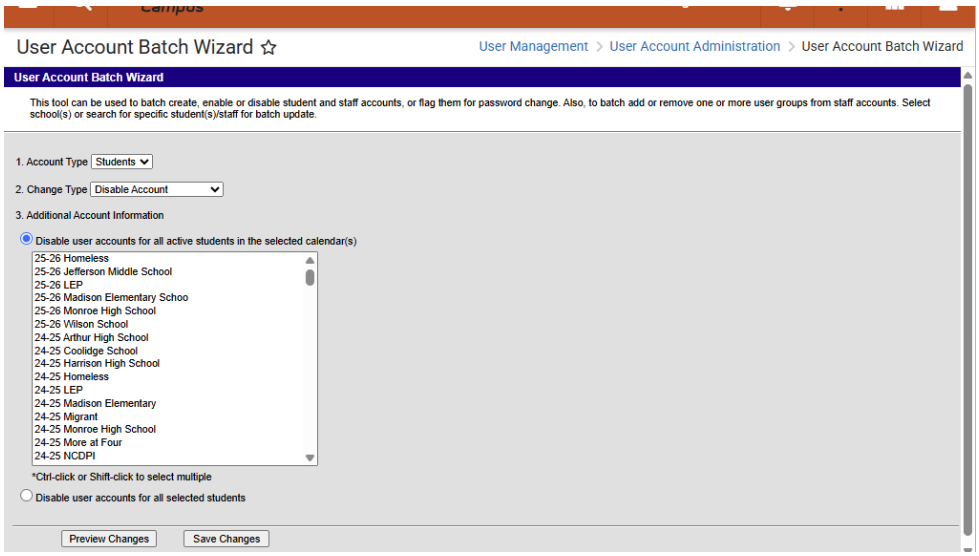
- End access to Campus for staff leaving the school and/or PSU.
- Add/update district assignments for staff that are moving schools.
- Follow your PSU procedures for adding any new staff in NCSIS.

Access Management

Disable User Accounts

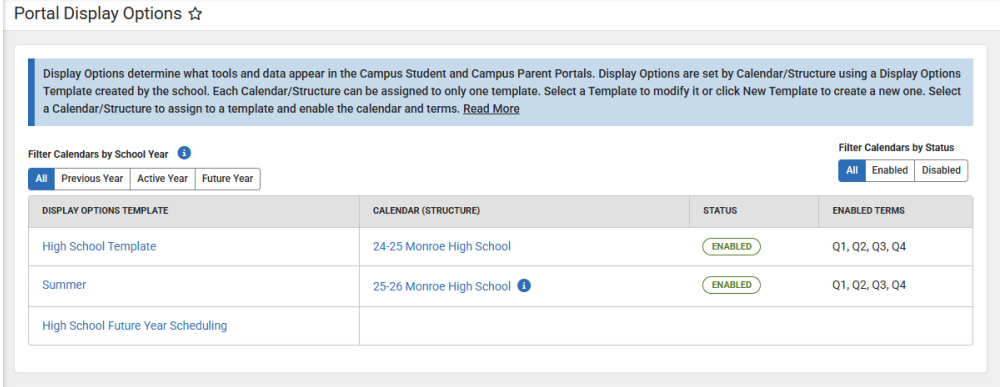
Navigation: User Management > User Account Administration > User Account Batch Wizard

- Disable access to Campus for staff, students, and/or parents during the summer months (if applicable).
- This can be performed with the User Account Batch Wizard | Infinite Campus (https://kb.infinitecampus.com/help/user-account-batch-wizard#UserAccountBatchWizard-DisableUserAccountsforAllSelectedStudentsorStaff).



Update Portal Access

- Portal access can remain available for parents, however, be mindful that options set in the template selected are accessible to parents and students.
- A new Portal template can be created so parents and students can see only what the PSU desires. (i.e. annual updates in OLR, no schedules, previous year information)
- Portal Display Options | Infinite Campus (https://kb.infinitecampus.com/help/portal-display-options)



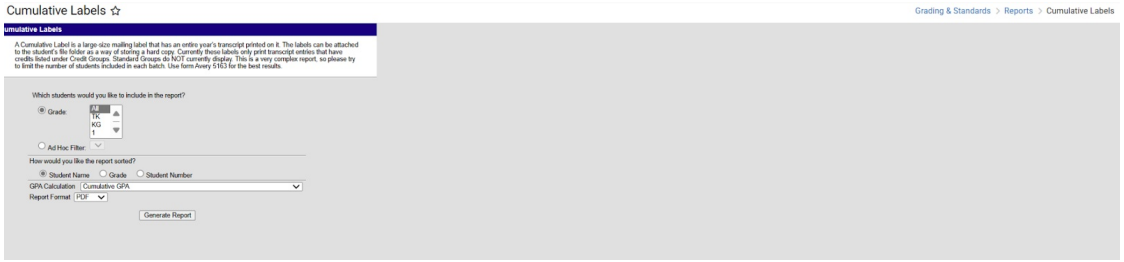
Record Retention

Ensure all necessary reports have been printed and placed in students' physical cumulative folders. More information on what is required in a cumulative record can be found here: Local Public School Units | NC Archives (https://archives.ncdcr.gov/government/local-government-agencies/local-public-school-units).

An optional report available in NCSIS is the Cumulative Labels Report. Below are steps for generating this report.

Navigation: Grading & Standards > Reports > Cumulative Labels

- Print cumulative labels for student files (if applicable).
- The Cumulative Labels Report (https://kb.infinitecampus.com/help/cumulative-labels-report) only prints student transcript information that also includes credits.



Locker Assignments (if applicable)

Navigation: School & District Settings > Lockers > Locker Batch End Wizard

- End locker assignments for the current school year using the Locker Batch End Wizard (https://kb.infinitecampus.com/help/locker-batch-end-wizard).

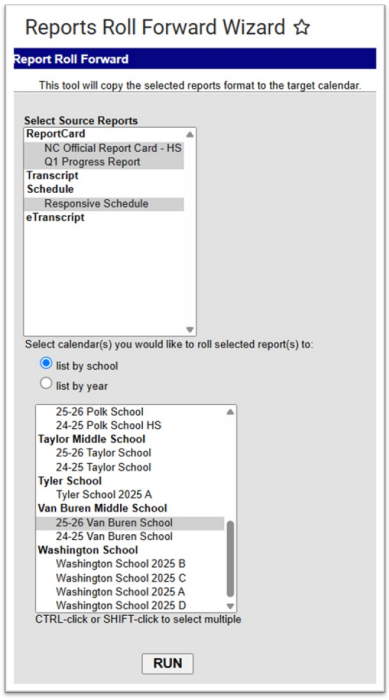


Roll Forward Reports

Navigation: System Settings > System Preferences > Reports Roll Forward Wizard

The Reports Roll Forward Wizard copies report setups from one calendar to another calendar. Roll forward current year reports in each calendar for the corresponding upcoming calendar.

- Select the **Source Reports**. The source reports are populated according to the calendar chosen.
- Choose the **Calendar** to copy to.
- See Reports Roll Forward Wizard | Infinite Campus (https://kb.infinitecampus.com/help/report-roll-forward) article for more information about modifying reports.



You've completed this section.

Choose where to go next.

← Return to End of Year Overview | Continue to Change Active Year →

NCSIS Knowledgebase | Article: Close Out School Year | Last Updated: 08/18/2026 10:34 am EDT