

# Close Out School Year

05/19/2026 11:49 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) (<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) (<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-qohWkgagCAYdl?usp=drive_link). ([https://drive.google.com/drive/folders/1h2wHeWtpBmQqiTYWAA-qohWkgagCAYdl?usp=drive\\_link](https://drive.google.com/drive/folders/1h2wHeWtpBmQqiTYWAA-qohWkgagCAYdl?usp=drive_link)) Review any ad hocs to ensure the information aligns with the data in the school's setup.

**Grades Report** ☆

**Grades Batch Report**

This report will batch print students' grades. There is an option to print the report grouped by student, teacher or course. There is an option to set a page break for each student or course, suitable for handing out. The grades report group by Teacher will always set a page break for each teacher. This is a very complex report, so try to limit the number of students run per batch. Checking the page break option will make the report run faster.

Which students would you like to include in the report?

Grade  Ad Hoc Filter

Grade: PK, TK, KG, 1

Grading Terms:  Q1  Q2  Q3  Q4

Select Teachers: All, BAIR, Eloisa, BAKER, LAURA, BOLICK, Bobbie, BOLICK, Loraine, Brown, PATRICIA, Bryant, JENNIFER, BUMGARNER, Kathleen

Group By:  Student  Teacher  Course/Section

Display term dates  
 Display section dates  
 Set page break for each Student

Select Standard/Grading Tasks: All, Term Grade, Semester Grade, Final Grade

All Grades / Scores  
 Missing Grades / Scores  
 By Grade / Score

Generate Report

## 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) (<https://kb.infinitecampus.com/help/report-setup>)

Report Card ☆

**Report Card Batch Report**

This report batch prints student report cards, one page per student, suitable for handing out. This is a very complex report; try to limit the number of students selected per batch.

Report Options  OR [Display Options](#)

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Ad Hoc Filter  OR

Grade

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Active Only

Effective Date

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Sort Options  Alpha  Grade/Alpha  Zip  Teacher

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Batch Queue Options

Show top  tasks submitted between  and

Batch Queue List	Report Title	Status	Download
Queued Time			

## 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) (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) (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.

## Post Grades to Transcripts

The Transcript Post tool takes scores from the Grade Book and posts them to the student's transcript. Scores from Grading Tasks or Standards marked as Post to Transcript and associated with a Credit or Standard group will post. There are three posting options:

- **Post Courses, Scores, & Credits by Term:** used to post scores and credits for any grading task or standard associated with a term or terms.
- **Post One-Time Grading Task or Standard:** used to post scores and credits for one-time tasks/standards that are scored once and are not associated with a term.
- **Post Courses and Scores Only for All Terms:** used to post scores only (no credits) for any task or standard.

This tool can be used multiple times without duplicating records, which prevents a score changed by a teacher in their gradebook from affecting a posted transcript record. After the Transcript Post process is complete, any necessary changes to scores need to be manually updated on the student's transcript. Credit information can be added to the records created using the first option and selecting the applicable terms and credit groups.

**Select Calendars**

Which calendar(s) would you like to include in the report?

active year  
 list by school  
 list by year

24-25

24-25 Arthur High School

24-25 Coolidge School

24-25 Harrison High School

24-25 Homeless

24-25 LEP

24-25 Madison Elementary

24-25 Migrant

24-25 Monroe High School

24-25 More at Four

24-25 NCDPI

24-25 OEC

24-25 Taft School MS

24-25 Tyler School

24-25 Wilson School ES

Buchanan School 2025 A

Cleveland School 2025 A

Eisenhower School 2025 A

Fillmore School 2025 A

Garfield School 2025 A

Grant School 2025 A

Harding School 2025 A

Hayes School 2025 A

Hoover School 2025 A

Jackson School 2025 A

Jefferson School 2025 A

Johnson School 2025 A

Kennedy School 2025 A

Lincoln School 2025 A

McKinley School 2025 A

CTRL-click or SHIFT-click to select multiple

**Select Credit Groups**

-Measurement and Data

-Geometry

-HS

-Arts Ed

-CTE

-ECS

-ELA

-ESL

-Hlth & PE

-Math

-Military Sc

-Misc

-Non Clasm

-OCS

-Other

CTRL-click or SHIFT-click to select multiple

**Post Courses, Scores, & Credits by Term**

All Terms ▲

Term 1

Term 2

Term 3

Term 4

CTRL-click or SHIFT-click to select multiple

Post One-Time Grading Task/Standard

Post Courses and Scores Only for All Terms

Post Score Comments to Transcript

**Select Grades**

All grades ▲

1

10

11

12

CTRL-click or SHIFT-click to select multiple

**Ad Hoc Filter**

Select an Ad Hoc Filter

Select Course/Section Sort by  Number  Name

0A027X0VPS-5 AP Computer Sci Ptin - VPS

0C002X0122-2 ACA122-College Trans Suc

0C002X0122-3 ACA122-College Trans Suc

0C015X0-2 COM231 Public Speaking

0C075X0-2 PHIZ40 Intro to Ethics

0C075X0-7 PHIZ49 Intro to Ethics

0C085X0-10 COM120 Intro Interper Com

0C085X0-13 COM120 Intro Interper Com

0C085X0-3 COM120 Intro Interper Com

CTRL-click or SHIFT-click to select multiple

**RUN**

The posting transaction could take more than 1 minute.  
A popup window will show up to indicate the end of transaction.  
Please don't click browser's "Back" button until the transaction is finished.

## 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) (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) (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) (https://kb.infinitecampus.com/help/gpa-calculations-in-campus#grade-calculation-snapshot--district-edition) article to create an ad hoc with this information (optional).

Class Rank Report ☆ Grading & Standards > Reports > Class Rank Report

**GPA Rank report**

This report calculates a student's class rank based on their cumulative GPA.

Which students would you like to include in the report?

Grade: 06

Enrollment Effective Date: 10/23/2024

GPA Calculation: Cumulative GPA

GPA Calculation Type: Weighted GPA

How would you like the report sorted?

Student Name  Rank

Report Format: PDF

## Final Transcripts (if applicable)

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

- Generate transcripts for all students.
- 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.

Transcript Batch Report ☆

**Transcript Batch Report**

This report will batch print student transcripts, one per mailing address per student. To print one transcript per student when students have multiple mailing addresses, check the box labelled "Transcript without mailing address, one per student". If a calendar is selected in the toolbar, the transcript will only show marks earned in grade levels present in that calendar. This is a very complex report, try to limit the number of students run per batch.

Report Options: North Carolina Official Transcript

OR

[Display Options](#)

Which students would you like to include in the report?

Grade

TK  
9  
10  
11  
12

Ad Hoc Filter

Enrollment Effective Date: 04/03/2025

Sort Options:  Alpha  Grade/Alpha  Zip  Teacher

Transcript without mailing address, one per student

Refresh Show top 50 tasks submitted between 03/27/2025 and 04/03/2025

Batch Queue List	Report Title	Status	Download
Queued Time			

Report Format: PDF

## 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. [Principal's Monthly Report 9 Submitted](#)
3. [Student Status for CTE Programs have been updated](#)

Once the above steps are completed enrollments for the current year must be ended. 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.

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## 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) (<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) (<https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/graduation-program>)
- Use the [Academic Plan Status Report | Infinite Campus](https://kb.infinitecampus.com/help/academic-plan-status-report) (<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) (<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) (<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) (<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) (<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) (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.*

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## 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) (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) (https://kb.infinitecampus.com/help/academic-plan-progress-batch) report can provide progress towards the graduation requirements per individual student.

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## 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) (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.*

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## 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*

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**.

**Enrollment End Batch Wizard** ☆ Student Information > General Student Administration > Enrollment End Batch Wizard

**Enrollment End Batch Process**

This tool processes enrollment records for all students in the selected calendars and grade levels at the end of the school year. Enrollment End Dates, Enrollment Statuses and Graduation information, if entered, are applied to all student enrollments that match the entered criteria. Use the Enrollment Roll Forward tool to copy and promote enrollments into the next year's calendar.

Enrollments and Graduation records are only modified if the fields selected to be filled on this editor are blank on the student's Enrollment record and on the student's Graduation tab. If there are Enrollment records or Graduation data that have those fields populated, those records will not be modified (i.e., dropped students). Students who are graduating should be processed separately from other grades in order to have the Graduation values entered. Students who are already marked as Retained or Demoted on their Enrollment records will not be processed by this tool.

If students are assigned academic plans, process the graduating class using the Post Diplomas mode on the Course Plan Admin tool. This applies the correct diploma type based on the student's academic plan, assigns graduation dates and ends enrollment records only for those graduating students.

**Select Calendars**

- 25-26 East Bladen High
- 25-26 Bladen Early College
- 25-26 Bladen Lanes Primary
- 25-26 Bladenboro Middle
- 25-26 Bladenboro Primary
- 25-26 Central Office
- 25-26 Clarkston School of Disco
- 25-26 Dublin Primary
- 25-26 East Arcadia Elementary
- 25-26 Emerald Union High
- 25-26 Florence/Moore Middle
- 25-26 Elizabethtown Primary
- 25-26 LEEP
- 25-26 NCDPI
- Unaffiliated

CTRL-click and SHIFT-click for multiple

**Select Fields to fill**

End Date: 06/04/2026

Local End Status: WJ: High School Graduate (Valid 93-94 thru current)

End Action: Promote

**Graduation**

Diploma Date: 06/04/2026

Diploma Type: FRC: Future Ready Core

Diploma Period: R: Regular

Post Grad Location: [Dropdown]

Post Grad Plans: [Dropdown]

**RUN**

**Select Grades**

1  10  11  12  13  2  3  4

5  6  7  8  9  ABE  IF  KG

NG  OS  PK  PR  UD

**Select Ad Hoc Student Filter**

Graduation Ad Hoc: Test

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

**General Graduation Information**

GRAD Score: 132

Diploma Date: 5/23/2025

Diploma Type: FRC: Future Ready Core

Diploma Period: R: Regular

Date First Entered the 9th Grade: 07/01/2021

NGA Cohort End Year: 2025 Converted data

NCLB Cohort End Year: 2025 Enter NCLB Cohort End Year above.

Post Grad Plans: 4U: Public In-State 4-year

Student Post Grad Confirmation: [Calendar Icon] Indicates the most recent student acknowledgement of their Post Graduation Plans.

## 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) (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/future-enrollments)
2. Principal's Monthly Report 9 Submitted
3. [Student Status for CTE Programs have been updated](#)
4. [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) (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/advanced-person-search)
- [Infinite Campus Multi-Select | NC Department of Public Instruction](https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/multi-select) (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/multi-select)
- [Selection Editor | Infinite Campus](https://kb.infinitecampus.com/help/selection-editor) (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.

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## 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.

**Enrollment End Batch Wizard** ☆

**Enrollment End Batch Process**

This tool processes enrollment records for all students in the selected calendars and grade levels at the end of the school year. Enrollment End Dates, Enrollments and Graduation records are only modified if the fields selected to be filled on this editor are blank on the student's Enrollment record and have the Graduation values entered. Students who are already marked as Retained or Demoted on their Enrollment records will not be processed by this tool. If students are assigned academic plans, process the graduating class using the Post Diplomas mode on the Course Plan Admin tool. This applies to the following:

**Select Calendars**

- 25-26 High
- 25-26 Primary
- 25-26 Middle
- 25-26 Primary
- 25-26 Central Office
- 25-26 Primary
- 25-26 Elementary
- 25-26 High
- 25-26 Middle
- 25-26 Primary
- 25-26 LEP
- 25-26 NCDPI
- 25-26 OEF

CTRL-click and SHIFT-click for multiple

**Select Fields to fill**

End Date: 6/4/2026

Local End Status: EYC: EOY Completer (Valid 25-26 thru 25-26)

End Action: R: Retain

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**Graduation**

Diploma Date: [ ]

Diploma Type: [ ]

Diploma Period: [ ]

Post Grad Location: [ ]

Post Grad Plans: [ ]

**RUN**

**Select Grades**

1  10  11  12  13  2  3  4  
 5  6  7  8  9  ABE  IT  KG  
 NG  OS  PK  PR  UG

**Select Ad Hoc Student Filter**

Retention Filter - Testing KJ

## Validate End Status for Retained Students

Use the [Enrollment Summary Details Report | Infinite Campus](https://kb.infinitecampus.com/help/enrollment-summary-details-report) (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 Day	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

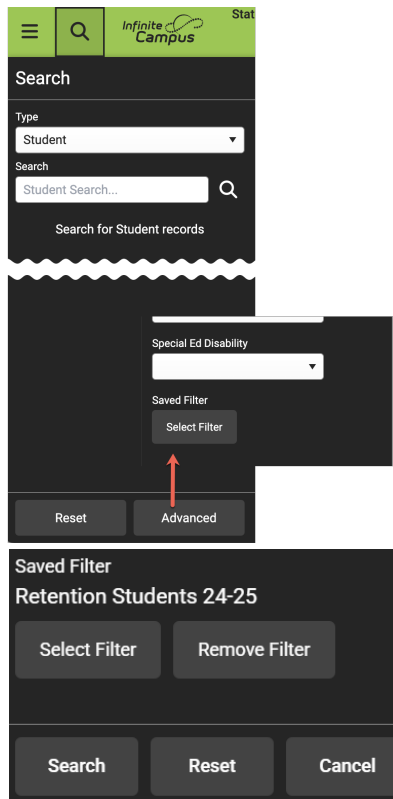
## Update Retention Future Enrollments

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

Grade	Type	Calendar	Start Date	End Date
2	P	26-27 North Carolina Primary	08/25/2026	
1	P	25-26 North Carolina Primary	08/25/2025	06/04/2026
KG	P	24-25 North Carolina Primary	08/26/2024	06/03/2025

- 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) (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/future-enrollments)
2. Principal's Monthly Report 9 Submitted
3. [Student Status for CTE Programs have been updated](#)
4. [Graduate Enrollments have been ended](#)
5. [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.

Day Setup ☆
Scheduling & Course

Save Day/Day Events
Delete Day/Day Events
Day Reset
Day Rotation
Print
Print Rotation
Multi Day Event

<<
May 2025
>>

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				01 Regular School D	02 Regular School E	03
04	05 Regular School A	06 Regular School B	07 Regular School C	08 Regular School D	09 Regular School E	10
11	12 Regular School A	13 Regular School B	14 Regular School C	15 Regular School D	16 Regular School E	17
18	19 Regular School A	20 Regular School B	21 Regular School C	22 Regular School D	23 Regular School E	24
25	26	27	28	29	30	31

▼ Event on this Day

**Day Detail**  
Date: 05/23/2025 Day #: 162  
\*Period Schedule: Regular School E  
School Day:  Instruction  Attendance  
Start Time:  End Time:  Duration:   
Comments:

**Day Events**  
Type: ER\_Early Release Duration Inst. Minutes: 0 / 300  
Add DayEvent

**Blended Learning Groups**  
Add Group

## End Promotions 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) (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) (<https://kb.infinitecampus.com/help/enrollment-roll-forward>).**

- Run the [Enrollment End Batch Wizard](https://kb.infinitecampus.com/help/enrollment-end-batch) (<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) (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 State Program Participation

**Navigation: [Student Information](#) > [General Student 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) (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/RTAMangement>)

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 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.

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### 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) (<https://kb.infinitecampus.com/help/report-card>)
  - [Grades Report \(Grading and Standards\) | Infinite Campus](https://kb.infinitecampus.com/help/grades-report-grading-and-standards) (<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) (<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) (<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) (<https://kb.infinitecampus.com/help/transcript-batch-report>)
- Attendance
  - [Period Detail Batch | Infinite Campus](https://kb.infinitecampus.com/help/period-detail-batch) (<https://kb.infinitecampus.com/help/period-detail-batch>)
- Enrollment
  - [Enrollment Summary Details Report | Infinite Campus](https://kb.infinitecampus.com/help/enrollment-summary-details-report) (<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-qohWkgagCAYdl?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.

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### 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) (<https://kb.infinitecampus.com/help/fee-billing-batch-report>)
- 

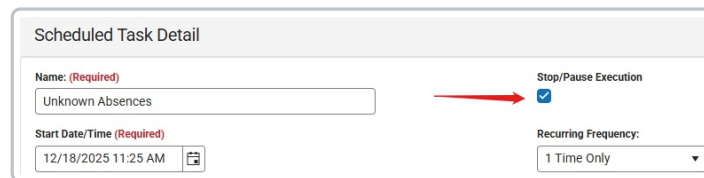
### Pause Automated Tasks

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.



The screenshot shows a 'Scheduled Task Detail' form. On the left, there is a text input field for 'Name: (Required)' containing 'Unknown Absences'. Below it is a 'Start Date/Time (Required)' field with the value '12/18/2025 11:25 AM' and a calendar icon. On the right, there is a 'Stop/Pause Execution' checkbox which is checked. A red arrow points from the 'Name' field to the 'Stop/Pause Execution' checkbox. Below the checkbox is a 'Recurring Frequency:' dropdown menu set to '1 Time Only'.

### 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.

**Data Extract Schedule**

Frequency:

Start Date:

Start Time:

Stop Automated Extract:

## 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.

**District Employment** ☆

Bates, Amanda  Staff #: 1884 DOB: 10/19/1988

**Employment Records**

#19B Infinite Campus (01/01/1901 -)

**Employment Information**

\*Start Date:

End Date:

Teaching Start Year:

Teaching Years Modifier:

License Number:

FTE Percent (whole number 0-100):

Seniority:

Education:

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

**District Assignments** ☆

Bates, Amanda  Staff #: 1884 DOB: 10/19/1988

**Assignments**

Adams School (00011901)

**Employment Assignment Information**

School: Adams School

Department:

\*Start Date:

End Date:

Title:

Type:

FTE of Assignment:

Assignment Code:

Amplify Role:

School/Net Additional Roles:

Teacher:  Special Ed:  Program:  Behavior:  Health:  Behavior Response Approver:  Response to Intervention:

Advisor:  Supervisor:  Counselor:  Foodservice:  Exclude Behavior Referral:  Self Service Approver:  FRAM Processor:

Activity Staff:  Activity Preapproval:

Primary District Assignment:

Supervisors:

External LMS Exclude:

Exclude:

- 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) (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) (https://kb.infinitecampus.com/help/portal-display-options)

Portal Display Options ☆

Display Options determine what tools and data appear in the Campus Student and Campus Parent Portals. Display Options are set by Calendar/Structure using a Display Options Template created by the school. Each Calendar/Structure can be assigned to only one template. Select a Template to modify it or click New Template to create a new one. Select a Calendar/Structure to assign to a template and enable the calendar and terms. [Read More](#)

Filter Calendars by School Year 1 Filter Calendars by Status

DISPLAY OPTIONS TEMPLATE	CALENDAR (STRUCTURE)	STATUS	ENABLED TERMS
High School Template	24-25 Monroe High School	<span>ENABLED</span>	Q1, Q2, Q3, Q4
Summer	25-26 Monroe High School <span>1</span>	<span>ENABLED</span>	Q1, Q2, Q3, Q4
High School Future Year Scheduling			

## 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) (<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) (<https://kb.infinitecampus.com/help/cumulative-labels-report>) only prints student transcript information that also includes credits.

Cumulative Labels ☆ Grading & Standards > Reports > Cumulative Labels

**Cumulative Labels**

A Cumulative Label is a large-size mailing label that has an entire year's transcript printed on it. The labels can be attached to the student's file folder as a way of storing a hard copy. Currently, these labels only print transcript entries that have credits listed under **Course Groups**, **Standard Groups** or **NCT** currently **display**. This is a very complete report, so please try to limit the number of students included in each batch. Use form Avery 5163 for the best results.

Which students would you like to include in the report?

Grade:

Add Piac Filter:

How would you like the report sorted?

Student Name  Grade  Student Number

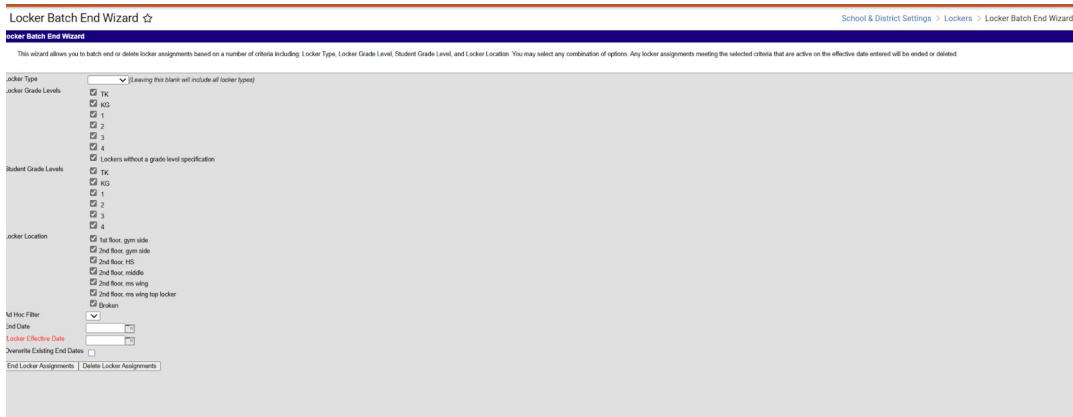
GPA Calculation:

Report Format:

## 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) (<https://kb.infinitecampus.com/help/locker-batch-end-wizard>).

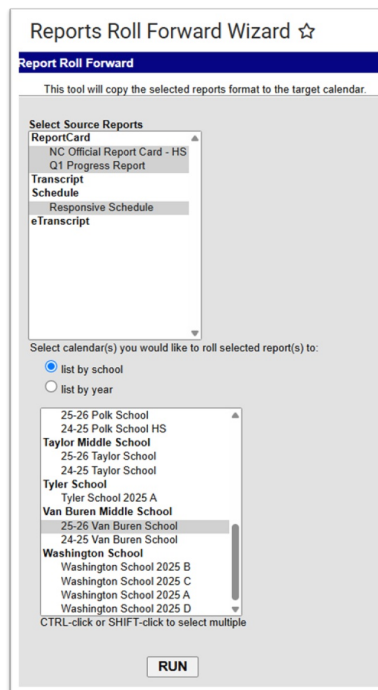


## Roll Forward Reports

### *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) (<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: 05/19/2026 11:49 am EDT

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