

Elementary School Course Plan

04/20/2026 9:04 pm EDT

An Elementary School Graduation Program can be created to assist in gathering requests to be used for scheduling. Assigning an Elementary School Graduation Program will allow courses to be placed on a student's Course Plan that can later be turned into requests. When a student is assigned an NC Graduation Program, it will override any other graduation program assigned to the student.

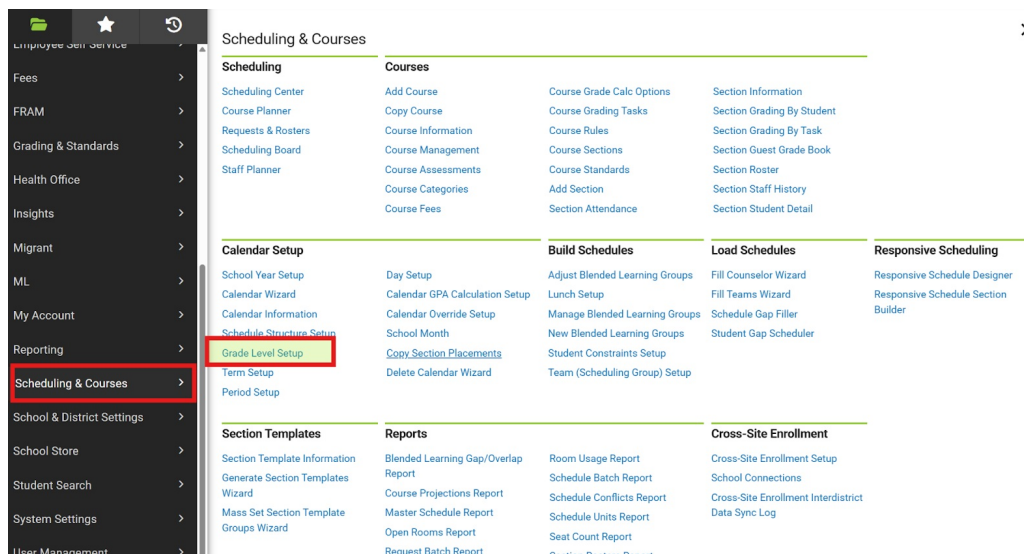


Please note PSUs **Should Not** create High School Graduation Programs. An NC Graduation Program must be assigned to high school students.

Grade Level Setup

Navigation: Scheduling & Courses > Calendar Setup > Grade Level Setup

Before adding an Elementary School Graduation Program, Exclude from cumulative GPA/Rank Calculations must be unchecked for each grade level in the graduation program.



Scheduling & Courses				
Scheduling				
Scheduling Center	Add Course	Course Grade Calc Options	Section Information	
Course Planner	Copy Course	Course Grading Tasks	Section Grading By Student	
Requests & Rosters	Course Information	Course Rules	Section Grading By Task	
Scheduling Board	Course Management	Course Sections	Section Guest Grade Book	
Staff Planner	Course Assessments	Course Standards	Section Roster	
	Course Categories	Add Section	Section Staff History	
	Course Fees	Section Attendance	Section Student Detail	
Calendar Setup				
School Year Setup	Day Setup	Adjust Blended Learning Groups	Fill Counselor Wizard	Responsive Schedule Designer
Calendar Wizard	Calendar GPA Calculation Setup	Lunch Setup	Fill Teams Wizard	Responsive Schedule Section Builder
Calendar Information	Calendar Override Setup	Manage Blended Learning Groups	Schedule Gap Filler	
Schedule Structure Setup	School Month	New Blended Learning Groups	Student Gap Scheduler	
Grade Level Setup	Copy Section Placements	Student Constraints Setup		
Term Setup	Delete Calendar Wizard	Team (Scheduling Group) Setup		
Period Setup				
Build Schedules				
Load Schedules				
Responsive Scheduling				
Section Templates				
Section Template Information	Blended Learning Gap/Overlap Report	Room Usage Report	Cross-Site Enrollment Setup	
Generate Section Templates Wizard	Course Projections Report	Schedule Batch Report	School Connections	
Mass Set Section Template Groups Wizard	Master Schedule Report	Schedule Conflicts Report	Cross-Site Enrollment Interdistrict Data Sync Log	
	Open Rooms Report	Schedule Units Report		
	Request Batch Report	Seat Count Report		
		Request Batch Report		

- Select the appropriate **grade level**.
- Uncheck **Exclude from cumulative GPA/Rank Calculations**
- Click **Save**.

- Repeat for each grade level that will be included in the graduation program.

Grade Level Setup ☆

+ New
 Save
✕ Delete

Grade Level Editor	
Name	Seq
IT	1
PR	2
PK	3
KG	5
1	6
2	7
3	8
4	9
5	10
6	11
7	12
8	13
9	14
10	15
11	16
12	17
13	18
UG	19
ABE	99
OS	99

Grade Level Detail

Name (locked)
3

*Sequence Number
8

*State Grade Level Code
03: Third

Standard Day
Third Day

Maximum Membership Days
0

Whole Day Absence (minutes)
0

Half Day Absence (minutes)
0

Maximum Approved School Choice Applications
0

Grade Code
03

Exclude from cumulative GPA/Rank calculations

Exclude from state reporting

Exclude from Enrollment

Exempt from Assignment

Standard Code (SIF code)
0

Exclude from SIF reporting

Exclude from Grade/Age Validation

External LMS Exclude

Exclude from Online Registration Calculations

Add Graduation Program

Navigation: Student Information > Program Administration > Academic and Graduation Programs

Main Menu

- Data Manager Resources >
- Instruction >
- Student Information >**
- Attendance Office >
- Behavior Office >
- Census >
- Communication >
- Demonstration Webinar >
- Dependent Care >
- Employee Self Service >
- Fees >

<p>PLP</p> <ul style="list-style-type: none"> PLP Caseload PLP Contact Log PLP Documents PLP Team Members 	<p>PLP Administration</p> <ul style="list-style-type: none"> PLP Plan Type Setup PLP Progress Option Setup PLP Service Position Setup PLP Service Provider Setup PLP Services Setup PLP Template Bank Setup 	<p>Program Administration</p> <ul style="list-style-type: none"> Academic and Graduation Programs Academic Plan Progress Batch Report Academic Plan Status Report Batch Program Assignment Wizard Course Plan Administration Course Plan Batch Report English Learners (EL) Accommodation Type Setup 	<ul style="list-style-type: none"> English Learners (EL) Batch Update Wizard English Learners (EL) Service Type Setup Federal/State Program Update Wizard Flags Setup Program Sessions Setup Program Setup
<p>Program Participation</p> <ul style="list-style-type: none"> Career and Technical Education (CTE) COE Early Learning FERPA Foster Care 	<ul style="list-style-type: none"> Gifted Homeless Migrant Program Services Section 504 Title Funded Programs 	<p>Response to Intervention</p> <ul style="list-style-type: none"> RTI Batch Setup RTI Caseload RTI Contact Log RTI Documents RTI Team Members 	<p>Response to Intervention Administration</p> <ul style="list-style-type: none"> RTI Intervention Position Setup RTI Intervention Provider Setup RTI Intervention Setup RTI Plan Type Setup RTI Preferences RTI Template Bank Setup
<p>Special Ed</p> <ul style="list-style-type: none"> Exceptional Children (EC) Data Screen Special Ed Caseload Special Ed Contact Log Special Ed Document Editor Special Ed Documents Special Ed Goal Monitoring 			

- Select **Graduation** in the upper right of the tool.

Academic and Graduation Programs ☆

Student Information > Program Administration > Academic and Graduation Programs

Filter

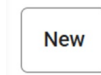
Graduation
Academic

Graduation Programs

Showing 2 out of 2 Programs

2021 NC Graduation Requirements | HS ACTIVE

- Click **New** to add a new graduation program.



Program Details

Enter the program details. Required fields must be populated in order to save. Some fields are read only and cannot be changed.

- Enter a **name** that is descriptive and unique up to 50 characters.
 - If schools offer different courses, consider adding the school's name or abbreviation to differentiate between plans.
- Select **ES** as the Credit Group.
- Enter a **Code** (optional).
- Leave Available for Selection on Portal **unchecked**.
- Leave State Reported **unchecked**.
- Leave Allow Planning of Alternates **unchecked**.
- Enter the Academic Start/End Year (optional).
- If a school is selected, the program will only be available to students enrolled at the selected school.
- Check Flagged to display a flag for a student that is assigned the program (optional).
- Enter a description of the program using the HTML Description box (optional).
- Click **Save & Stay** to update the program information.

Edit Graduation Program | Elementary Program - ES
Last Modified: Green, Marissa 4/10/26, 10:19 AM

Program Details | Credit Requirements | Program Criteria | Course Plan Template

Saved

Modifying a Graduation Program (Academic Start Year, Academic End Year, Active, or School) after students have been assigned may affect students' participation in the program.

Name (Required): Elementary Program
Category (Required): Graduation
Credit Group (Required): ES
Code:

Active:
Available for Selection on Portal:
State Managed: No
State Reported:
Allow Planning of Alternates:
Min # of Alt Credits Next Year: 0

Academic Start Year:
Academic End Year:
Diploma Type:

School:
Flagged: **Flag Preview**: **Edit Flag**

HTML Description:
This will display in the Campus Portal.

Save & Stay **Delete** **Copy** **Cancel**

Credits Requirements

- Select 1 for "credits" needed to complete the student's schedule for each grade level.
 - Even though elementary school courses will not have "credits" this lets the system know how many courses should be included for a student.

- Click **Save & Stay** to update the credit requirements.

Edit Graduation Program | Elementary Course Plan - ES

Last Modified: Green, Marissa 4/20/26, 4:43 PM

Program Details **Credit Requirements** Program Criteria Course Plan Template

Set the credit requirements of each Credit Type for each grade level.

CREDIT TYPE	KG	1	2	3	4	5	TOTAL	DISPLAY ORDER
Elementary	<input type="text" value="1.000"/>	<input type="text" value="1.000"/>	<input type="text" value="1.000"/>	<input type="text" value="1.000"/>	<input type="text" value="1.000"/>	<input type="text" value="1.000"/>	6	<input type="text" value="1"/>
Total	1	1	1	1	1	1	6	

There are not values that need to be entered for the Program Criteria tab.

Course Plan Template

- Select the **Course Plan Template** tab.
- In the Non-Credit area, select the courses from the dropdown that for each grade level. These courses will be placed on each student's Course Plan when the program is assigned to the student.
- Click **Save & Stay** when all required courses are added.

Edit Graduation Program | Elementary Program - ES

Last Modified: Green, Marissa 4/10/26, 10:19 AM

Program Details Credit Requirements Program Criteria **Course Plan Template**

Calendar:

GRADE: KG 0/0	GRADE: 1 0/0	GRADE: 2 0/0	GRADE: 3 0/0	GRADE: 4 0/0	GRADE: 5 0/0
Elementary (0/0)					
0/0	0/0	0/0	0/0	0/0	0/0
<input type="text" value="Type to search or select cours..."/>	<input type="text" value="Type to search or select cours..."/>	<input type="text" value="Type to search or select cours..."/>	<input type="text" value="Type to search or select cours..."/>	<input type="text" value="Type to search or select cours..."/>	<input type="text" value="Type to search or select cours..."/>

Non-credit					
<input type="text" value="1050220 ELA Kindergarten"/>	<input type="text" value="1051220 ELA Grade 1"/>	<input type="text" value="1052220 ELA Grade 2"/>	<input type="text" value="1053220 ELA Grade 3"/>	<input type="text" value="1054220 ELA Grade 4"/>	<input type="text" value="1055220 ELA Grade 5"/>
<input type="text" value="2000220 Math Kindergar..."/>	<input type="text" value="2001220 Math Grade 1"/>	<input type="text" value="2002220 Math Grade 2"/>	<input type="text" value="2003220 Math Grade 3"/>	<input type="text" value="2004220 Math Grade 4"/>	<input type="text" value="2005220 Math Grade 5"/>
<input type="text" value="3000220Y Science Kinde..."/>	<input type="text" value="3001220Y Science Grade 1"/>	<input type="text" value="3002220Y Science Grade 2"/>	<input type="text" value="3003220Y Science Grade 3"/>	<input type="text" value="3004220 Science Grade 4"/>	<input type="text" value="3005220 Science Grade 5"/>
<input type="text" value="4000220Y Social Studies ..."/>	<input type="text" value="4001220 Social Studies ..."/>	<input type="text" value="4002220Y Social Studies ..."/>	<input type="text" value="4003220Y Social Studies ..."/>	<input type="text" value="4004220 Social Studies ..."/>	<input type="text" value="4005220Y Social Studies ..."/>
<input type="text" value="5200220K General Music..."/>	<input type="text" value="52012201 General Music..."/>	<input type="text" value="52022202 General Music..."/>	<input type="text" value="52032203 General Music..."/>	<input type="text" value="52042204 General Music..."/>	<input type="text" value="52052205 General Music..."/>
<input type="text" value="5300220K Creative Dram..."/>	<input type="text" value="53012201 Creative Dram..."/>	<input type="text" value="53022202 Creative Dram..."/>	<input type="text" value="53032203 Creative Dram..."/>	<input type="text" value="54042204 Visual Arts Gr..."/>	<input type="text" value="5305220 Creative Drama..."/>
<input type="text" value="5400220K Visual Arts Kin..."/>	<input type="text" value="54012201 Visual Arts Gr..."/>	<input type="text" value="54022202 Visual Arts Gr..."/>	<input type="text" value="54032203 Visual Arts Gr..."/>	<input type="text" value="54042204 Creative Dram..."/>	<input type="text" value="5405220 Visual Arts Gra..."/>
<input type="text" value="6020220K PE Kindergarten"/>	<input type="text" value="60212201 PE Grade 1"/>	<input type="text" value="60222202 PE Grade 2"/>	<input type="text" value="60232203 PE Grade 3"/>	<input type="text" value="60242204 PE Grade 4"/>	<input type="text" value="60252205 PE Grade 5"/>
<input type="text" value="9610220AA Academic A..."/>	<input type="text" value="9932920Y1 Homeroom G..."/>	<input type="text" value="9610220AA Academic A..."/>	<input type="text" value="9610220AA Academic A..."/>	<input type="text" value="9610220AA Academic A..."/>	<input type="text" value="9610220AA Academic A..."/>
<input type="text" value="9610220W Conduct"/>	<input type="text" value="9610220AA Academic A..."/>	<input type="text" value="9610220W Conduct"/>	<input type="text" value="9610220W Conduct"/>	<input type="text" value="9610220W Conduct"/>	<input type="text" value="9610220W Conduct"/>
<input type="text" value="9932920YK Homeroom K..."/>	<input type="text" value="9610220W Conduct"/>	<input type="text" value="9932920Y2 Homeroom G..."/>	<input type="text" value="9932920Y3 Homeroom G..."/>	<input type="text" value="9932920Y4 Homeroom G..."/>	<input type="text" value="9932920Y5 Homeroom G..."/>

Assign Graduation Plans to Students

Assign the newly created graduation program to all students. Courses can be modified at the student level as needed.

Navigation: Menu > Student Information > Program Administration > Batch Program Assignment Wizard

- Select **Graduation** as the type.
- Select the **Elementary School** program created in the steps above.
- Select **Add Participation** mode.
- Enter the **Start Date** of the current date. Programs are not active and available on a student's course plan if using a future date.
- Choose to add students using a **Select Filter** or **Batch Add**.
 - Using the select filter can narrow results by Grade, Ad Hoc or Scheduling Group/Team
 - Using Batch Add can narrow results by specific students.
- Click **Update** to add the program to the filtered students.

Batch Program Assignment Wizard ☆

Batch Assignment Tool

The Batch Assignment tool enables batch updates to multi-year student course plans by adding, deleting, or modifying the selected item in the Type f

Select Type
 Graduation

Select Program
 Elementary Program (Graduation)

Select Mode
 Add Participation
 Delete Participation
 Edit Participation

Start Date
 4/10/2026

End Date
 [Empty]

Select Filters (at least one)
Grade(s)
 2 KG 3 1 5 4

Ad Hoc Filter
 Select an Ad Hoc Filter

Scheduling Group/Team(s) (Optional)
 Select one or more scheduling groups.

Update

Assigning the program will assign the corresponding grade level courses to each student.

Academic Plan

Program: Elementary Course Plan (Graduation) Counselor:

Approved by parent/legal guardian

Grade: KG 0.0 / 1.0 <small>ALERT: Grade KG does not have enough credits planned.</small>	Grade: 01 0.0 / 1.0 <small>ALERT: Grade 01 does not have enough credits planned.</small>	Grade: 02 0.0 / 1.0 <small>ALERT: Grade 02 does not have enough credits planned.</small>	Grade: 03 0.0 / 1.0 <small>ALERT: Grade 03 does not have enough credits planned.</small>	Grade: 04 0.0 / 1.0 <small>ALERT: Grade 04 does not have enough credits planned.</small>	Grade: 05 0.0 / 1.0 <small>ALERT: Grade 05 does not have enough credits planned.</small>
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Elementary (0.0 / 6.0)

0.0 / 1.0	0.0 / 1.0	0.0 / 1.0	0.0 / 1.0	0.0 / 1.0	0.0 / 1.0
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ALERT: Not enough credits selected in Elementary to meet the minimum plan requirements.

Non-credit

<ul style="list-style-type: none">x 1050220 ELA Kindergartenx 2000220 Math Kindergartenx 3000220Y Science Kindergartenx 4000220Y Social Studies Kinderx 5200220K General Music Kinderx 5400220K Visual Arts Kindergartenx 6020220K PE Kindergartenx 9910220W Conductx 9932920YK Homeroom Kindergarten	<ul style="list-style-type: none">x 1051220 ELA Grade 1x 2001220 Math Grade 1x 3001220Y Science Grade 1x 4001220 Social Studies Gr 1x 52012201 General Music Gr 1x 54012201 Visual Arts Grade 1x 60212201 PE Grade 1x 9932920Y1 Homeroom Grade 1	<ul style="list-style-type: none">x 1052220 ELA Grade 2x 2002220 Math Grade 2x 3002220Y Science Grade 2x 4002220Y Social Studies Gr 2x 52022202 General Music Gr 2x 54022202 Visual Arts Grade 2x 60222202 PE Grade 2x 9932920Y2 Homeroom Grade 2	<ul style="list-style-type: none">x 1053220 ELA Grade 3x 2003220 Math Grade 3x 3003220Y Science Grade 3x 4003220Y Social Studies Gr 3x 52032203 General Music Gr 3x 54032203 Visual Arts Grade 3x 60232203 PE Grade 3x 9932920Y3 Homeroom Grade 3	<ul style="list-style-type: none">x 1054220 ELA Grade 4x 2004220 Math Grade 4x 3004220 Science Grade 4x 4004220 Social Studies Gr 4x 52042204 General Music Gr 4x 54042204 Visual Arts Grade 4x 60242204 PE Grade 4x 9932920Y4 Homeroom Grade 4	<ul style="list-style-type: none">x 1055220 ELA Grade 5x 2005220 Math Grade 5x 3005220 Science Grade 5x 4005220Y Social Studies Gr 5x 52052205 General Music Gr 5x 5405220 Visual Arts Grade 5x 60252205 PE Grade 5x 9932920Y5 Homeroom Grade 5
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Grad Plan assignment will not impact the current year student schedule.

- A student may only be assigned to one graduation program at a time.
- Graduation plans can be updated manually or in batch if/when a student needs a different plan.
- Changing the student's graduation program does not change recorded data regarding things such as classes taken and grades earned.

Plans must be turned into requests in the future year. Use the [Course Plan Administration | Infinite Campus](#)

(<https://kb.infinitecampus.com/help/course-plan-admin>) tool to convert planned courses to requests.

Once planned courses are converted to requests, updates to requests can be completed using Requests & Rosters or Walk in Scheduler for individual students.