

Student Information

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Student Information

Review Student Enrollments

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

Clean Up Overlapping Enrollments

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

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

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

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

Verify Student Enrollments

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

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

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

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

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

Retention/Promotion Updates

- Summer School Retentions/Promotions are processed using the Summer Education Program (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/summer-education-program-summer-edcuation-program).
- See the Retentions/Promotions End of Summer (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/summerretentionpromotion) article for more information.
- If corrections are needed for retained or promoted students, refer to the Retention/Promotion Corrections (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/retentionpromotion-corrections) article.

Summer No Shows

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

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

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

Student Transfer Records

Navigation: Menu > Student Information > General > Records Transfer

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

Student Activity Roll Forward

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

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

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

Audit Program Participation

Program Start/End Dates

- Review program start and end dates and update/add as necessary.

- Review the NCSIS Program Entry (https://go.ncdpi.gov/8adgs) presentation for information on specific programs and how to import program information.

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

Graduation and Academic programs can be added in batch.

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

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

Audit Student Flags

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

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