

Summer School

06/29/2026 2:06 pm EDT

End Summer School

Add Transcript Records

Navigation: Menu > Student Information > General > Transcript

- Courses completed during the summer should be added to student's transcript. This can be added manually or if enrolled in a summer school calendar and scheduled into courses, using the Transcript Post Wizard | Infinite Campus (https://kb.infinitecampus.com/help/transcript-post).
    - Any student that completes instruction over the summer must have a Summer Education Program.
- Refer to the Adding Transcript Grades (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/adding-transcript-grades) article for reminders on entering/editing transcript data for North Carolina.
- Follow local PSU procedures for processing Grade Suppressions as necessary. See the Suppressed Grades (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/adding-transcript-grades#SuppressedGrades) article for more information.
- For any transcript records that have been added or updated, use the Calculate On Track Status | Infinite Campus (https://kb.infinitecampus.com/help/course-plan-admin#calculate-on-track-status) to update student's progress in the NCSIS.
- Use the Transcript Batch Report | Infinite Campus (https://kb.infinitecampus.com/help/transcript-batch-report) to run transcripts in batch and review information as needed.

Summer Education Programs

- Enter Summer Education programs for all students that attended instructional time.
- Use the Summer Education Program (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/summer-education-program-summer-edcuation-program) article for more information.
- Ensure that the program reflects the correct end status of promotion, retention or graduation.

Read to Achieve Programs (if applicable)

- Enter Attendance for RtA programs.
- See the Reading Camp Attendance and Performance (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/reading-camp-attendance-performance) article for more information.

Closing out Summer School Calendars

- Refer to the Ending Summer School (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/ending-summer-school) articles to end student enrollment and staff district assignments.
- Refer to the Summer Graduate (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/summer-graduate) article to process summer graduates.



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