Summer End Enrollments

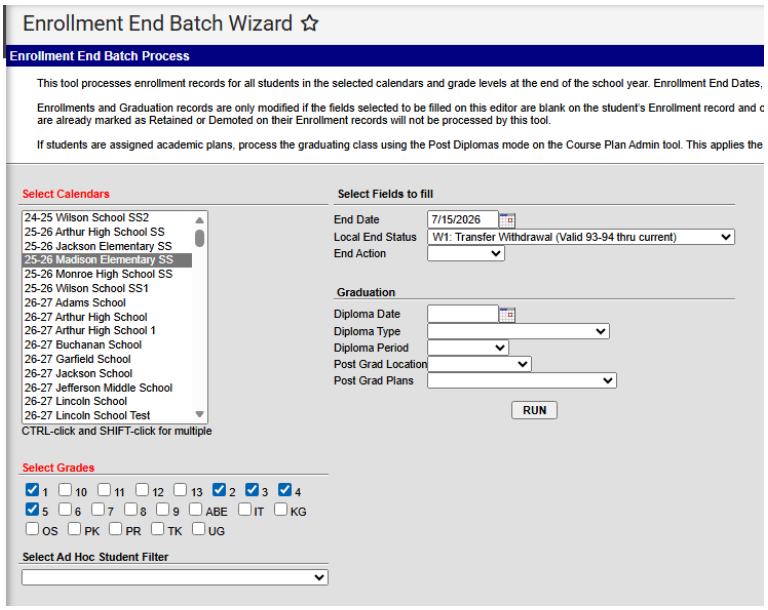
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Summer School End Enrollments

End Summer School Student Enrollments (Batch)

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

- Run the Enrollment End Batch | Infinite Campus (https://kb.infinitecampus.com/help/enrollment-end-batch) process to end enrollments for all students. Students with existing end dates and end statuses will not be changed when running this process.
- The End Date should be the **last instructional day** of the summer school calendar.
- Select **W1: Transfer Withdrawal** as the local end status.

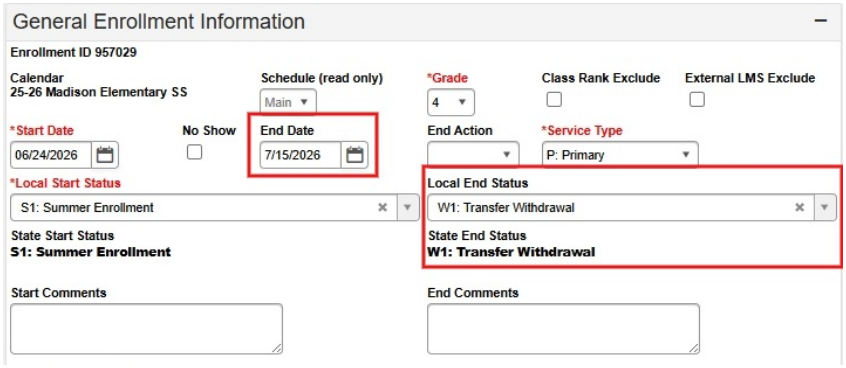


If a student's status changes from Retention to Promotion or Graduation, update the next year enrollment as needed.

End Summer School Student Enrollments (Individual)

Navigation: Menu > Student Information > General > Enrollments

- Select the Summer School Enrollment record.
- Enter End Date of the **last instructional day** of the summer school calendar.
- Enter the local end status of **W1: Transfer Withdrawal.**
- Enter **End Comments** (optional).
- Click **Save** to update the record.



If a student's status changes from Retention to Promotion or Graduation, update the next year enrollment as needed.

Summer No Show Process

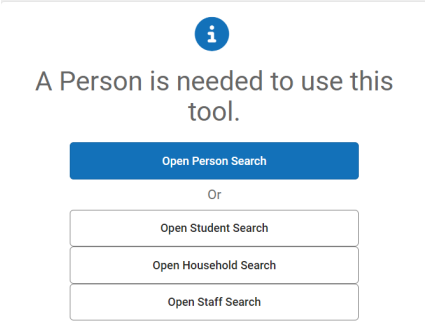
Use the Summer No Show Process when a student's enrollment ends after the previous school year, but before the new school year begins.

- Follow all guidelines for withdrawing students in accordance with the SASA (https://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/student-accounting#SASAManual-1394)Manual (https://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/student-accounting#SASAManual-1394) and your local PSU procedures.
- If the student is transferring outside of the PSU, end All Student Programs. See the Programs (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/programs) articles for more information.
- Process the student's enrollment as a **No Show.**
- Refer to the steps in the No Show Start of School (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/no-show-process-start-of-school) article for the steps to end the student's enrollment for the current school year.

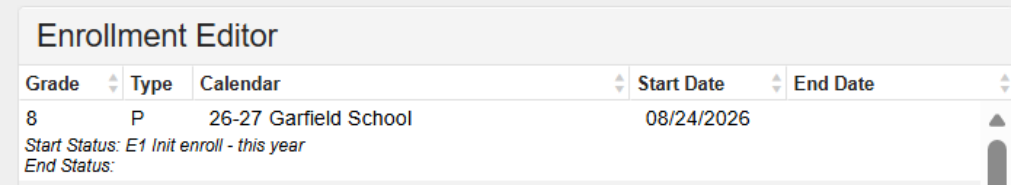
Navigation: Menu > Search Student > Student Information > General > Enrollments

- **Select a Student:** If a student is not selected, click Open Student Search tool to search by the student's name. Search for student's using advanced searches or Ad Hoc Filters as needed. Select the student's name to open

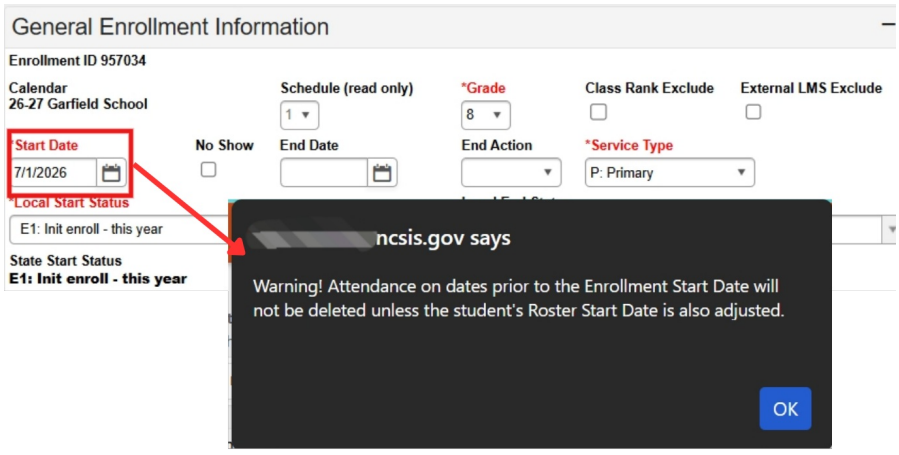
the Enrollments tool. If a student was already selected, the Enrollments tool will open automatically.



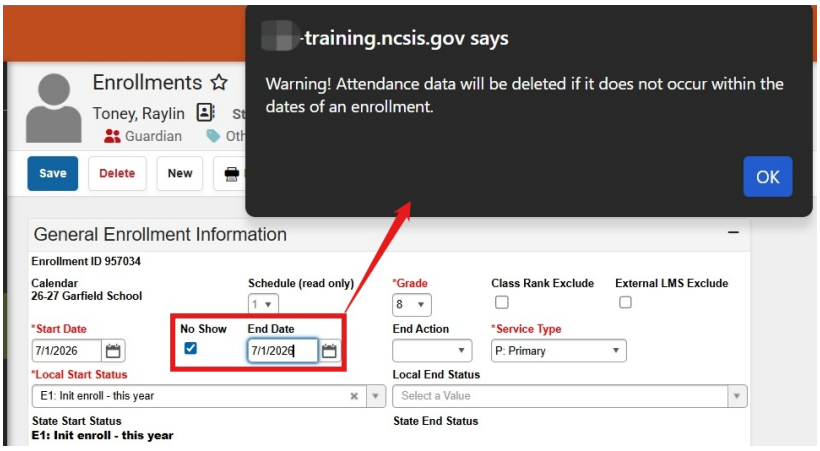
- Select the student's **Current Enrollment**.



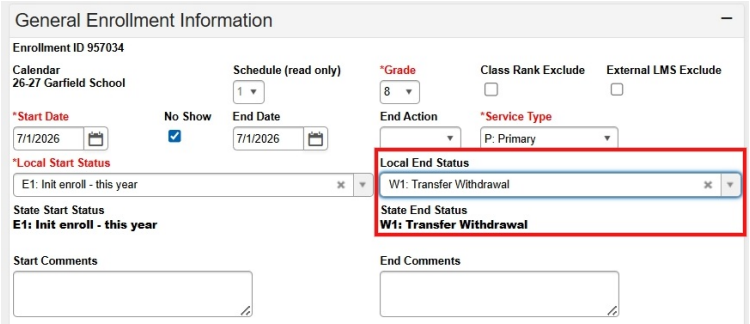
- Change the Start Date to **7/1/YYYY**. A warning message will appear that attendance will be deleted. Click **OK** to close the warning message.



- Check the **No Show** checkbox.
- Add an End Date of **7/1/YYYY**. A warning message will appear that attendance will be deleted. Click **OK** to close the warning message.



- Enter a **Local End Status** that reflects the appropriate status based on the student's withdrawal situation. Refer to the SASA (https://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/student-accounting#SASAManual-1394)Manual (https://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/student-accounting#SASAManual-1394) to ensure the correct end status code is used.
- Use **End Comments** to provide additional details regarding the student's withdrawal in the NCSIS. (optional)
- Click **Save** to update the record.



If a student returns during the school year following a summer no-show record, add a new enrollment following the Student Enrollment Checklist (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/enrollment-checklist).