

Summer School End Enrollments

06/29/2026 3:16 pm EDT

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.


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 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

<p style="font-size: x-small; margin: 0;">Select Calendars</p> <div style="border: 1px solid #ccc; padding: 2px; font-size: x-small;"> <ul style="list-style-type: none"> 24-25 Wilson School SS2 25-26 Arthur High School SS 25-26 Jackson Elementary SS <li style="background-color: #e0e0e0;">25-26 Madison Elementary SS 25-26 Monroe High School SS 25-26 Wilson School SS1 26-27 Adams School 26-27 Arthur High School 26-27 Arthur High School 1 26-27 Buchanan School 26-27 Garfield School 26-27 Jackson School 26-27 Jefferson Middle School 26-27 Lincoln School 26-27 Lincoln School Test </div> <p style="font-size: x-small; margin-top: 5px;">CTRL-click and SHIFT-click for multiple</p> <p style="font-size: x-small; margin: 0;">Select Grades</p> <div style="font-size: x-small;"> <input checked="" type="checkbox"/> 1 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12 <input type="checkbox"/> 13 <input checked="" type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 <input checked="" type="checkbox"/> 4 <input checked="" type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> ABE <input type="checkbox"/> IT <input type="checkbox"/> KG <input type="checkbox"/> OS <input type="checkbox"/> PK <input type="checkbox"/> PR <input type="checkbox"/> TK <input type="checkbox"/> UG </div> <p style="font-size: x-small; margin: 0;">Select Ad Hoc Student Filter</p> <div style="border: 1px solid #ccc; padding: 2px; font-size: x-small;"> <input type="text"/> </div>	<p style="font-size: x-small; margin: 0;">Select Fields to fill</p> <div style="font-size: x-small;"> <p>End Date <input type="text" value="7/15/2026"/></p> <p>Local End Status <input type="text" value="W1: Transfer Withdrawal (Valid 93-94 thru current)"/></p> <p>End Action <input type="text"/></p> </div> <p style="font-size: x-small; margin: 0;">Graduation</p> <div style="font-size: x-small;"> <p>Diploma Date <input type="text"/></p> <p>Diploma Type <input type="text"/></p> <p>Diploma Period <input type="text"/></p> <p>Post Grad Location <input type="text"/></p> <p>Post Grad Plans <input type="text"/></p> </div> <p style="text-align: center; margin-top: 5px;"><input type="button" value="RUN"/></p>
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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)

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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.

The screenshot shows the 'General Enrollment Information' form for Enrollment ID 957029. The form includes fields for Start Date (06/24/2026), End Date (7/15/2026), Local Start Status (S1: Summer Enrollment), and Local End Status (W1: Transfer Withdrawal). The End Date and Local End Status fields are highlighted with red boxes. Other fields include Grade (4), Service Type (P: Primary), and various exclusion checkboxes.

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