During School Year

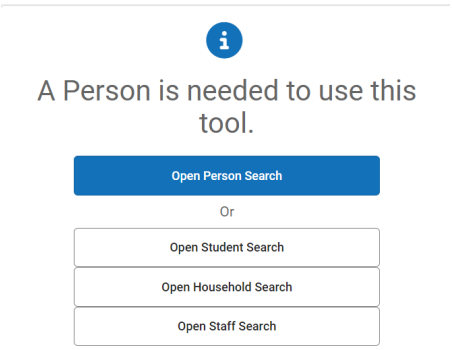
09/11/2026 6:45 am EDT

End Enrollments During School Year

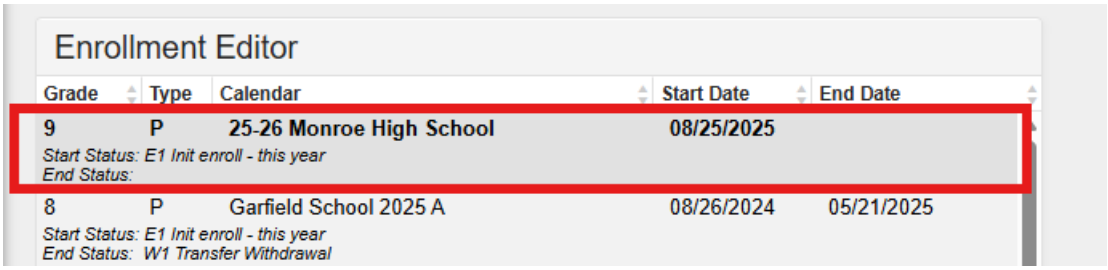
Follow all policies from the SASA (https://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/student-accounting#SASAManual-1394) Manual (https://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/student-accounting#SASAManual-1394) and any PSU guidelines when withdrawing a student. The End Enrollment Checklist (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/student-end-enrollment-checklist) provides some suggested tasks and reports to complete before ending the enrollment in the NCSIS. Be sure all tasks and reports are completed prior to ending enrollments for the student.

Navigation: Menu > Student Information > General > Enrollment

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



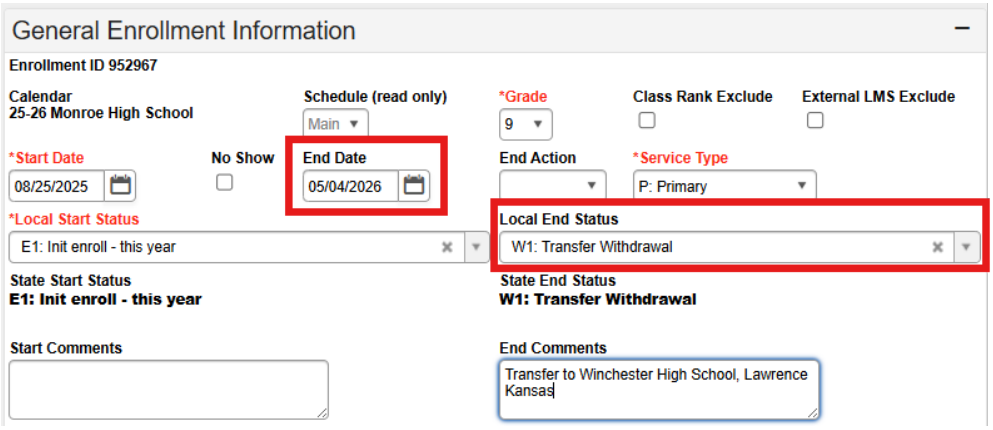
- Select the correct **Enrollment** record.



- Enter the **End Date** as the **last instructional day** the student was present.
- Select a **Local End Status** (ref. SASA manual (https://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-

services/student-accounting#SASAManual-1394) for End Status codes).

- Enter **End Comments** (optional).
- Click **Save** to update the record.



The student's enrollment is now ended, and the student's rosters have an end date of the same date as the enrollment. Follow any local processes for communicating the withdrawal as necessary. Remember to document the withdrawal on the manual Entry/Withdrawal log.

> If a student did not attend the school after the enrollment was created in NCSIS, follow the " no-show (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/no-show-process-start-of-school#noshow)" process using 7/1/YYYY as both the enrollment start and end date.

End Program Participation (if applicable)

When ending a program during the school year the end date will be the same as the end enrollment date. See chart below for information on ending different state programs. Remember to follow PSU guidance on ending local programs.

See the NCSIS Program Entry presentation for information on programs: https://go.ncdpi.gov/8adgs

Program Name	Pathway	Out of PSU Transfer End Date?	Transfers via Records Transfer?	EOY End Date (6/30)?
3-Year Grad	*Student Information > General > Flags*	Yes	No	
ALPS	*Student Information > State Programs > ALPS*	Yes	Yes	

Program Name	Pathway	Out of PSU Transfer End Date?	Transfers via Records Transfer?	EOY End Date (6/30)?
CTE	*Student Information > Program Participation > CTE*	No (view only)	Yes	
Crisis Event	*Student Information > State Programs > Crisis Event (use only when guidance from DPI is provided)*	Yes	Yes	
Digital Learning Dashboard	*Student Information > State Programs > Digital Learning Dashboard*	Yes	Yes	Yes
Dropout	*Student Information > State Programs > Dropout*	No (unless student returns to school or an exemption code is selected)	Yes	
Early Learning	*Student Information > Program Participation > Early Learning*	Yes	Yes	
English Learners (EL)	*Student Information > English Learners > English Learners (EL)*	No	Yes	
Exceptional Children (EC)	*Student Information > Special Ed > Exceptional Children (EC) Data*	No	No	
FERPA	*Student Information > Program Participation > FERPA*	Yes	Yes	Yes
Foster Care	*Student Information > Program Participation > Foster Care*	Yes	Yes	
Gifted (AIG)	*Student Information > Program Participation > Gifted (AIG)*	Yes	Yes	
Homeless	*Student Information > Program Participation > Homeless*	Yes	Yes	Yes
Migrant	*Student Information > General > Flags*	No (all data handled at State Level)	Yes	
Military Connections	*Census > People > Military Connections*	Yes	Yes	

Program Name	Pathway	Out of PSU Transfer End Date?	Transfers via Records Transfer?	EOY End Date (6/30)?
Pregnant and Parenting	*Student Information > State Programs > Pregnant and Parenting*	Yes	Yes	
Read to Achieve	*Student Information > State Programs > Read to Achieve*	Yes	Yes	Yes
Section 504	*Student Information > Program Participation > Section 504*	Yes	Yes	
Summer Education	*Student Information > State Programs > Summer Education*	No (would not be appropriate during the school year)	Yes	
TAS	*Student Information > General > Flags*	Yes	No	
Title VI	*Student Information > Program Participation > Title Funded Programs*	Yes	Yes	
XG	*Student Information > General > Flags*	Yes	No	

Release Records (if applicable)

Navigation: Menu > Student Information > General > Records Transfer

- Process all pending **Records Transfer** requests by releasing student records to the requesting school.
- See Student Records Transfer Process | Infinite Campus (https://kb.infinitecampus.com/help/student-records-transfer-process#respond-to-records-transfer-request) for more information.