

During School Year

09/10/2026 10:43 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) (<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) (<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) (<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.



A Person is needed to use this tool.

Open Person Search

Or

Open Student Search

Open Household Search

Open Staff Search

- Select the correct **Enrollment** record.

Grade	Type	Calendar	Start Date	End Date
9	P	25-26 Monroe High School	08/25/2025	
Start Status: E1 Init enroll - this year End Status:				
8	P	Garfield School 2025 A	08/26/2024	05/21/2025
Start Status: E1 Init enroll - this year End Status: W1 Transfer Withdrawal				

- 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-) (<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.

General Enrollment Information

Enrollment ID 952967

Calendar 25-26 Monroe High School

Schedule (read only) Main

*Grade 9

Class Rank Exclude ☐

External LMS Exclude ☐

*Start Date 08/25/2025

No Show ☐

End Date 05/04/2026

End Action

*Service Type P: Primary

*Local Start Status E1: Init enroll - this year

Local End Status W1: Transfer Withdrawal

State Start Status E1: Init enroll - this year

State End Status W1: Transfer Withdrawal

Start Comments

End Comments Transfer to Winchester High School, Lawrence Kansas

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.

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	During School Year when a student transfers to another PSU does an end date need to be entered in the Program?	Does information transfer with the Records Transfer?	At end of school year is the program ended with a date of 6/30/XX for all students?
3-Year Grad	<i>Student Information > General > Flags</i>	Yes	No	
ALPS	<i>Student Information > State Programs > ALPS</i>	Yes	Yes	
CTE	<i>Student Information > Program Participation > CTE</i>	No (view only)	Yes	

Program Name	Pathway	During School Year when a student transfers to another PSU does an end date need to be entered in the Program?	Does information transfer with the Records Transfer?	At end of school year is the program ended with a date of 6/30/XX for all students?
Crisis Event	<i>Student Information > State Programs > Crisis Event (use only when guidance from DPI is provided)</i>	Yes	Yes	
Digital Learning Dashboard	<i>Student Information > State Programs > Digital Learning Dashboard</i>	Yes	Yes	Yes
Dropout	<i>Student Information > State Programs > Dropout</i>	No (unless student returns to school or an exemption code is selected)	Yes	
Early Learning	<i>Student Information > Program Participation > Early Learning</i>	Yes	Yes	
English Learners (EL)	<i>Student Information > English Learners > English Learners (EL)</i>	No	Yes	
Exceptional Children (EC)	<i>Student Information > Special Ed > Exceptional Children (EC) Data</i>	No	No	
FERPA	<i>Student Information > Program Participation > FERPA</i>	Yes	Yes	Yes
Foster Care	<i>Student Information > Program Participation > Foster Care</i>	Yes	Yes	
Gifted (AIG)	<i>Student Information > Program Participation > Gifted (AIG)</i>	Yes	Yes	

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Homeless	<i>Student Information > Program Participation > Homeless</i>	Yes	Yes	Yes
Migrant	<i>Student Information > General > Flags</i>	No (all data handled at State Level)	Yes	
Military Connections	<i>Census > People > Military Connections</i>	Yes	Yes	
Pregnant and Parenting	<i>Student Information > State Programs > Pregnant and Parenting</i>	Yes	Yes	
Read to Achieve	<i>Student Information > State Programs > Read to Achieve</i>	Yes	Yes	Yes
Section 504	<i>Student Information > Program Participation > Section 504</i>	Yes	Yes	
Summer Education	<i>Student Information > State Programs > Summer Education</i>	No (would not be appropriate during the school year)	Yes	
TAS	<i>Student Information > General > Flags</i>	Yes	No	
Title VI	<i>Student Information > Program Participation > Title Funded Programs</i>	Yes	Yes	
XG	<i>Student Information > General > Flags</i>	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) (<https://kb.infinitecampus.com/help/student-records-transfer-process#respond-to-records-transfer-request>) for more information.

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