

End Summer School

06/29/2026 2:06 pm EDT

Add Transcript Records

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- 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) (<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) (<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 GradeSuppressions as necessary. See the [Suppressed Grades](https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/adding-transcript-grades#SuppressedGrades) (<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) (<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) (<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-education-program) (<https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/summer-education-program-summer-education-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) (<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) (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) (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/summer-graduate) article to process summer graduates.



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