

# Adding Summer Grades

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Summer grades should be entered following the guidelines [Transcripts | Infinite Campus](https://kb.infinitecampus.com/help/transcripts) (<https://kb.infinitecampus.com/help/transcripts>) article. If Summer School calendars were utilized and grades were entered, the [Transcript Post Wizard | Infinite Campus](https://kb.infinitecampus.com/help/transcript-post) (<https://kb.infinitecampus.com/help/transcript-post>) tool can be used to post final grades.

Refer to the information below for key points related to NC information when adding transcript grades.

**Navigation:** [Select Student](#) > [Student Information](#) > [General](#) > [Transcripts](#)

## School Information

|             |                                                                      |                                                                                                                                                                                                       |
|-------------|----------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| School Year | Select the school year in which the grade was earned.                | Example. A student just completed the 23-24 school year and completed a XR: CREDIT RECOVERY NC MATH 1 course prior to the 24-25 school year. The school year in the transcript detail would be 23-24. |
| Grade       | Select the grade level the student was in when the grade was earned. | Example: A student was considered in grade 10 when the credit was earned, the grade level would be 10.                                                                                                |

## Course Information

|             |                                                               |                                                                                                                                                                |
|-------------|---------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Date        | The date should be the date the student completed the course. | Example: A student completed summer school on July 10th, 2024. The date would reflect 7/10/2024.                                                               |
| Actual Term | Enter the last term from the previous school year.            | Example: The last term for the 23-24 school year was Semester 2. Posted transcript grades receive a 4 actual term. The summer grade would reflect a 4 as well. |

## Other Information

|                          |                                                                                                                                                                          |
|--------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Repeat Course            | <p>If the course is a repeated course, check this box.</p> <p><i>*Note: Checking this box will place an "R" on the transcript if listed on a High School course.</i></p> |
| UNC Minimum Requirements | If the course is part of UNC Requirements, check this box.                                                                                                               |

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