

Graduating Seniors Process (Massachusetts)

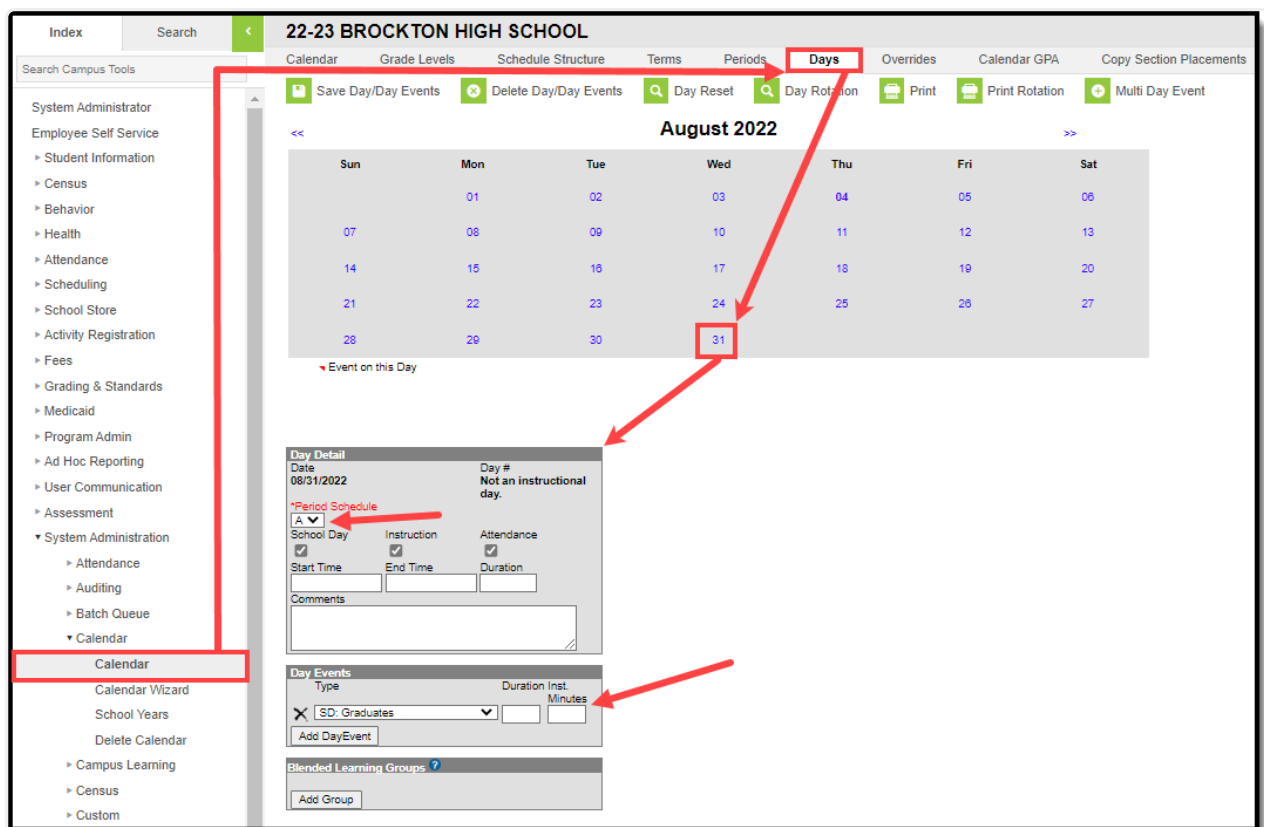
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This article describes the process for properly graduating a student.

Step 1. Setup Graduation Day Event

The first step is to :

1. Navigate to the **Days tab** (System Administration > Calendar > Calendar > Days)
2. Select the day of graduation. The Day Detail editor will appear.
3. Select the **Period Schedule**.
4. Click **Add Day Event**.
5. Select *SD: Graduates*.
6. Click **Save**. Move on to Step 2 of this article.



The screenshot shows the Infinite Campus interface for 22-23 BROCKTON HIGH SCHOOL. The 'Days' tab is selected in the top navigation bar. The calendar for August 2022 is displayed, with the date 31 highlighted. The 'Day Detail' form is open for 08/31/2022, showing the 'Period Schedule' dropdown and the 'Add Day Event' button. The 'Day Events' section shows the 'SD: Graduates' option selected.

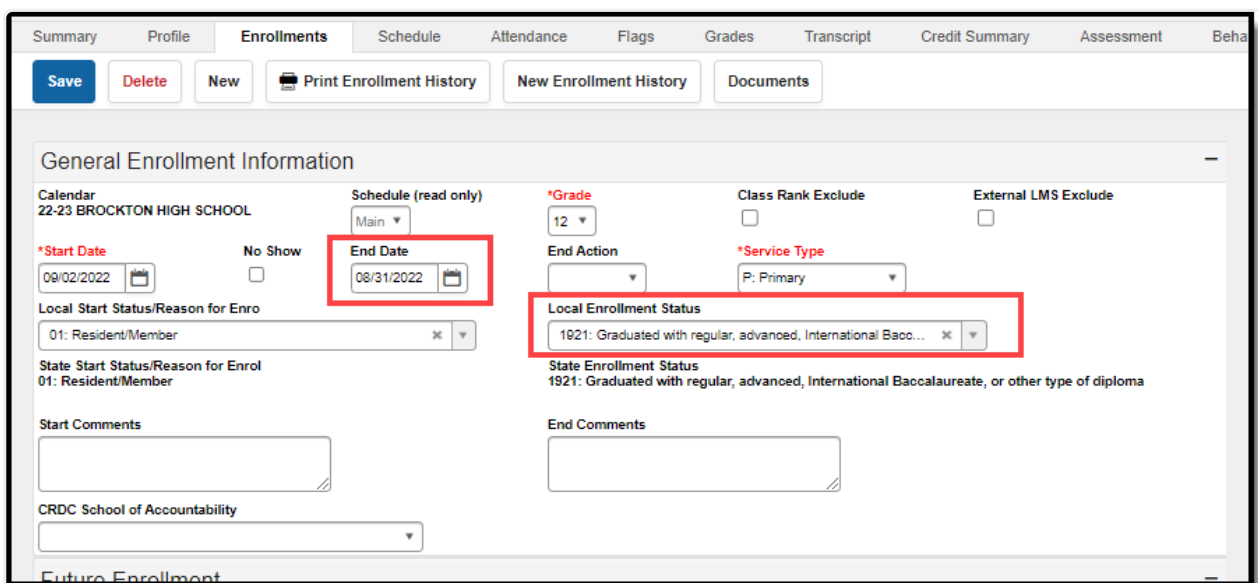
Setup Graduation Day Event

Step 2. Setup Up the Graduating Student

On the student's last day, enter the following information on their enrollment record:

1. Navigate to the student's enrollment record (Student Information > General > Enrollments).
2. Set the **End Date** to the same day as the Graduates day event you setup in Step 1.
3. Set the **Local Enrollment Status** to *1921: Graduated with regular, advanced, international Baccalaureate, or other type of diploma* **OR** *1928: Completed grade 12, but did not meet all graduation requirements*
4. Select **Save**.

When the End Date is entered on the enrollment, a roster end date will be entered for all the courses a student is rostered into. Because a roster end date is entered, the courses will show as dropped on the end date in the Parent/Student Portal. This is expected behavior and is the direction Infinite Campus recommends to ensure proper functionality and state reporting.



The screenshot displays the 'Enrollments' tab in the Infinite Campus system. The form is for a student at '22-23 BROCKTON HIGH SCHOOL'. Key fields include:

- *Start Date:** 09/02/2022
- End Date:** 08/31/2022 (highlighted with a red box)
- *Grade:** 12
- Local Enrollment Status:** 1921: Graduated with regular, advanced, International Baccalaureate, or other type of diploma (highlighted with a red box)
- State Enrollment Status:** 1921: Graduated with regular, advanced, International Baccalaureate, or other type of diploma

Setting up Graduating Student