Graduating Seniors Process (Massachusetts)

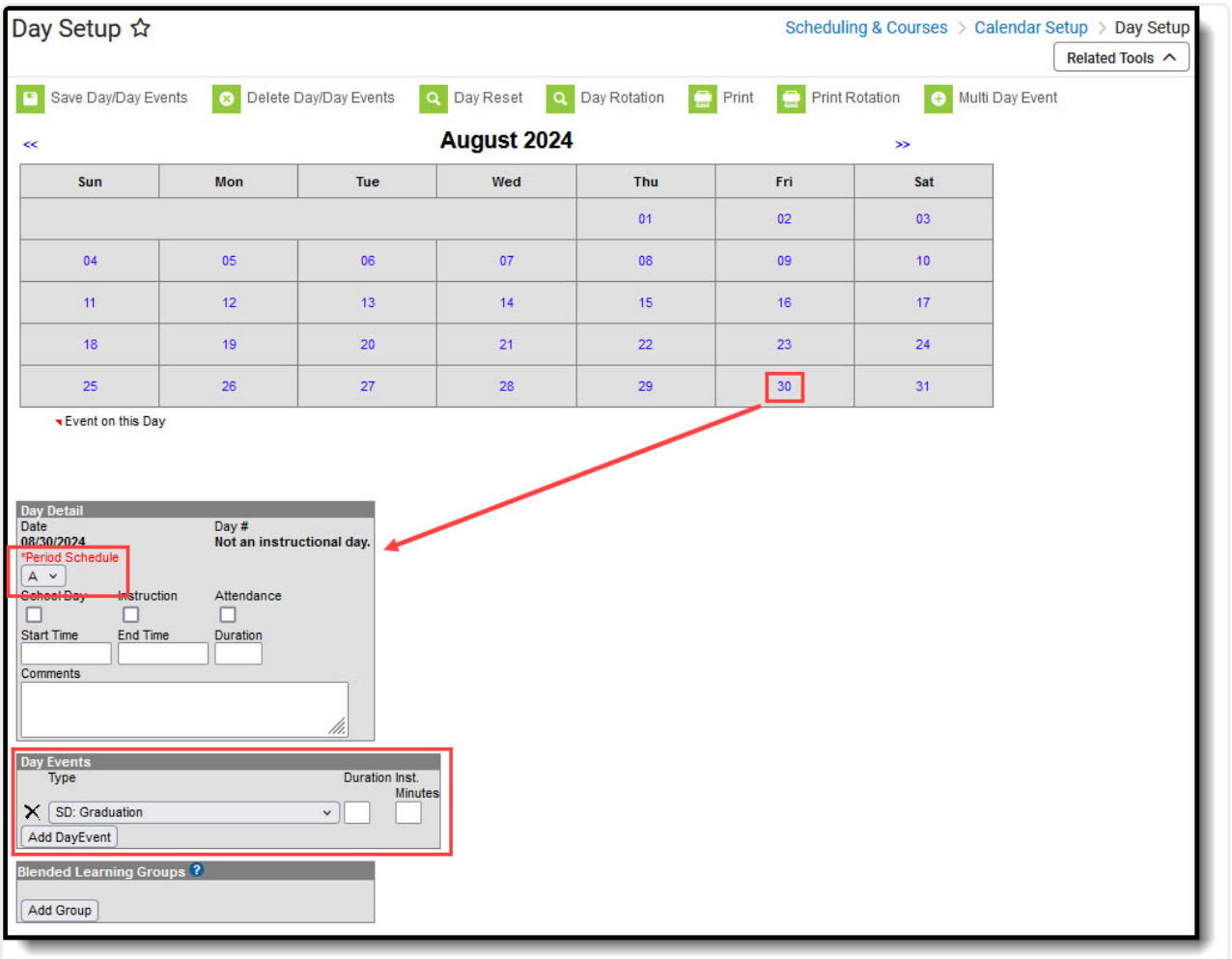
Last Modified on 01/22/2026 3:40 pm CST

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 tool (Calendar Setup > Day Setup)
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.



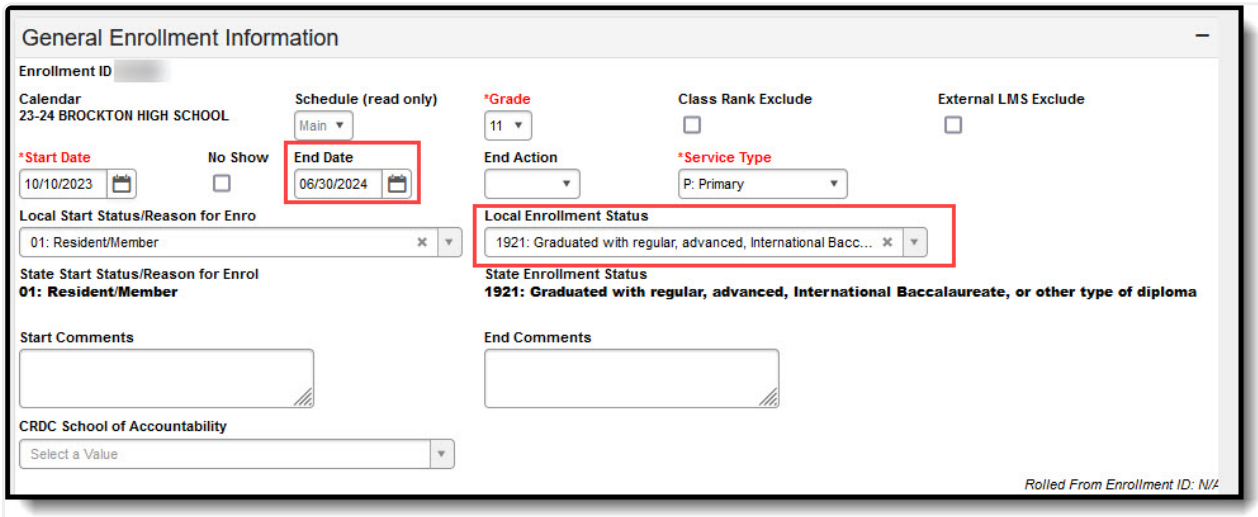
Setup Graduation Day Event

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.
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.



Setting up Graduating Student