

# 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 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.

Day Setup ☆

Scheduling & Courses > Calendar Setup > Day Setup

Related Tools ^

Save Day/Day Events

Delete Day/Day Events

Day Reset

Day Rotation

Print

Print Rotation

Multi Day Event

<< August 2024 >>

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				01	02	03
04	05	06	07	08	09	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

▼ Event on this Day

Day Detail

Date

08/30/2024

Day #

Not an instructional day.

\*Period Schedule

A

School Day

Instruction

Attendance

Start Time

End Time

Duration

Comments

Day Events

Type

SD: Graduation

Duration Inst.

Minutes

Add DayEvent

Blended Learning Groups ?

Add Group

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.

General Enrollment Information

Enrollment ID

Calendar  
23-24 BROCKTON HIGH SCHOOL

Schedule (read only)  
Main

\*Grade  
11

Class Rank Exclude

External LMS Exclude

\*Start Date  
10/10/2023

No Show

End Date  
06/30/2024

End Action

\*Service Type  
P. Primary

Local Start Status/Reason for Enro  
01: Resident/Member

Local Enrollment Status  
1921: Graduated with regular, advanced, International Bacc...

State Start Status/Reason for Enrol  
01: Resident/Member

State Enrollment Status  
1921: Graduated with regular, advanced, International Baccalaureate, or other type of diploma

Start Comments

End Comments

CRDC School of Accountability  
Select a Value

Rolled From Enrollment ID: N/A

Setting up Graduating Student