

# 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.

The screenshot shows the 'Day Setup' interface. At the top, there are navigation links: 'Scheduling & Courses > Calendar Setup > Day Setup' and a 'Related Tools' dropdown. Below the navigation are several action buttons: 'Save Day/Day Events', 'Delete Day/Day Events', 'Day Reset', 'Day Rotation', 'Print', 'Print Rotation', and 'Multi Day Event'. The main area displays a calendar for August 2024. The date '30' is highlighted with a red box. Below the calendar, there is a 'Day Detail' editor. The 'Date' is '08/30/2024' and the 'Day #' is 'Not an instructional day.'. The 'Period Schedule' dropdown is set to 'A'. Below this, there are checkboxes for 'School Day', 'Instruction', and 'Attendance'. There are also input fields for 'Start Time', 'End Time', and 'Duration'. A 'Comments' text area is also present. Below the 'Day Detail' editor is the 'Day Events' section, which has a dropdown menu set to 'SD: Graduation' and an 'Add DayEvent' button. At the bottom, there is a 'Blended Learning Groups' section with an 'Add Group' button.

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: [REDACTED]

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: [REDACTED]

\*Service Type: P. Primary

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

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

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: [REDACTED]

End Comments: [REDACTED]

CRDC School of Accountability: Select a Value

Rolled From Enrollment ID: N/A

Setting up Graduating Student