

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

Period A

School Day Instruction Attendance

Start Time End Time Duration

Comments

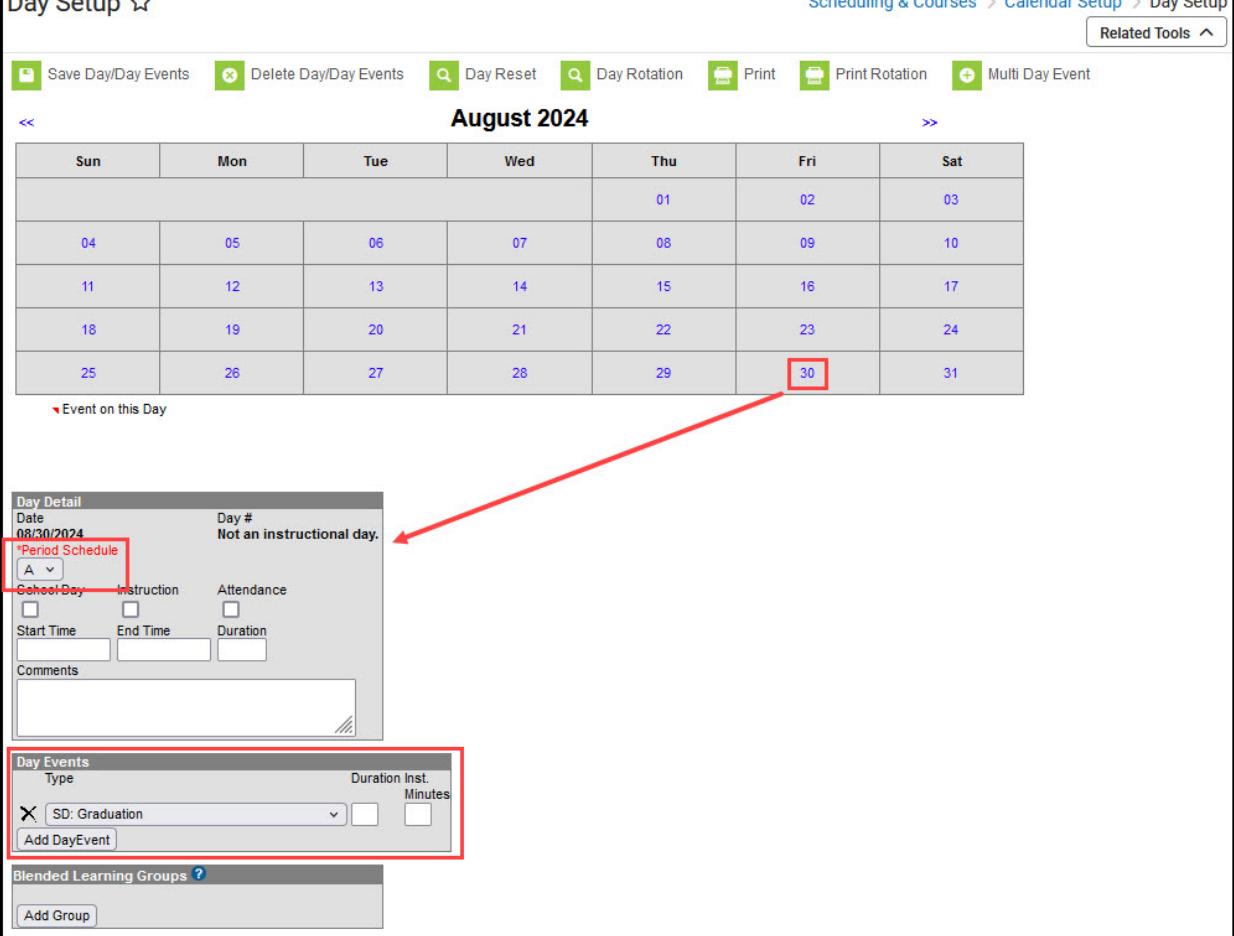
Day Events

Type Duration Inst. Minutes

SD: Graduation 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					
State Start Status/Reason for Enrol 01: Resident/Member					
Start Comments	End Comments				
CRDC School of Accountability Select a Value					
1921: Graduated with regular, advanced, International Bacc... 1928: Completed grade 12, but did not meet all graduation requirements					
State Enrollment Status 1921: Graduated with regular, advanced, International Baccalaureate, or other type of diploma					
Rolled From Enrollment ID: N/A					

Setting up Graduating Student