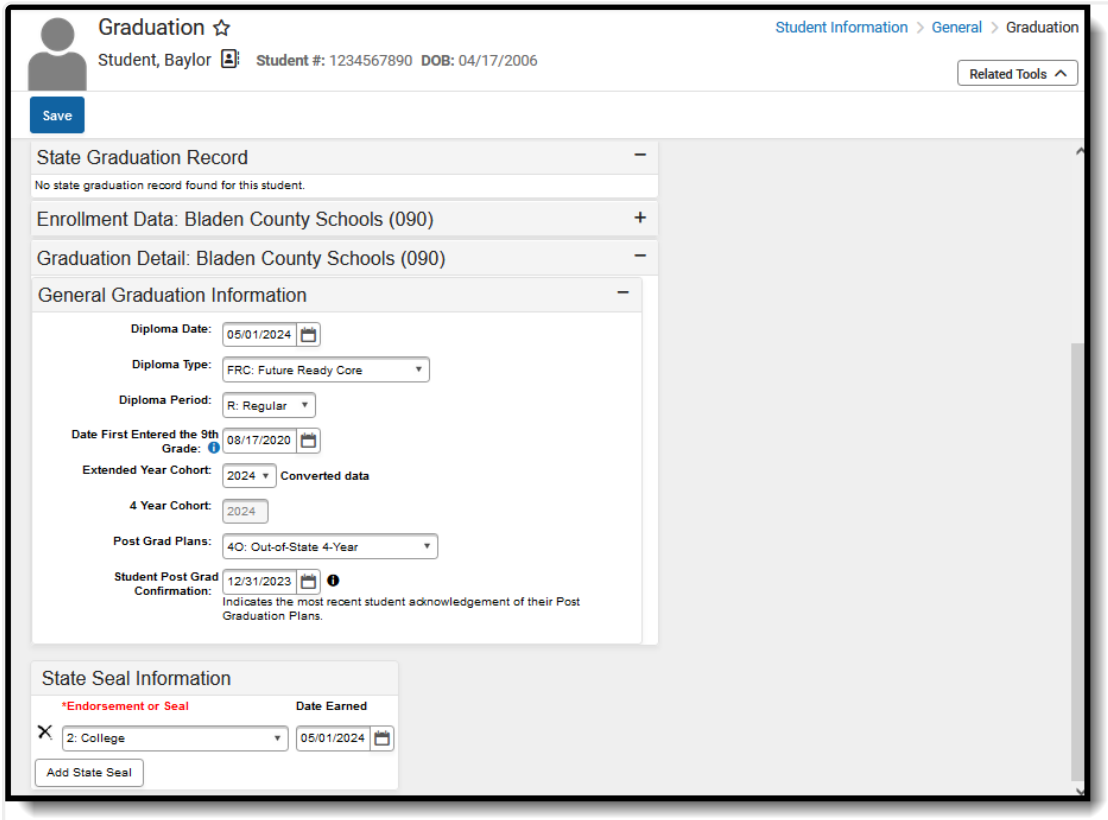
Graduation (North Carolina)

Last Modified on 08/21/2026 9:22 am CDT

Tool Search: Graduation

The Graduation record allows districts to track graduation information used in state reporting, Cohort Graduation Rate determinations, and report cards. This tool also allows districts to track when a student first entered ninth grade and calculate their expected graduation date.



Student Graduation Record

The District Edition user interface displays one graduation record for each student on the Graduation tool.

The Graduation record contains the same information at the district and state levels. Data entered or modified at the district level syncs to the state level. However, changes made at the state level do NOT sync to the district and are NOT reflected in district-level data.

Refer to the Graduation Scenarios and Logic section for information.

Enrollment Data

The Enrollment Data section repeats the information from the student's General Enrollment Information editor. It cannot be modified from the Graduation tool.

Deletion of Graduation Data

When the student's last enrollment record in the district is deleted, the entire graduation record is also deleted.

When the last enrollment in grades 9-12 is deleted, the data in the following fields is also deleted:

- Grade 9 Date
- NGA Cohort End Year
- NCLB Cohort End Year

When a 9th grade enrollment record or enrollment history record is deleted:

- The auto-populated fields are recalculated using the data from the remaining 9th grade enrollment and enrollment histories.
- The auto-populated fields may update to a later date when the earliest 9th grade enrollment or history is deleted.

Warning messages display in the noted areas, indicating that graduation information is deleted. These messages display when modifying enrollment information.

- When a student's last enrollment record (the student only has one enrollment left) is deleted, graduation information is deleted.
- When a student's last 9-12 grade enrollment or enrollment history is deleted, existing graduation information is deleted.
- When saving an enrollment record for students who shouldn't have graduation data (i.e., students whose grade level is no longer in grades 9-12), the graduation data is deleted.

Addition of Graduation Data

When a student's enrollment record for grade 9 is created, a graduation record is also created. When a student is newly enrolled in a district after grade 9, the graduation record needs to be manually created.

Information can only be added for the above fields for students in grades 9-12. When the student is not enrolled in these grade levels, the graduation fields are grayed out, and the user cannot enter data.

When data exists for a student who is not enrolled in grades 9-12, the entered data can be seen but is not editable and is removed upon re-saving the Graduation record.

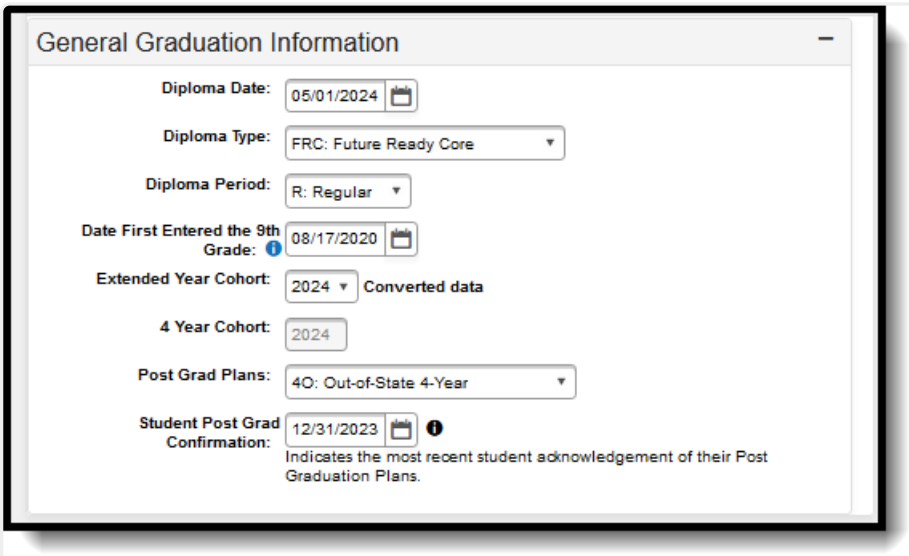
When changes are made to the 9th grade enrollment or enrollment history, all graduation records

are synced across all districts.

Changes made to the Date First Entered 9th grade are not accepted after the first time it is collected by the Office of Accountability and Testing for use in the Cohort Graduation Rate calculations without a data correction. Contact your system's testing coordinator for this process.

Graduation Detail

The Graduation Detail section lists the student's general graduation information (diploma date, NGA cohort information, etc.) and any required fields necessary for state reporting.



General Graduation Information

Enter Graduation Data

1. Enter the **Diploma Date** in *mmddyy* format or by selecting the Calendar icon and choosing a date.
2. Select a **Diploma Type** from the dropdown list.
3. Select a **Diploma Period** from the dropdown list.
4. Review the **Date First Entered the 9th Grade**. If missing, enter the date in *mmddyy* format or by selecting the Calendar icon and choosing a date. This date should match the **Start Date** listed in the Enrollment Data section. Students with missing Date First Entered the 9th Grade must have the date entered. The **NCLB Cohort End Year** auto-populates when the Date First Entered the 9th Grade field is completed. The NCLB Cohort End year is not authoritative for the 4-year cohort graduation rate.
5. Review the **NGA Cohort End Year**. This field auto-populates based on enrollment information. Overrides are allowed for users with proper tool rights. This is not authoritative for the 4-year cohort graduation rate.
6. Select the student's **Post Grad Location** from the dropdown list.
7. Select the student's **Post Grad Plans** from the dropdown list.
8. Enter (or verify) the date the student last confirmed their graduation plans in the **Student Post Grad Confirmation** field.
9. When applicable, enter the **State Seal Information**.

10. Select the **Save** icon when finished.

General Graduation Information

Field	Description
Diploma Date	Entered date (MMDDYY format) indicates when the student received their high school diploma or equivalent measure of achievement (GED, etc.).
Diploma Type	Selection indicates the received measure of achievement the student received upon high school graduation. • FRC: Future Ready Core • GWC: Graduated with Certificate This field prints on the student's Transcript as **Course of Study**.
Diploma Period	Selection indicates the time of year the student received the diploma. • M: Mid-Year • R: Regular • S: Summer The Graduation Data Verification Report uses this value to determine the Graduation Classifications. See the NCSIS Graduation articles for additional details.
Date First Entered the 9th Grade	Entered date (MMDDYY format) indicates when the student first entered the ninth grade. This date may also be auto-populated based on the student's enrollment or historical enrollment records. This year compares the enrollment start date for the student's 9th grade enrollment to a hard-coded July 1 to June 30 date range. The School Years setting on the Calendar is not used, the type of calendar (regular vs. summer school) is not referenced in the logic of this end year, and the type of enrollment (primary vs. partial vs. special education) is not referenced. In instances where a student's first enrollment in 9th grade falls into a Summer School calendar where the student is taking some required 9th grade courses during the summer, and the student is still in 9th grade in the fall of that year, the summer school date should be entered. When the student is taking 8th grade courses in the summer school calendar before being considered a 9th grader, the student would still be considered an 8th grader in the summer school calendar. Summer School calendars that begin in June (before July 1) are part of the previous school year (June 2024 calendars are part of the 2023-24 school year); summer school calendars that begin in July (on or after July 1) are part of the upcoming school year (July 2024 calendars are part of the 2024-25 school year).

Field	Description
NGA Cohort End Year	**This field is not used in North Carolina.** A year may be entered to track the 4-year cohort, but it is not authoritative.
NCLB Cohort End Year	This field is the end year of the four-year cohort used as part of NCLB legislation. It is auto-populated from the **Date First Entered the 9th Grade** field. **This field is not used in North Carolina.** The year is not authoritative for the cohort. Refer to the cohort year assigned by the Office of Accountability and Testing through the local testing coordinator. If the year does not match the authoritative source, a review should be completed to adjust the year in NCSIS or submit a data correction to request the year be changed.
Post Grad Plans	Selection indicates what the student is planning on doing after high school graduation. • 4O: Out-of-State 4-Year • 4P: Private In-State 4-Year • 4U: Public In-State 4-Year • 2O: Out-of-State 2-Year • CC: Community College In-State • OP: Other Postsecondary Training • MS: Military Service • EM: Employment • UN: Undecided/Other
Student Post Grad Confirmation	This field populates with the date the student last confirmed their post-graduation plans. • When the student reviews their academic plan in the Student Portal, this field automatically populates with that date. • When the student and their counselor review their academic plan, the counselor can populate this field with the meeting date.

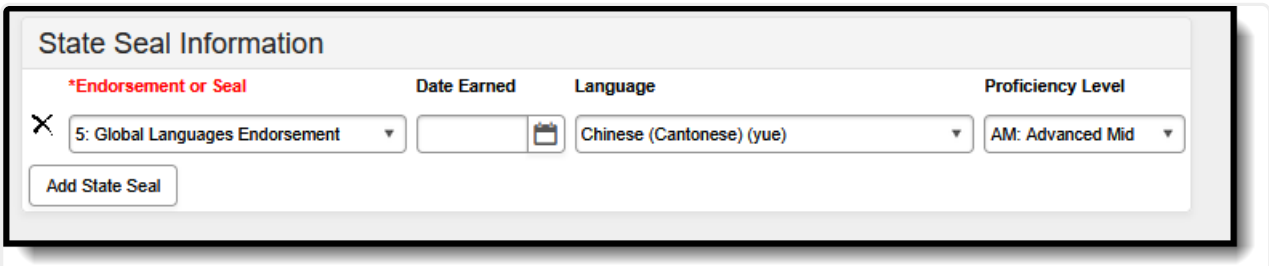
State Seal Information

The State Seal section allows the addition of graduation endorsements or seals to a student's graduation record. When a value is saved, this prints on the student Transcript in the Endorsements and Seals section.

Refer to the **High School Diploma Endorsements** descriptions on the North Carolina Department of Public Instruction site.

1. Select the student's **Endorsement or Seal**.

2. Enter the date the student earned the endorsement in the **Date Earned** field.
3. When the selected Endorsement or Seal is a **Global Language Endorsement**, select the appropriate **Language**.
4. When the selected Endorsement or Seal is a **Global Language Endorsement**, select the appropriate **Proficiency Level**.
5. When the student has more than one endorsement or seal, click the **Add State Seal** button and repeat steps 1 and 2.
6. Click **Save**.



Add a State Seal or Endorsement to the Graduation Record

State Seal information can be assigned to the Academic Program. When the student is assigned to that program and meets that requirement, the State Seal is automatically updated on the graduation record.

Graduation Scenarios and Logic

Click here to expand...

District Level Scenarios

The following scenarios apply to district-level information. When the district is part of a Campus State Edition product, the data syncs to the state to reflect existing information at the district level.

Scenario	Logic
Normal Promotion to Ninth Grade using Enrollment Roll Forward	When the Enrollment Roll Forward Wizard is used to move students from eighth to ninth grade, Graduation entries for all newly created ninth-grade enrollments calculates and populates the values for the Date First Entered the 9th Grade, NGA Cohort End Year and NCLB Cohort End Year fields.
Mid-Year Promotion by Manual Operation	When a user creates a ninth-grade enrollment for a student and ends the student's current enrollment record in eighth grade after the year has started, Campus calculates and populates the values for the Date First Entered the 9th Grade, NGA Cohort End Year and NCLB Cohort End Year fields for the student.

Scenario	Logic
Creation of Enrollment History Record	Upon creation of an Enrollment History record (entering enrollment information for previous years/grades), Campus calculates and populates the values for the Date First Entered the 9th Grade, NGA Cohort End Year and NCLB Cohort End Year fields for the student when a ninth-grade enrollment exists.

Cleanup Scenarios

If changes are necessary, a user must have proper rights to modify graduation fields.

Scenario	Logic
Modifications to Date first entered 9th grade and/or NGA Cohort End Year after District Imports Data	The appropriate determination field is set to user when a user modifies information.
Deletion of a 9th grade enrollment	When the district or state user deletes a ninth grade enrollment or Enrollment History record, the system does not delete data from the Date First Entered the 9th grade, NGA Cohort End Year or NCLB Cohort End Year fields. Users need to manually clear the data in the Date first Entered 9th Grade field to remove the cohort information.

Graduation Cohort Fields Logic and Validations

The cohort fields (NGA Cohort End Year, NCLB Cohort End Year and the cohortYearNGADetermination element) auto-populates for all of the following scenarios:

Scenario	Example	Comments
System detection of an existing ninth-grade enrollment(former or current) when a new enrollment is created.	Cohort fields are auto-populated when a student transfers districts within a state edition. The previous district's ninth grade enrollment records set the **Date First Entered the 9th Grade** in the new district.	Transfers between districts trigger a value to be set in the **Date First Entered the 9th Grade** field of the new district when a ninth-grade enrollment exists. User-defined, converted and imported values for this field do not transfer.

Scenario	Example	Comments
Creation of a new ninth-grade enrollment or enrollment history.	Cohort fields are auto-populated when a new ninth-grade enrollment is created or a historical ninth-grade enrollment is entered. User-defined values in the **Date First Entered the 9th Grade** override auto-populated values.	
Imported ninth-grade enrollments (created via file upload to state level only)	Cohort fields are auto-populated when a new ninth-grade enrollment is created through use of an import tool. The user receives a warning that the enrollment entered may affect the graduation cohort fields.	
Creation of a new ninth-grade enrollment with the Enrollment Roll Forward tool.	**Example:** Cohort fields are auto-populated when the **Date First Entered the 9th Grade** field is NULL or when the new **Date First Entered the 9th Grade** is earlier than the existing **Date First Entered the 9th Grade**. The fields should not auto-populate for enrollments where a graduation date has already been populated or when the *grade9Determination* field is set to "User Modified."	

Auto-Population Logic

The logic of the auto-population process is as follows.

1. Compare the current **Date First Entered the 9th Grade** and **NGA Cohort End Year** to find the existing cohort length.
2. Save the new **Date First Entered the 9th Grade**.
3. Save the **NGA Cohort End Year** as the new **Date First Entered the 9th Grade** plus the previous cohort length.
4. Save the *cohortYearNCLB* as the new **Date First Entered the 9th Grade** plus four years (the end year of the **Date First Entered the 9th Grade** plus three years).
5. Set the *grade9Determination* status as "Auto" or "Import."
6. Save the *cohortYearNGADetermination* status as "Auto" or "Import."

The following situations prevent auto-population of the cohort fields (**Date First Entered the 9th Grade**, **NGA Cohort End Year** or **NCLB Cohort End Year**):

- When the *grade9Determination* field is set to "Auto" and the **Date First Entered the 9th Grade** is not NULL, a user has prevented auto-population by manually changing the **Date First Entered the 9th Grade.** None of the cohort fields auto-populate.
- When the *grade9Determination* field is set to "Convert," converted data was manually entered at some point and was placed in the **Date First Entered the 9th Grade** and/or

NGA Cohort End Year fields. None of the cohort fields should auto-populate.

Related Tools

The Enrollment End Batch and Enrollment Roll Forward tools contain logic for adjusting graduation items at the start and end of a school year.

Manage Documents

To view documents, click the **Documents** button on the action bar. Users with the appropriate tool rights may also complete the following tasks.

- Upload Documents
- Delete Documents
- Replace Documents
- Edit a Document Name or File Description
- Download Documents