

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** tab (System Administration > Calendar > Calendar > Days)
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 Infinite Campus interface for 22-23 Brockton High School. The 'Days' tab is selected in the top navigation bar. Below the navigation bar, there are buttons for 'Save Day/Day Events', 'Delete Day/Day Events', 'Day Reset', 'Day Rotation', 'Print', 'Print Rotation', and 'Multi Day Event'. A calendar for August 2022 is displayed, with the date 31 highlighted. Below the calendar, the 'Day Detail' editor is open for 08/31/2022. The 'Period Schedule' dropdown is set to 'A'. The 'Day Events' section shows 'SD: Graduates' selected. The 'Add DayEvent' button is visible at the bottom of the 'Day Events' section.

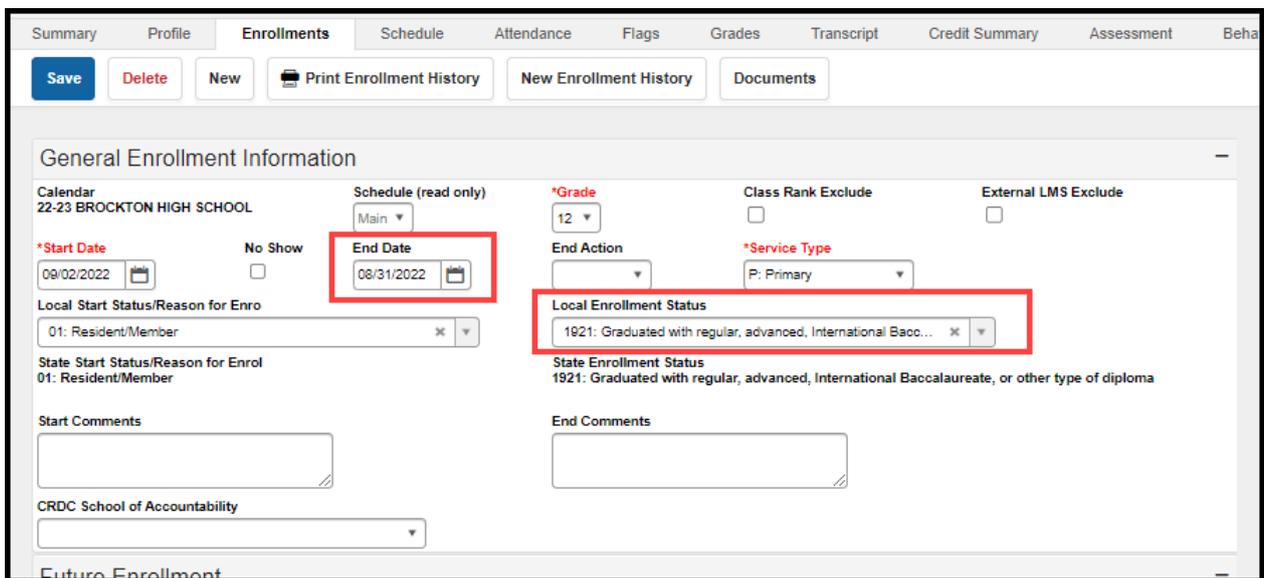
Step 2. Setup Up the Graduating Student

On the student's last day, enter the following information on their enrollment record:

1. Navigate to the student's enrollment record (Student Information > General > Enrollments).

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.



The screenshot displays the 'General Enrollment Information' form in the Infinite Campus system. The form is for a student at '22-23 BROCKTON HIGH SCHOOL'. Key fields are highlighted with red boxes:

- End Date:** 08/31/2022
- Local Enrollment Status:** 1921: Graduated with regular, advanced, International Bacc...

Other visible fields include:

- *Start Date:** 09/02/2022
- *Grade:** 12
- *Service Type:** P: Primary
- Local Start Status/Reason for Enro:** 01: Resident/Member
- State Start Status/Reason for Enrol:** 01: Resident/Member
- CRDC School of Accountability:** (Dropdown menu)