

NCSIS End of Year User Guide

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Before Last Day of Current Year

04/07/2025 7:00 am EDT

The items included in this section can be completed prior to the last day of the current year.

If you are preparing for scheduling, some of the items included may have already been completed by following the steps in [Part 1](https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/scheduling-workflow-building) (<https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/scheduling-workflow-building>) of the Scheduling Workflow article. If those items have been completed, use the instructions here to confirm items have been completed for the future year.



Items included in the process below are subject to change as NCDPI determines the best practices for End of Year.

NCSIS Knowledgebase | Article: Before Last Day of Current Year | Last Updated: 04/07/2025 7:00 am EDT

Create Future School Year

04/07/2025 7:28 am EDT

The school year is required to create calendars for current year and future calendars.



If **Part 1 of Scheduling Workflow** (<https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/scheduling-workflow-building>) was completed, use the following as a double check!

Scheduling & Courses > Calendar Setup > School Year Setup

- Use the Infinite Campus article [School Year Setup | Infinite Campus](https://kb.infinitecampus.com/help/school-year-setup) (<https://kb.infinitecampus.com/help/school-year-setup>) for more information on the process.
- The Label should be **YY-YY** (Ex: 25-26)
- Start Date should be **07/01/20yy**.
- End Date should be **06/30/20yy**.



Do not set the future year as active until all EOY tasks are complete.

School Year Setup ☆

 Save  Delete  New

School Year Editor			
Label	Start Year	End Year	Active
25-26	2025	2026	
24-25	2024	2025	X
23-24	2023	2024	
22-23	2022	2023	
21-22	2021	2022	
20-21	2020	2021	
19-20	2019	2020	

School Year Detail	
*Label	Active
<input type="text"/>	<input type="checkbox"/>
*Start Year	*End Year
<input type="text"/>	<input type="text"/>
Start Date	End Date
<input type="text"/>	<input type="text"/>
School Year <input type="text"/>	<input type="button" value="Load Preference From Previous Year"/> <input type="button" value="Reset Default Preference"/>
Instructional Minutes Preference	
<input checked="" type="checkbox"/> Exclude non-instructional periods	
<input checked="" type="checkbox"/> Exclude non-instructional minutes	
<input checked="" type="checkbox"/> Exclude time gaps between periods	
School Day Minutes Preference	
<input checked="" type="checkbox"/> Exclude non-instructional periods	
<input type="checkbox"/> Exclude non-instructional minutes	<input type="text"/> Max non-instructional minutes per period
<input type="checkbox"/> Exclude time gaps between periods	<input type="text"/> Max non-instructional minutes for period gaps

NCSIS Knowledgebase | Article: Create Future School Year | Last Updated: 04/07/2025 7:28 am EDT

Create Future Calendars

12/02/2025 7:56 am EST

The future school year must be created prior to rolling forward calendars.



If **Part 1 of Scheduling Workflow** (<https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/scheduling-workflow-building>) was completed, use the following as a double check!

School Calendars

The **Calendar Wizard** (<https://kb.infinitecampus.com/help/calendar-wizard-a>) is used to create new calendars and be done at any time especially when preparing to begin the scheduling process.

Scheduling & Courses > Calendar Setup > Calendar Wizard

- Start Date should be **07/01/20yy**.
- End Date should be **06/30/20yy**.
- Create a future calendar for **each school** (or calendars if using more than one in a school).

More information on calendar roll forward can be found in **Part 1** (<https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/scheduling-workflow-building>) of the Scheduling Workflow.

Program Calendars

When rolling forward calendars, the naming template for calendars defaults to the school's name. This means that the program calendar names may need to be updated. The following article will walk users through rolling forward program calendars and updating the names.

Navigation: Menu > Scheduling & Courses > Calendar Setup > Calendar Wizard

1. Select **Create new Calendars by rolling forward selected data**, then click **Next**.

Calendar Wizard ☆ Scheduling & Courses > Calendar Setup > Calendar Wizard

[Related Tools](#) ^

Calendar Wizard

Copy, Rollforward, or Create new Calendar-linked Data

This wizard will walk you through the creation of new school calendars by rolling data forward, or copying an existing calendar. Days will only roll forward if there are matching schedule structures and period schedule names in the new calendar.
 Note: Creating calendars is a database intensive procedure. It can take a long time to complete, and may slow down the system while it runs. Please try to run this tool during off-peak hours.

Select Wizard Mode

☐ Create new blank Calendars
☒ Create new Calendars by rolling forward selected data (last-years data will be added to a newly created calendar).
☐ Copy data into Existing Calendars

< Back **Next >**

2. Select the **year** to create, ex: 25-26. The name template should remain **[year][schoolname]**
3. Enter the number for the school as follows:
 - a. 292 - OEC
 - b. 293 - LEP
 - c. 294 - OEM
 - d. 296 - NCDPI
 - e. 297 - OHP
4. Enter the Start date of **07/01/YYYY**.
5. Enter the End Date of **06/30/YYYY**.
6. Select the **calendar** to roll forward and click **Next**.

Edit Calendar Attributes for new Calendars

Year: 25-26

Name Template: [year][schoolname]

Number: 293

*Start Date: 7/1/2025

*End Date: 6/30/2026

Select Calendars to Roll

- 25-26 Homeless
- 25-26 Jefferson Middle School
- 25-26 Monroe High School
- 25-26 Wilson School
- 24-25 Arthur High School
- 24-25 Coolidge School
- 24-25 Harrison High School
- 24-25 Homeless**
- 24-25 LEP**
- 24-25 Migrant
- 24-25 Monroe High School
- 24-25 More at Four
- 24-25 NCDPI
- 24-25 OEC
- 24-25 Taft School MS
- 24-25 Tyler School


CTRL-click and SHIFT-click for multiple


< Back **Next >**

7. Select the data to copy. Include the following:
 - a. Calendar attributes
 - b. Schedule structures
 - c. Term schedules
 - d. Period Schedules
 - e. Grade Levels
8. Click **Run Wizard** to create the calendar.
9. The calendar will display with the new year YY-YY and NCDPI. Navigate to the future year and select the NCDPI school.
10. Select the **calendar** and navigate to *Scheduling & Courses > Calendar Setup > Calendar Information*.



11. Locate the **number** to ensure it matches with the list above. Change the "NCDPI" name to the corresponding calendar name.
Ex: 25-26 NCDPI would be updated to 25-26 LEP for school number 293.
12. Click **Save** to update the name.

Calendar Information ☆

 Save

 Mark for Deletion

Calendar Info

Calendar ID 660	Parent Calendar ID 630	School 1 NCDPI (schoolID:1)
*Name 25-26 LEP	Number 293	Sequence <input type="text"/>
*Start Date 07/01/2025 	*End Date 06/30/2026 	Summer School <input type="checkbox"/>
Student Day (instructional minutes) <input type="text"/>	Teacher Day (minutes) <input type="text"/>	Exclude <input type="checkbox"/>
Whole Day Absence (minutes) <input type="text"/>	Half Day Absence (minutes) <input type="text"/>	School Choice <input type="checkbox"/>
Track <div style="border: 1px solid #ccc; padding: 2px; text-align: center;">▼</div>		
Type I: Instructional ▼		
Require Student Assignment <input type="checkbox"/>	External LMS Exclude <input type="checkbox"/>	
Ignore Master Push <input type="checkbox"/>		
Comments rolling 03/19/2025 07:46 AM		

13. **Repeat** Steps 1-12 for each program calendar.

Central Office Calendar

The Central Office Calendar will also need to be rolled forward, however the calendar name will not have to be updated. Follow steps 1-8 to roll forward the Central Office Calendar.

Term Setup for Program Calendars

Once the program calendars are rolled forward, update the term setup dates. Typically, there is one term for program calendars. The dates for the term should be 07/01/YYYY to 6/30/YYYY.

Navigation: Menu > Scheduling & Courses > Calendar Setup > Term Setup

1. Click on the **Year** term.
2. Enter the start date of **07/01/YYYY**.
3. Enter the end date of **06/30/YYYY**.
4. Click **Save Term Schedule/Terms**.

Term Setup ☆



Save Term Schedule/Terms



New Term Schedule/Terms



Delete Term Schedule/Terms

Term Schedule/Terms Editor

Name

Year

Term Schedule Detail

*Name

Primary

Year



Term Detail

*Name

*Sequence

*Start Date

*End Date



FY

1

7/1/2025



6/30/2026



Add Term

NCSIS Knowledgebase | Article: Create Future Calendars | Last Updated: 12/02/2025 7:56 am EST

Checks and Updates

07/10/2025 7:03 pm EDT

Once calendars are rolled forward the following items should be reviewed and/or updated.



Make sure the calendar context is the future year!

Grade Levels

Scheduling & Courses > Calendar Setup > Grade Level Setup

- Review [Grade Levels](https://kb.infinitecampus.com/help/grade-levels) (<https://kb.infinitecampus.com/help/grade-levels>) assigned to the calendars.
- Grade levels roll forward from one calendar to the next, when selected.

Grade Level Setup ☆

New

Save

Delete

Grade Level Editor

Name	Seq
IT	1
PR	2
PK	3
TK	4
KG	5
1	6
2	7
3	8
4	9
5	10
6	11
7	12
8	13
9	14
10	15
11	16
12	17
13	18
UG	19
ABE	99
OS	99

Grade Level Detail

Name (locked)

3

Sequence Number

8

State Grade Level Code

03: Third

Standard Day

Maximum Membership Days

Whole Day Absence (minutes)

Half Day Absence (minutes)

Maximum Approved School Choice Applications

0

Grade Code

Exclude from cumulative GPA/Rank calculations

☒

Exclude from state reporting

☐

Exclude from Enrollment

☐

Exempt from Assignment

☐

Standard Code (SIF code)

Exclude from SIF reporting

☐

Exclude from Grade/Age Validation

☐

External LMS Exclude

☐

Exclude from Online Registration Calculations

☐

Term Setup

Scheduling & Courses > Calendar Setup > Term Setup

- Update the **start** and **end dates** for the terms.
- If term dates are not yet available, use the previous calendar's term dates as a reference to enter for the future year.
- Adjustments can be made when the official term dates are available.

Term Setup ☆

Save Term Schedule/Terms

New Term Schedule/Terms

Delete Term Schedule/Terms

Term Schedule/Terms Editor

Name

Quarters

Term Schedule Detail

*Name

Quarters

Primary

☒

Term Detail

	*Name	*Sequence	*Start Date	*End Date
✕	Q1	1	08/25/2025	11/02/2025
✕	Q2	2	11/03/2025	01/25/2026
✕	Q3	3	01/26/2026	03/22/2026
✕	Q4	4	03/23/2026	06/05/2026

Add Term

Period Setup

Scheduling & Courses > Calendar Setup > Period Setup

- Verify Period Setup is correct.
- Make updates as needed.

Period Setup ☆

Save Period Schedules

New Period Schedule

Delete Period Sched/Periods

Copy Period Sched/Periods

Period Schedule/Periods Editor

Name

Regular School A

Regular School B

Regular School C

Regular School D

Regular School E

Period Schedule Placement

	Regular School A	Regular School B	Regular School C	Regular School D	Regular School E
ATT	ATT	ATT	ATT	ATT	ATT
CRS	CRS	CRS	CRS	CRS	CRS

PeriodSchedule Info

*Name	*Sequence	Exception/Special Day	Instructional Minutes	School Day
Regular School B	2	<input type="checkbox"/>	420	420

Period Info

	*Name	*Sequence	Start Time	End Time	Lunch Time	Non-Instructional	Responsive
✕	ATT	1	08:15 AM	03:15 PM	0	<input type="checkbox"/>	<input type="checkbox"/>
✕	CRS	2			0	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Add Period

Instructional Minutes Preference for 25-26 School Year

Exclude non-instructional periods

Exclude non-instructional minutes

Exclude time gaps between periods

School Day Preference for 25-26 School Year

Exclude non-instructional periods

Include non-instructional minutes

Include time gaps between periods

Please note that a period setup will be needed to complete the Day Setup for all calendars including program school calendars.

Day Setup

Scheduling & Courses > Calendar Setup > Day Setup

- Complete the [Day Reset](https://kb.infinitecampus.com/help/day-setup) (https://kb.infinitecampus.com/help/day-setup) and [Day Rotation](https://kb.infinitecampus.com/help/day-setup) (https://kb.infinitecampus.com/help/day-setup) (if applicable) process to ensure instructional calendar days are populated.
 - Be sure to only run day reset from the first instructional day to the last instructional day.
 - Adjustments can be made to the calendar and enrollments if there are any changes to the instructional calendar using the [Enrollment Cleanup Wizard](https://kb.infinitecampus.com/help/enrollment-cleanup-wizard) (https://kb.infinitecampus.com/help/enrollment-cleanup-wizard).

Day Setup ☆

Scheduling & Courses > Calendar Setup > Day Setup

Related Tools ^

Auto Create Calendar Days

Day Reset

This tool will generate a Day record for each day in the Calendar. If your calendar dates are year-round, or larger than the days you need to track, enter a smaller date range to only create Day records for days that have instructional meaning for this Schedule Structure. If this function is performed on an existing calendar, all days and day events will be lost outside the range you choose (Unless you choose 'Fill Missing Days Only').

*Start Date
8/25/2025

*End Date
6/6/2026

Duration
0

Fill Missing Days Only
☒

Mon ☒ Tue ☒ Wed ☒ Thu ☒ Fri ☒ Sat ☐ Sun ☐

Create Days

Day Setup ☆

Scheduling & Courses

Save Day/Day Events

Delete Day/Day Events

Day Reset

Day Rotation

Print

Print Rotation

Multi Day Event

<< August 2025 >>

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 Regular School A	26 Regular School B	27 Regular School C	28 Regular School D	29 Regular School E	30
31						

▼ Event on this Day

Day Detail

Date
08/26/2025

Day #
2

*Period Schedule
Regular School B

School Day
☒

Instruction
☒

Attendance
☒

Start Time

End Time

Duration
0

Comments

Day Events

Type

Duration

Inst. Minutes

Add DayEvent

Blended Learning Groups

Add Group

- Day setup can be completed at one calendar and copied into other calendars using the [Calendar Wizard](https://kb.infinitecampus.com/help/calendar-wizard-copy-data-into-existing-calendars-video) (https://kb.infinitecampus.com/help/calendar-wizard-copy-data-into-existing-calendars-video) copy data into existing calendars and the copy/append other data elements option.
- The source calendar should be the calendar with the day setup you want to copy from.
- The destination calendar(s) should be the calendar(s) you want to copy to.

- When copying day setup, the destination calendar must have one period schedule defined.
- If copying rotation days, the period schedule names need to match.

Day Setup Program Schools

Scheduling & Courses > Calendar Setup > Day Setup

The following program calendars must have day setup complete from 07/01/YYYY to 06/30/YYYY.

- 292 - OEC
- 293 - LEP
- 294 - Migrant
- 296 - NCDPI
- 297 - Homeless
- Complete the [Day Reset](https://kb.infinitecampus.com/help/day-setup) process to for all program schools from dates 07/01/YYYY to 06/30/YYYY.

Day Setup ☆

Auto Create Calendar Days

Day Reset

This tool will generate a Day record for each day in the Calendar. If your calendar dates are year-round, or larger than the days you need to track, enter a smaller date range to only create Day records for days that have instructional meaning for this Schedule Structure. If this function is performed on an existing calendar, all days and day events will be lost outside the range you choose (Unless you choose 'Fill Missing Days Only').

*Start Date

07/01/2025

*End Date

06/30/2026

Duration

0

Fill Missing Days Only

☒

Mon

☒

Tue

☒

Wed

☒

Thu

☒

Fri

☒

Sat

☐

Sun

☐

Create Days

- Day setup can be completed at one calendar and copied into other calendars using the [Calendar Wizard](https://kb.infinitecampus.com/help/calendar-wizard-copy-data-into-existing-calendars-video) (<https://kb.infinitecampus.com/help/calendar-wizard-copy-data-into-existing-calendars-video>) **copy data into existing calendars** and the **overwrite terms/days** option.
- The source calendar should be the calendar with the day setup you want to copy from.
- The destination calendar(s) should be the program calendar(s) you want to copy to.
- When copying day setup, the destination calendar must have one period schedule defined and the same term schedule.
- Copy only the Days for the program calendars.

School Months

Scheduling & Courses > Calendar Setup > School Month

- Enter School Months for PMR reporting.
- [School Months \(North Carolina\) | Infinite Campus](https://kb.infinitecampus.com/help/school-months-north-carolina) (<https://kb.infinitecampus.com/help/school-months-north-carolina>)
- School months can be completed at one calendar and copied to other calendars using the [Calendar Wizard](https://kb.infinitecampus.com/help/calendar-wizard-copy-data-into-existing-calendars-video) (<https://kb.infinitecampus.com/help/calendar-wizard-copy-data-into-existing-calendars-video>) copy data into existing calendars and the copy School Month data option.

Calendar Wizard ☆ Scheduling & Courses > Cal

Calendar Wizard

Copy, Rollforward, or Create new Calendar-linked Data
 This wizard will walk you through the creation of new school calendars by rolling data forward, or copying an existing calendar. Days will only roll forward if there are matching schedule structures and period schedule names in the new calendar.
 Note: Creating calendars is a database intensive procedure. It can take a long time to complete, and may slow down the system while it runs. Please try to run this tool during off-peak hours.

Select Copy Mode
☐ Overwrite Terms/Days - This mode will update Term dates, Day Attributes (School Day, Instruction, Attendance), Day Events and the Period Schedules assigned to individual days so long as the Period Schedule names and Schedule Structure names are the same in the source and destination calendar.
☐ Copy/Append other data elements
☒ Copy School Month data

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NCSIS Knowledgebase | Article: Checks and Updates | Last Updated: 07/10/2025 7:03 pm EDT

Future Enrollments

05/15/2025 9:55 am EDT

Student Enrollments must be rolled forward for the next school year. Enrollments must be rolled forward prior to ending the current year enrollments.

School Calendar Enrollments

Enrollment Roll Forward Wizard | Infinite Campus (<https://kb.infinitecampus.com/help/enrollment-roll-forward>)

Student Information > General Student Administration > Enrollment Roll Forward Wizard

- Roll current student's enrollments to the future year.
 - The Start Date should be the **First Instructional Day** of the future calendar.
 - The Local Start Status should be **E1: Init enroll - this year**.
- The enrollment roll forward process can be done multiple times without risk of creating multiple enrollments for students.
- As new students enroll in the current year, use this tool to roll forward their enrollment.
- A future enrollment is not required for students that will not be attending your PSU next year. Follow all PSU procedures for confirming future enrollments.



Do not roll forward Graduate enrollments. They do not require a future enrollment.

Charter schools

- Do not roll forward students who will not attend the school next year. They do not require a future enrollment.
 - For example, if the school only has K-8 grade levels, the grade 8 students do not need to have a future enrollment.

Enrollment Roll Forward

The Enrollment Roll Forward tool assists in the promotion, retention or demotion of currently enrolled students into the next calendar and next grade level.

This tool is safe to run repeatedly. Each student is rolled only once. If a student already has an existing enrollment in the next calendar, that student is not included in the enrollment roll again.

Before using this tool, ensure calendars have been rolled forward using the Calendar Wizard.

NOTE: If you are using School Boundary settings on your households, different logic is used. For more information, [click here](#).

Select Source Calendars

24-25 Wilson School ES
Buchanan School 2025 A
Cleveland School 2025 A
Eisenhower School 2025 A
Fillmore School 2025 A
Garfield School 2025 A
Grant School 2025 A
Harding School 2025 A
Hayes School 2025 A
Hoover School 2025 A
Jefferson School 2025 A
Johnson School 2025 A
Kennedy School 2025 A
Lincoln School 2025 A
McKinley School 2025 A
CTRL-click and SHIFT-click for multiple

Select Local Start Status
E1: Init enroll - this year (Valid 93-94 thru current)

(OPTIONAL)
Select Destination Calendar
▼
Select Destination Grade
▼
Select Destination Structure
▼

Start Date Override
If school days for the next school year have been finalized and Calendar Days have been set, this date does not have to be entered. The first term date of the next school year is automatically selected. If Calendar Days have not been set, enter the Start Date Override as the first instructional day of the next school year.
[Date Picker]

☐ Allow Duplicate Primary Enrollments
☒ Totals Only
☐ Show Warnings
☐ Include students whose enrollments end on the last day of the last term

RUN TEST **RUN**

☐ Source Ad Hoc Student Filter
▼

Source Service Type
☒ Primary
☐ Partial
☐ Special Ed Services

Select Source Structure
1 ▼

Program Calendars Enrollments

Enrollment Roll Forward Wizard | Infinite Campus (<https://kb.infinitecampus.com/help/enrollment-roll-forward>)

Student Information > General Student Administration > Enrollment Roll Forward Wizard

- Roll program student's enrollments to the future year. (OEC, LEP, Migrant)
 - The Start Date can be **07/01/20yy**.
 - The Local Start Status should be **N1: Initial Enroll into a Program School**.
- This can be done multiple times without risk of creating multiple enrollments for a student if necessary.

Homeless Calendar

- Students are reassessed each year for the program, so a future enrollment is not required.
- Students can be enrolled in the calendar at a later date if needed.

Enrollment Roll Forward

The Enrollment Roll Forward tool assists in the promotion, retention or demotion of currently enrolled students into the next calendar and next grade level.

This tool is safe to run repeatedly. Each student is rolled only once. If a student already has an existing enrollment in the next calendar, that student is not included in the enrollment roll again.

Before using this tool, ensure calendars have been rolled forward using the Calendar Wizard.

NOTE: If you are using School Boundary settings on your households, different logic is used. For more information, [click here](#).

Select Source Calendars

- 23-25 Wilson School
- 24-25 Arthur High School
- 24-25 Coolidge School
- 24-25 Harrison High School
- 24-25 Homeless
- 24-25 Jackson Elementary
- 24-25 LEP
- 24-25 Madison Elementary
- 24-25 Migrant
- 24-25 Monroe High School
- 24-25 More at Four
- 24-25 NCDPI
- 24-25 OLC
- 24-25 Taft School MS
- 24-25 Tyler School

CTRL-click and SHIFT-click for multiple

Select Source Grades

☐ 1 ☐ 10 ☐ 11 ☐ 12

☐ 13 ☐ 2 ☐ 3 ☐ 4

☐ 5 ☐ 6 ☐ 7 ☐ 8

☐ 9 ☐ ABE ☐ IT ☐ KG

☐ OS ☐ PK ☐ PR ☐ TK

☐ UG

Source Ad Hoc Student Filter

Source Service Type

☒ Primary

☐ Partial

☐ Special Ed Services

Select Source Structure

Select Local Start Status

N1: Initial Enroll into a Program School (Valid 93-94 thru cu)

(OPTIONAL)

Select Destination Calendar

Select Destination Grade

Select Destination Structure

Start Date Override

If school days for the next school year have been finalized and Calendar Days have been set, this date does not have to be entered. The first term date of the next school year is automatically selected. If Calendar Days have not been set, enter the Start Date Override as the first instructional day of the next school year.

7/1/2025

☐ Allow Duplicate Primary Enrollments

☒ Totals Only

☐ Show Warnings

☐ Include students whose enrollments end on the last day of the last term

RUN TEST **RUN**

Enrollment Cleanup Wizard <https://kb.infinitecampus.com/help/enrollment-cleanup-wizard>

Student Information > General Student Administration > Enrollment Cleanup Wizard



Make sure the calendar context is the future year.

- Use this tool to clean up future enrollments for students that have withdrawn prior to the end of the current school year.
- Choose **Delete** Enrollments to remove future enrollments for students that have an end date prior to the end of the school year.
- Choose **Update** enrollments to adjust future enrollment dates and/or attributes that were not set to copy forward.
- Run the Delete wizard **weekly** to ensure future enrollments are cleaned up in the future year.

Enrollment Cleanup Wizard ☆

Enrollment Cleanup Wizard

The Enrollment Cleanup Wizard contains two distinct modes:

- **Delete Enrollments**
This mode DELETES enrollments in future calendars for students who have left the school before the end of the year and have not re-enrolled in the same school year, OR who no longer meet the Student Assignment requirements for enrollment in the next school year.
- **Update Enrollments**
This mode UPDATES attributes and start dates for enrollment records, 9th grade entry dates on graduation records, transportation records, and course section rosters. Enrollments can be updated to the first instructional date of the selected calendar or backdated to a date prior to the first instructional date of the selected calendar. Enrollment attributes in the selected calendar that are marked as "Copies Forward" can also be updated to match previous year values.

Note: The Delete mode and Attribute update method of the Update mode only modifies or deletes enrollments that were created using the Enrollment Roll Forward tool. The start date method of the Update mode modifies any enrollment in the selected calendar and student ad hoc regardless of how that enrollment was created.

☐ Delete Enrollments

☒ Update Enrollments

1. Calendar to Update:
25-26 Monroe High School

2. Student Filter:
All Students

3. Service Type:
☒ Primary
☐ Partial
☐ Special Ed Services

4. Method:
☒ Update Enrollment and related record Start Dates to first instructional day of the selected Calendar (First Instructional Day 08/25/2025)
☒ Update Date First Entered 9th Grade on Graduation Records for 9th Grade Enrollments
☒ Update Roster Start Dates for affected students
☒ Update Transportation Record Start Dates for affected students
☐ Update Enrollment Start Dates to date before first instructional day of the selected Calendar
Start Date:
☐ Update "Copies Forward" enrollment attributes to match previous year values

5.

6.

Pre-Register Students



Make sure the calendar context is the future year.

- Students **must** not have a current year enrollment in a North Carolina public or charter school.
- Start Date should be the **first instructional day** of the future school year.
- Entry Status should be **E1: Init enroll - this year**.

NCSIS Knowledgebase | Article: Future Enrollments | Last Updated: 05/15/2025 9:55 am EDT

Future Enrollment Import

11/24/2025 2:47 pm EST

This Data Import option is an **OPTIONAL** tool for importing Future Enrollment information into the current year's enrollment line, enabling next year's placement data to be added. If the Enrollment Roll Forward process has already been completed, there is no need to use this import.



This process deletes future enrollment records and updates the future enrollment fields in a student's current enrollment record. Future year schedules are deleted when future enrollment records are deleted.



A template has been created and is available [here](https://docs.google.com/spreadsheets/d/1GEvoQkBB2FWUzZnr68MQjmookaqEy234jEDeXH011/copy?gid=0#gid=0)

(<https://docs.google.com/spreadsheets/d/1GEvoQkBB2FWUzZnr68MQjmookaqEy234jEDeXH011/copy?gid=0#gid=0>).

The above link will require a forced copy of a Google Sheet. The Google Sheet can be downloaded into Excel.

Based on the data in the import template, Future Enrollment information will be set on the Current Year line of enrollment in Infinite Campus. From there, the Enrollment Wizard can be used to create next year enrollments.

Navigation: System Settings > Data Utilities > Data Import Wizard

1. Choose **PSU_Future_Enrollment_Import** from the **Import Type** drop list.
2. Choose **Local**, then **Browse** and select your file.
3. Click **Run Import**.

Data Import Wizard ☆

Data Import

Set up one-time or scheduled data imports.

Import Type: PSU_Future_Enrollment_Import ▾

Layout: PSU_Future_Enrollment_Import ▾

File Type: Excel 97-2003, 2007

Protocol:
☒ Local
☐ FTP
☐ FTPS
☐ SFTP Legacy (Being Deprecated)
☐ SFTP
☐ HTTP
☐ SMB

Settings:
 *File Name: Browse... No file selected.

Test Connection
Test Import
Run Import

Import Schedule:
 Frequency: ▾
 Start Date:
 Start Time:
Save

Import History:

Date/Time	File Name	Rows	Test/Run	Result
02/25/2025 09:38:00 AM	GCPS Future Enrollments Import for SY25-26.xlsx		Run	Accepted - Warnings
02/25/2025 08:34:24 AM	GCPS Future Enrollments Import for SY25-26.xlsx		Run	Accepted - Warnings
02/25/2025 08:33:19 AM	GCPS Future Enrollments Import for SY25-26.xlsx		Test	Accepted - Warnings
02/24/2025 04:16:36 PM	GCPS Future Enrollments Import for SY25-26.xlsx		Run	Accepted - Warnings

Following the import, a result screen will appear:

02/25/2025 10:06:59 AM

Data Import Report

PSU_Future_Enrollment_Import Layout

File Name:

GCPS Future Enrollments Import for SY25-26.xlsx/SGHS_25_26_Future_Enrollments_1

Date/Time:

02/25/2025 09:38:00 AM

Status:

Accepted - Warnings

Physical Lines In File:

1762

Data Records In File:

1761

Records With No Errors:

1761

Records Accepted With Errors:

0

Records Rejected:

0

Weighted Result:

100.0%

Errors/Warnings Back To Top

Line	Type	Code	Message
1	Informational	MOC	The optional column "NextScheduleStructure" is missing. The file will still be processed.
1	Informational	MOC	The optional column "Admission Status" is missing. The file will still be processed.
5625	Informational	CCE	Student #: does not have active line of enrollment for current year - nothing to import
6308	Informational	CCE	Student #: does not have active line of enrollment for current year - nothing to import
6978	Informational	CCE	Student #: has NextCalendar of "" which does not exist

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Data Changes Back To Top

Line	Table	Action	Values
2	Enrollment	Update	Set future enrollment information for: Malicyn , #831 to 25-26 South Granville High/Main Grade 10
3	Enrollment	Update	Set future enrollment information for: Kaitlyn #1866 to 25-26 South Granville High/Main Grade 10
4	Enrollment	Update	Set future enrollment information for: Aguilar Santana #3 28 to 25-26 South Granville High/Main Grade 12
5	Enrollment	Update	Set future enrollment information for: Anthony , #126 to 25-26 South Granville High/Main Grade 10
6	Enrollment	Update	Set future enrollment information for: I Canales #124 to 25-26 South Granville High/Main Grade 12

The results will show you the following things:

1. Students who do not exist (no match on student #)
2. NextCalendar in import does not exist in Campus

3. NextScheduleStructure in import does not exist in Campus
4. NextGrade in import does not exist in Campus for the next calendar
5. **Student has enrollment in future year for different school – enrollment will be removed.
6. Set future enrollment information



****NOTE:** If student already has that next year line of enrollment and **ANY** information exists with it (enrollment/rosters/requests), it will be **REMOVED** with this process and the Future Enrollment Information will be updated to what is in the file.

Below is an example of how the future enrollment import will update a student's enrollment.

BEFORE IMPORT

AFTER IMPORT

Once the future enrollment has been updated, use the **Enrollment Roll Forward Wizard** (<https://kb.infinitecampus.com/help/enrollment-roll-forward>) to roll forward student enrollments with the updated future school.

Additional Items

04/07/2025 7:31 am EDT

EDDIE Updates (if applicable)

- Make sure any changes to grade levels and/or new schools are processed in EDDIE.
- [EDDIE | NC DPI](#) ()

OLR (if applicable)

- Copy and update OLR templates for future year.
- [Online Registration - New Configuration Prep Checklist | Infinite Campus](#) ()

Online Registration Setup

[System Settings](#) > [Online Registration Setup](#)

Online Registration Setup

OLR Setup	OLR Configuration List Editor
OLR System Settings	Registration Window By School
OLR Builder	OLR Queue Setup
OLR Literals Bank	Language Groups
OLR Lists Bank	OLR Information Center
OLR Status	Mass Repost Applications
OLR Notification Editor	OLR List Bank Replacer
Document Upload Options	OLR List Value Updater



Portal Access must be available for parents to complete annual update OLR applications.

After the Last Day of Current Year

04/07/2025 7:02 am EDT

The items included in this section should be completed after the last instructional day of the current year.

All items that are applicable must be completed prior to the future year becoming the active year. The active year will be updated on June 30th.



Items included in the processes below are subject to change as NCDPI determines the best practices for End of Year.

NCSIS Knowledgebase | Article: After the Last Day of Current Year | Last Updated: 04/07/2025 7:02 am EDT

Final Grading

05/15/2025 9:00 am EDT

Post Grades

- Consider only opening only one term/task grading window at a time to prevent accidental posting errors.
 - [Grading Window | Infinite Campus](https://kb.infinitecampus.com/help/grading-window) (<https://kb.infinitecampus.com/help/grading-window>)
- Verify all student final grades have been posted by teachers.
- Generate the [Grades Report \(Grading and Standards\) | Infinite Campus](https://kb.infinitecampus.com/help/grades-report-grading-and-standards) (<https://kb.infinitecampus.com/help/grades-report-grading-and-standards>) to review missing grades. The same report can be used to review all final grades are per PSU policies.
 - Run this daily during the grading window to ensure grades are posted accurately.

Grades Report ☆

Grades Batch Report

This report will batch print students' grades. There is an option to print the report grouped by student, teacher or course. There is an option to set a page break for each student or course, suitable for handing out. The grades report group by Teacher will always set a page break for each teacher. This is a very complex report, so try to limit the number of students run per batch. Checking the page break option will make the report run faster.

Which students would you like to include in the report?

☒ Grade

All Students
 PK
 TK
 KG
 1

☐ Ad Hoc Filter

Grading Terms

☐ Q1
 ☐ Q2
 ☐ Q3
 ☐ Q4

Select Teachers

All
 BAIR, Eloisa
 BAKER, LAURA
 BOLICK, Bobbie
 BOLICK, Loraine
 Brown, PATRICIA
 Bryant, JENNIFER
 BUMGARNER, Kathleen

Group By

☒ Student
 ☐ Teacher
 ☐ Course/Section

☒ Display term dates
☒ Display section dates
☐ Set page break for each Student

Select Standard/Grading Tasks

All
 Term Grade
 Semester Grade
 Final Grade

☒ All Grades / Scores
☐ Missing Grades / Scores
☐ By Grade / Score

Generate Report

Final Report Cards

Grading & Standards > Reports > Report Card

- Generate Final [Report Card | Infinite Campus](https://kb.infinitecampus.com/help/report-card) for distribution.
- Follow PSUs procedures on required information for the final report card. [Report Setup | Infinite Campus](https://kb.infinitecampus.com/help/report-setup)

Report Card ☆

Report Card Batch Report

This report batch prints student report cards, one page per student, suitable for handing out. This is a very complex report; try to limit the number of students selected per batch.

Report Options

North Carolina Report Card ▼

OR

Display Options

Ad Hoc Filter

▼

OR

Grade

9 ▼

Active Only

☒

Effective Date

06/06/2025

Sort Options

☒ Alpha ☐ Grade/Alpha ☐ Zip ☐ Teacher

Batch Queue Options

Refresh Show top 50 ▼ tasks submitted between 03/27/2025 and 04/03/2025

Batch Queue List			
Queued Time	Report Title	Status	Download

Generate Report Submit to Batch

Post Transcript Grades

Student Information > General Student Administration > Transcript Post Wizard

- Be sure grading windows are closed before posting final grades to the transcript.
- Verify that all final grades are posted by teachers prior to posting final grades to the transcript.
- Post student final grades to transcripts using the [Transcript Post Wizard](https://kb.infinitecampus.com/help/transcript-post) (if applicable).

- Select all child credit groups when posting transcript grades.
- It is a PSU decision on posting score comments.
- Posting transcript grades can be done multiple times without duplicating or overwriting existing transcript records. Only new transcript grades will be added.

Transcript Post Wizard ☆ Student Information > General Student Administration > Transcript Post Wizard

Post Grades to Transcripts

The Transcript Post tool takes scores from the Grade Book and posts them to the student's transcript. Scores from Grading Tasks or Standards marked as Post to Transcript and associated with a Credit or Standard group will post. There are three posting options:

- **Post Courses, Scores, & Credits by Term:** used to post scores and credits for any grading task or standard associated with a term or terms.
- **Post One-Time Grading Task or Standard:** used to post scores and credits for one-time tasks/standards that are scored once and are not associated with a term.
- **Post Courses and Scores Only for All Terms:** used to post scores only (no credits) for any task or standard.

This tool can be used multiple times without duplicating records, which prevents a score changed by a teacher in their gradebook from affecting a posted transcript record. After the Transcript Post process is complete, any necessary changes to scores need to be manually updated on the student's transcript. Credit information can be added to the records created using the first option and selecting the applicable terms and credit groups.

Select Calendars

Which calendar(s) would you like to include in the report?

☒ active year
☐ list by school
☐ list by year

24-25
24-25 Arthur High School
24-25 Coolidge School
24-25 Harrison High School
24-25 Homeless
24-25 LEP
24-25 Madison Elementary
24-25 Migrant
24-25 Monroe High School
24-25 More at Four
24-25 NCDPI
24-25 OEG
24-25 Tall School MS
24-25 Tyler School
24-25 Wilson School ES
Buchanan School 2025 A
Cleveland School 2025 A
Essexlower School 2025 A
Fillmore School 2025 A
Garfield School 2025 A
Grant School 2025 A
Harding School 2025 A
Hayes School 2025 A
Hoover School 2025 A
Jackson School 2025 A
Jefferson School 2025 A
Johnson School 2025 A
Kennedy School 2025 A
Lincoln School 2025 A
McKinley School 2025 A

CTRL-click or SHIFT-click to select multiple

Select Credit Groups

-Measurement and Data
-Geometry
-HS
-Arts Ed
-CTE
-ECS
-ELA
-ESL
-Hlth & PE
-Math
-Military Sc
-Misc
-Non Clasm
-OCS
-Other

CTRL-click or SHIFT-click to select multiple

Post Courses, Scores, & Credits by Term

All Terms
Term 1
Term 2
Term 3
Term 4

CTRL-click or SHIFT-click to select multiple

☐ Post One-Time Grading Task/Standard
☐ Post Courses and Scores Only for All Terms
☒ Post Score Comments to Transcript

Select Grades

All grades
1
10
11
12

CTRL-click or SHIFT-click to select multiple

Ad Hoc Filter

☐ Select an Ad Hoc Filter

Select Course/Section Sort by ☒ Number ☐ Name

0A027X0VPS-5 AP Computer Sci Prin - VPS
0C002X0122-2 ACA122-College Trans Suc
0C002X0122-3 ACA122-College Trans Suc
0C015X0-2 COM231 Public Speaking
0C075X0-2 PH1240 Intro to Ethics
0C075X0-7 PH1240 Intro to Ethics
0C085X0-10 COM120 Intro Interper Com
0C085X0-13 COM120 Intro Interper Com
0C085X0-3 COM120 Intro Interper Com

CTRL-click or SHIFT-click to select multiple

RUN

The posting transaction could take more than 1 minute.
A popup window will show up to indicate the end of transaction.
Please don't click browser's "Back" button until the transaction is finished.

Grade Suppression (if applicable)

Student Information > General > Transcripts

- Complete Grade Suppressions per PSU procedures.
- Review the [Suppressed Grades](https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/adding-transcript-grades#SuppressedGrades) (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/adding-transcript-grades#SuppressedGrades) article for steps on how to process grade suppressions.

Class Rank (if applicable)

Grading & Standards > Reports > Class Rank Report

- Review [Class Rank Report | Infinite Campus](https://kb.infinitecampus.com/help/class-rank-report) (<https://kb.infinitecampus.com/help/class-rank-report>) for each grade level for accuracy.
- Once class rank has been reviewed, determine the date to save a final year report for class rank.

Class Rank Report ☆

Grading & Standards > Reports > Class Rank Report

GPA Rank report

This report calculates a student's class rank based on their cumulative GPA.

Which students would you like to include in the report?

Grade

Enrollment Effective Date:

GPA Calculation:

GPA Calculation Type:

How would you like the report sorted?

☐ Student Name ☒ Rank

Report Format:

NCSIS Knowledgebase | Article: Final Grading | Last Updated: 05/15/2025 9:00 am EDT

Final Transcripts

04/07/2025 7:15 am EDT

Final Transcripts (if applicable)

Grading & Standards > Reports > Transcript Batch Report

- Generate transcripts for all students.
- Be sure all steps in the graduation checklist have been completed before generating final transcripts for graduates.
- E-Transcripts will be processed once the diploma date has been updated in a student's graduation tool. Schools must have information complete and diploma dates added within 10 days after the last instructional day of the school year.

Transcript Batch Report ☆

Transcript Batch Report

This report will batch print student transcripts, one per mailing address per student. To print one transcript per student when students have multiple mailing addresses, check the box labelled "Transcript without mailing address, one per student". If a calendar is selected in the toolbar, the transcript will only show marks earned in grade levels present in that calendar. This is a very complex report; try to limit the number of students run per batch.

Report Options North Carolina Official Transcript ▼

OR

[Display Options](#)

Which students would you like to include in the report?

☒ Grade

TK
9
10
11
12

☐ Ad Hoc Filter

Enrollment Effective Date 04/03/2025

Sort Options ☒ Alpha ☐ Grade/Alpha ☐ Zip ☐ Teacher

☐ Transcript without mailing address, one per student

Refresh Show top 50 ▼ tasks submitted between 03/27/2025 and 04/03/2025

Batch Queue List

Queued Time	Report Title	Status	Download
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Report Format: PDF ▼

Generate Report

Submit to Batch




NCSIS Knowledgebase | Article: Final Transcripts | Last Updated: 04/07/2025 7:15 am EDT



End of Year Graduate

05/30/2025 8:58 am EDT

Below are steps to complete the graduation process for multiple students at the end of the school year.

Task	<input checked="" type="checkbox"/> Completed
Post Grades to Transcript <i>Menu > Student Information > General Student Administration > Transcript Post Wizard</i> <ul style="list-style-type: none"> Transcript Post Wizard Infinite Campus (https://kb.infinitecampus.com/help/transcript-post) 	<input type="checkbox"/>
Verify Graduation Program is assigned <i>Menu > Student Information > Academic Planning > Programs</i> <ul style="list-style-type: none"> Graduation Program Assignment (https://ncdepartmentofpublicinstruction.knowledgeowl.com/66ce6d8e9af087bcad002936/language/en/version//home/graduation-program-assignment) 	<input type="checkbox"/>
Verify CTE Programs are assigned (if applicable) <i>Menu > Student Information > Academic Planning > Programs</i> <ul style="list-style-type: none"> CTE Program Assignment (https://ncdepartmentofpublicinstruction.knowledgeowl.com/66ce6d8e9af087bcad002936/language/en/version//home/cte-program-assignment) 	<input type="checkbox"/>

Task	 Completed
<p>Calculate On-Track Status</p> <p><i>Menu > Student Information > Program Administration > Course Plan Administration</i></p> <ul style="list-style-type: none"> • Course Plan Administration Infinite Campus (https://kb.infinitecampus.com/help/course-plan-admin#calculate-on-track-status) • This process will run for all students. • This process will calculate any graduation or academic plan a student is assigned. This includes CTE Concentrator Status for those assigned to a CTE Program. <div data-bbox="186 590 1276 730">  <p><i>This process is taxing on the system, and it is recommended to be run after regular business hours.</i></p> </div>	<input data-bbox="1377 495 1399 525" type="checkbox"/>
<p>Verify Post Grad Plans</p> <p><i>Menu > Student Information > General > Graduation</i></p> <ul style="list-style-type: none"> • Graduation (North Carolina) Infinite Campus (https://kb.infinitecampus.com/help/graduation-north-carolina#GraduationTab-SouthDakota-GraduationDetail) <div data-bbox="186 989 1276 1129">  <p><i>If using the Course Plan in Student/Parent Portal this field can be populated via the portal but should be reviewed by staff.</i></p> </div>	<input data-bbox="1377 961 1399 991" type="checkbox"/>
<p>Verify Grade 9 Entry Date</p> <p><i>Menu > Student Information > General > Graduation</i></p> <ul style="list-style-type: none"> • This field is populated based on the 9th grade enrollment record for the student. • If a date is not entered, review the student's enrollment history to determine the correct grade 9 enrollment. Enter the date of the students first grade 9 enrollment. • NGA Cohort End Year - This field is populated based on the 9th grade enrollment record for the student. • NCLB Cohort End Year - This field is populated based on the 9th grade enrollment record for the student. 	<input data-bbox="1377 1386 1399 1415" type="checkbox"/>

Task	 Completed
<p>Add Seals (Endorsements)</p> <p><i>Menu > Student Information > General > Graduation</i></p> <ul style="list-style-type: none"> Graduation (North Carolina) Infinite Campus (https://kb.infinitecampus.com/help/graduation-north-carolina#GraduationTab-SouthDakota-GraduationEndorsement) Requirements for Endorsements can be found: High School Diploma Endorsements NC DPI (https://www.dpi.nc.gov/districts-schools/high-school-graduation-requirements/high-school-diploma-endorsements) <div data-bbox="186 537 1276 680">  <i>At this time, this process is manual.</i> </div>	<input data-bbox="1377 470 1399 495" type="checkbox"/>
<p>Review Transcripts</p> <ul style="list-style-type: none"> Verify graduation requirements are met Verify programs are reflected correctly on the transcript (CTE) Verify seals are reflected correctly on the transcript 	<input data-bbox="1377 835 1399 861" type="checkbox"/>
<p>Post Diplomas & End Enrollments Using Course Plan Administration</p> <p><i>Menu > Student Information > Program Administration > Course Plan Administration</i></p> <ul style="list-style-type: none"> Course Plan Administration Infinite Campus (https://kb.infinitecampus.com/help/course-plan-admin#CoursePlanAdmin-PostDiplomas) If a student is on-track for the graduation program and in grade 12, this process will add a diploma type, diploma date, and diploma period if the fields are blank. This process can also add an end date and end status to the current enrollment. The End Date should be the student's last day of instruction. The students' end status should be W6: High School Graduate. The students' diploma period should be R: Regular. The student's diploma type should be FRC: Future Ready Core or GWC: Graduated with Certificate. 	<input data-bbox="1377 1860 1399 1885" type="checkbox"/>

Task	General Graduation Information	Completed
	<div> <div>GRAD Score: 132</div> <div>Diploma Date: 5/23/2025</div> <div>Diploma Type: FRC: Future Ready Core</div> <div>Diploma Period: R: Regular</div> <div>Date First Entered the 9th Grade: 07/01/2021</div> <div>NGA Cohort End Year: 2025</div> <div>NCLB Cohort End Year: 2025</div> <div>Post Grad Plans: 4U: Public In-State 4-year</div> <div>Student Post Grad Confirmation:</div> </div> <div> <p>Any student that is graduating but not in grade 12 or in grade 12 but is not on track, will need to be processed using Enrollment End Batch Wizard or individually.</p> <p>Post Diplomas & End Enrollments Using Enrollment End Batch Wizard</p> <p>Menu > Student Information > General Student Administration > Enrollment End Batch Wizard</p> <ul style="list-style-type: none"> Enrollment End Batch Infinite Campus (https://kb.infinitecampus.com/help/enrollment-end-batch) The End Date should be the student's last day of instruction <p>Print Final Transcript</p> <ul style="list-style-type: none"> The students' local end status should be W6: High School Graduate. Menu > Grading & Standards > Reports > Transcript Batch Report The Diploma Date should be the student's last day of instruction. Transcripts (North Carolina) Infinite Campus (https://kb.infinitecampus.com/help/transcripts-north-carolina) The student's diploma type should be FRC: Future Ready Core or GWC: Graduated with Certificate. The students' diploma period should be R: Regular. </div>	<div> <div> <div></div> <div>Completed</div> </div> <div></div> </div>
	<div> <div> <div></div> <div> <p>This process will add a diploma type, diploma date, and diploma period as well as add an end date and end status for the current enrollment. Use an Ad Hoc of Graduates for this process.</p> </div> </div> </div>	<div> <div></div> </div>

Retentions at End of Year

10/31/2025 12:26 pm EDT

Students that will be retained at the end of the school year will need to have their end status and end date updated prior to processing all other students' end enrollment. This process can be done by updating each individual student's current enrollment local end status and end date or can be done by creating Retention ad hoc filter. The sections below provide a guide on creating a Retention Filter and updating the local end status and end date using the filter.

Retention Filter | **End Retention Enrollments** | **Update Retention End Status** | **Update Future Enrollment** | **Validate Retentions**

Create Retention Filter

Create a Retention ad hoc filter to use to complete the end enrollment process with the correct end status for retained students. This can be completed by creating a multi select ad hoc or a selection editor ad hoc.

Use the [Infinite Campus Multi-Select](https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/multi-select) (<https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/multi-select>) article as a guide for how to create a multi select ad hoc filter for retained students.

The Selection Editor ad hoc filter will allow users to select the students from a list.

Filter Designer ☆ Reporting > Ad Hoc Reporting > Filter Designer

Ad Hoc Filter Designer

This wizard will walk you through the creation of a new filter. Filters can be created using the Query wizard, selection editor or a pass-through SQL Query. Ad Hoc Filters can be used as a search, or as input to a report.

Saved Filter

- student 3 Unexcused Absences
- student A Honor Roll
- student Active Students
- student All Students
- student American Indian Filter
- student Athletic Eligibility Grades
- student Athletic Programs
- student Athletic Semester 1 Grades
- student Athletic Semester 1 Grades - GPA

Create New

Filter Type	Data Type
<input type="radio"/> Query Wizard	<input checked="" type="radio"/> Student
<input checked="" type="radio"/> Selection Editor	<input type="radio"/> Census/Staff
<input type="radio"/> Pass-through SQL Query	<input type="radio"/> Course/Section

Create

Filter Designer ☆

Long Description:

Quick Search:

Active today: Yes ▾

Grade: All ▾

Name: (last name, first name)

Sort: Grade, Name ▾

All Students	Selected Students
4 Aking, Alejandro #22739	1 Cairney, Daylen #15127
5 Brown, Autumn #17684	1 Rendon, Jadaven #16061
5 Clary, Julius #25357	KG Tarton Sucuc, Joseph #131697
5 Fink, Amiyah #19516	5 Nelson, Natalia #21095
5 Hollar, Yamina #34527	
5 Johnson, Ben #28821	
5 Nelson, Natalia #21095	
5 Sigmon, Deserae #15844	
6 Fowler, Caleb #38651	
6 Gregg, Kinsley #27175	
7 Gomez Aguilera, Noah #26968	
7 Ivanov, Gabriel #15065	
7 MacTaggart, Jakobe #28905	

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Any updates to retentions will need to be manually updated in either filter.

End Retention Enrollments

Students that will be retained must have their enrollments ended prior to the full end enrollment process. Follow the steps below to end retained student's enrollments for the current year.



Before ending current year enrollments, ensure student enrollments have been rolled forward.



Make sure the school context is the current year.

Navigation: Student Information > General Student Administration > Enrollment End Batch Wizard

1. Select the **calendar(s)**
2. Select the **grade levels** that are included in the Retention filter.
3. Select the **Retention** Ad Hoc created earlier.
4. Enter the **last instructional day** of the current school year as the end date.
5. Select **RT: Retained** as the local end status.
 - a. Note: If a specific retention reason code is typically used for all students to document retention information, choose the appropriate retention end status for this step.
6. Click **Run** to end the current year enrollments for Retained students.

Each student in the filter should now have an end date and end status for the current year enrollment. If a student's retained end status is different than RT: Retained, use the steps below to navigate to the student's enrollment tool to update the end status to the appropriate Retention Reason.

Update End Status (if applicable)

After using a default end status code, use the steps below to update an individual student's end status if necessary. For example, if RT: Retained was used as the end status, however the reason for the retention is RACD: Retention-Local-Stds-Acad, then navigate to the individual student's enrollment and update the end status.

Navigation: *Student Information > General > Enrollments*

- Search for the Retained filter by selecting the **Advanced** button in the student search.
- Select **Filter** to see the list of available filters. Select the **Retention** filter created earlier.
- Click **Search** to select the students in the retained filter.

The image shows a mobile app interface for searching and filtering student records. At the top, there is a search bar with a magnifying glass icon and a dropdown menu for 'Type' set to 'Student'. Below the search bar is a text input field labeled 'Student Search...' and a button with a magnifying glass icon. A button labeled 'Search for Student records' is positioned below the search bar. Below the search bar, there is a section for 'Special Ed Disability' with a dropdown menu. Below this is a 'Saved Filter' section with a 'Select Filter' button. At the bottom, there are 'Reset' and 'Advanced' buttons. A red arrow points from the 'Advanced' button to the 'Select Filter' button.

Below the search bar, there is a section for 'Saved Filter' with the title 'Retention Students 24-25'. It contains two buttons: 'Select Filter' and 'Remove Filter'. At the bottom of this section are three buttons: 'Search', 'Reset', and 'Cancel'.

- Select a **student** and click on the **current year enrollment**.
- Update the **local end status** to the retained reason end status.
- Add an **end comment**. (optional)
- Click **Save** to update the current year enrollment.

The image shows a web interface for student enrollment management. At the top, there is a header with a user profile icon, the name 'Beatty, Olivia', and student information: 'Student #: 25086 Grade: 1 DOB: 02/19/2018'. Below the header is a 'School Pickup' icon. A row of buttons includes 'Save' (highlighted with a red box), 'Delete', 'New', 'Print Enrollment History', and 'New Enrollment History'.

The main section is titled 'General Enrollment Information' and contains several fields:

- Enrollment ID**: 652113
- Calendar**: 24-25 Madison Elementary
- Schedule (read only)**: 1
- Grade**: 1
- Class Rank Exclude**: ☐
- External LMS Exclude**: ☐
- *Start Date**: 08/26/2024
- No Show**: ☐
- End Date**: 05/23/2025
- End Action**:
- *Service Type**: P: Primary
- *Local Start Status**: E1: Init enroll - this year
- Local End Status**: RT: Retained
- State Start Status**: E1: Init enroll - this year
- Start Comments**:
- CRDC School of Accountability**:
- Future Enrollment**:
- Next Calendar**:
- Next Schedule Structure**:
- Next Grade**:

A dropdown menu for 'Local End Status' is open, showing a list of options. A red arrow points to the option 'RADU: Retention-Local Slits-Acad'.

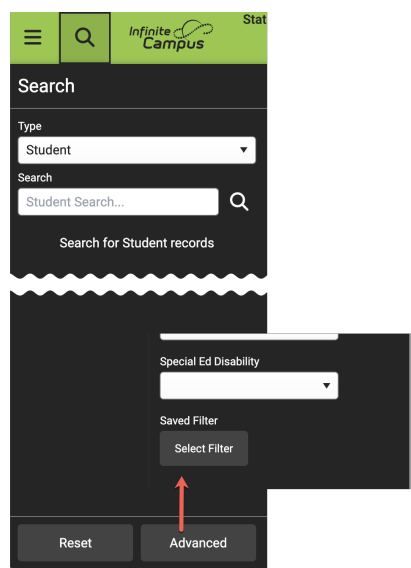
Update Future Enrollment

Students' future enrollments have been created, but the grade level may not be correct. If the student's future year enrollment is in the same calendar, then follow the steps below to update the student's grade level. If the student's future year enrollment is not in a calendar with your tool rights, contact the next school or SIS Coordinator to work on the process to update the future enrollment record with the correct grade level.

Location of Future Enrollment	Action	Calendar Rights Needed	Tool Rights Needed
Current School	Change grade level in the enrollment record in the future year	Future year of current school	Enrollments - Write
Different School	Delete enrollment record in the future year	Future year of different school	Enrollments - Delete
	Create new enrollment record in the future year	Future year of current school	Enrollments - Add

Navigation: Student Information > General > Enrollments

- Search for the Retained filter by selecting the **Advanced** button in the student search.
- Select **Filter** to see the list of available filters. Select the **Retention** filter created earlier.
- Click **Search** to select the students in the retained filter.



Saved Filter

Retention Students 24-25

Select Filter

Remove Filter

Search

Reset

Cancel

- Select a **student** and click on the **future year enrollment** record

Enrollments ☆

Beatty, Olivia

Student #:

25086

Grade:

1

DOB:

02/19/2018

School Pickup

New

Print Enrollment History

New Enrollment History

Enrollment Editor

Grade	Type	Calendar	Start Date	End Date
2	P	25-26 Madison Elementary Schoo	08/25/2025	
<div>Start Status: E1 Init enroll - this year</div> <div>End Status:</div>				
1	P	24-25 Madison Elementary	08/26/2024	05/23/2025
<div>Start Status: E1 Init enroll - this year</div> <div>End Status: RACD Retention-Local Stds-Acad</div>				
KG	P	Madison School 2024 A	08/28/2023	05/24/2024
<div>Start Status: E1 Init enroll - this year</div> <div>End Status: PR Promoted</div>				

- Select the correct **grade level** from the grade dropdown.
- Add a **start comment** (optional)
- Click **Save** to update the grade level.

Enrollments ☆

Beatty, Olivia

Student #:

25086

Grade:

1

DOB:

02/19/2018

School Pickup

Save

Delete

New

Print Enrollment History

New Enrollment History

General Enrollment Information

Enrollment ID 948471

Calendar

25-26 Madison Elementary Schoo

Schedule (read only)

Main

Grade

1

Class Rank Exclude

External LMS Exclude

Start Date

08/25/2025

No Show

End Date

End Action

Service Type

P: Primary

Local Start Status

E1: Init enroll - this year

Local End Status

Select a Value

State Start Status

E1: Init enroll - this year

State End Status

Start Comments

End Comments

CRDC School of Accountability

Rolled From Enrollment ID: 652113

Validate End Status for Retained Students

Use the [Enrollment Summary Details Report | Infinite Campus](https://kb.infinitecampus.com/help/enrollment-summary-details-report) (<https://kb.infinitecampus.com/help/enrollment-summary-details-report>) to review student's end status and end dates. Use the same Retention ad hoc filter to review just the students that were retained. This report

can be generated in a CSV format to be opened in a spreadsheet view to filter as needed.

NCSIS Knowledgebase | Article: Retentions at End of Year | Last Updated: 10/31/2025 12:26 pm EDT

End Enrollments for EOY

06/12/2025 7:59 am EDT

Last Instructional Day

[Scheduling & Courses](#) > [Calendar Setup](#) > [Day Setup](#)

- The last day of school should be the actual last day that students were in the building and receiving instruction.
- The instruction checkbox should be marked for the last day.
- This date should also match the end date in the last term for the current year.
- If this date has changed, make sure that School Months have been updated for PMR.

Day Setup ☆
Scheduling & Course

Save Day/Day Events
Delete Day/Day Events
Day Reset
Day Rotation
Print
Print Rotation
Multi Day Event

May 2025

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

Event on this Day

Day Detail

Date
05/23/2025
*Period Schedule
Regular School E
School Day

☒ Start Time
☒ End Time
☒ Duration

☐ Instruction
☐ Attendance

Day Events

Type
ER: Early Release
Duration Inst. Minutes
0 300
Add DayEvent

Blended Learning Groups ?
Add Group

End Enrollments



Prior to ending enrollments for the current school year, ensure to roll enrollments forward into the future school year using the Enrollment Roll Forward Wizard (<https://kb.infinitecampus.com/help/enrollment-roll-forward>).

- Make sure to **end graduating students' enrollments** prior to ending all student enrollments (if applicable). See the [Graduation Checklist](https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/graduation-checklist) (<https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/graduation-checklist>) for more information.
- Make sure to **end retention students' enrollments** prior to ending all student enrollments.
- Run the [Enrollment End Batch Wizard](https://kb.infinitecampus.com/help/enrollment-end-batch) (<https://kb.infinitecampus.com/help/enrollment-end-batch>) process to end enrollments for all students. Students with existing end dates and end statuses will not be changed when running this process.
- The End Date should be the **last instructional day** of the calendar.
- Select the **PR: Promoted** as the local end status.
- ECS students who return for another year in grade 12, should have an end date of the **last instructional day** of the calendar, and an **PR: Promoted** local end status. Follow the steps to [Adding an XG Flag](https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/adding-xg-flag) (<https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/adding-xg-flag>) article to add an XG flag. The student should have a future enrollment in grade 12.

End Enrollments in Program Schools



Prior to ending enrollments for the current school year, ensure to roll enrollments forward into the future school year using the Enrollment Roll Forward Wizard (<https://kb.infinitecampus.com/help/enrollment-roll-forward>).

- Run the [Enrollment End Batch Wizard](https://kb.infinitecampus.com/help/enrollment-end-batch) (<https://kb.infinitecampus.com/help/enrollment-end-batch>) process to end enrollments for all students. Students with existing end dates and end statuses will not be changed when running this process.
- The End Date should be **06/30/20YY**.
- Select the **PR: Promoted** as the local end status.

Enrollment Cleanup Wizard (<https://kb.infinitecampus.com/help/enrollment-cleanup-wizard>)

- The **Delete** Enrollments calendar selection should be the **current** year calendar.
- The **Update** Enrollments calendar selection should be the **future** year calendar. The student filter should include students

whose future year enrollment should be updated.

- Run the Delete Enrollments selection **weekly** to ensure future enrollments for withdrawn students are deleted in the future year.



Make sure the calendar context is the future year.

NCSIS Knowledgebase | Article: End Enrollments for EOY | Last Updated: 06/12/2025 7:59 am EDT

End Program Assignments for EOY

06/12/2025 7:59 am EDT

End Program Assignments

Student Information > General Student Administration > Federal/State Program Update Wizard

- [Federal/State Program Updater | Infinite Campus](https://kb.infinitecampus.com/help/statefederal-program-updater) (<https://kb.infinitecampus.com/help/statefederal-program-updater>)
- The Homeless and Read to Achieve programs should be ended as of 06/30/20YY.

Programs can be ended in mass using the Federal/State Program Update Wizard:

- Create an Ad Hoc filter to select all students with an open program
- Use the **Edit Participation** option under Ad Hoc Filter
- Check the box under **Include Field** for **End Date**, with a value of 06/30/20YY
- The **Start Date** and **End Date** should include the entire year from 7/1/20YY to 6/30/20YY
- Overwrite Existing Data should NOT be checked for this purpose
- Click **Test** first to verify that the changes will be what is intended
- Click **Edit Records** to actually run the wizard and change records

Federal/State Program Update Wizard ☆

Federal/State Program Updater

The Federal/State Program Updater allows federal or state program participation data to be added or edited using an import file. Federal or state program participation data records can also be added, edited, or deleted using an Ad hoc filter. For programs that allow an Owner to be specified, edit, delete, and overlapping record logic will be limited to records owned by this District or State Edition.

Select Federal Program:

Homeless

Select Mode:

Import File:

☐ Add/Edit Participation

Ad Hoc Filter:

☐ Add Participation

☐ Delete Participation

☒ Edit Participation

Next

Federal/State Program Update Wizard ☆

Stude

Homeless Program Updater

Select an Ad Hoc Filter to edit records for the selected students.

*Ad Hoc Filter

Homeless Students

Select the fields to be edited and set the new values for the selected fields

Field Name	Include Field	Set Value
Start Date	<input type="checkbox"/>	<input type="text"/>
End Date	<input checked="" type="checkbox"/>	06/30/2025
Comments	<input type="checkbox"/>	<input type="text"/>
Primary Night Time Residence	<input type="checkbox"/>	<input type="text"/>
Served with McKinney-Vento Funds	<input type="checkbox"/>	<input type="text"/>
Unaccompanied Youth	<input type="checkbox"/>	<input type="text"/>
Services provided other LEA funds	<input type="checkbox"/>	<input type="text"/>

Only records that have a Start Date that is on or in the date range selected will be updated. Select Overwrite Existing Data if existing data should be overwritten.

*Start Date

*End Date

07/01/2024

06/30/2025

☐ Overwrite Existing Data

Run Test or Run Tool

Test

Edit Records

or

Batch Queue - Edit Records

Reporting and Billing

05/14/2025 9:12 am EDT

End of Year Fees (if applicable)

- Report and bill for end of year fees.
- Follow PSU guidelines for this process.
- [Fee Billing Batch Report | Infinite Campus](https://kb.infinitecampus.com/help/fee-billing-batch-report) (https://kb.infinitecampus.com/help/fee-billing-batch-report)

State Reports

- Month 9 PMR (the PMR is due 10 days after the last day of school)
 - [NC Principal's Monthly Report Extract | Infinite Campus](https://kb.infinitecampus.com/help/nc-principals-monthly-report-extract) (https://kb.infinitecampus.com/help/nc-principals-monthly-report-extract)
 - Tip: Generate the PMR Summary the day after the last day of the school month to collect information for the month.

NC PMR Extract ☆

Instructions

This report will pull all enrollments needed for PMR reporting to NCDPI. Check Data Validation Report
See the PMR Checklist for more information.

Set Up

Search Calendars

Find Schools & Calendars

Show Active Year Only

Expand All Collapse All

24-25

Adams School

Jefferson School

Washington School

Report Options

Extract Type *

Choose one

School Month Sequence *

Choose one

Output Options

Report Processing

Submit to Batch Queue

Queue Options

High Priority

Keep Until | Delete

Queue Start Date and Time *

04/03/2025 2:29 PM

Format Type

HTML

CSV

Batch Queue Results

Start Date

End Date

MM/DD/YYYY

MM/DD/YYYY

Report Title	Queue Time	Status
No records available.		

0 - 0 of 0 items

Refresh

- ALP - more information to come
- Discipline - more information to come
- [CTE Extract](https://kb.infinitecampus.com/help/nc-cte-extract) (https://kb.infinitecampus.com/help/nc-cte-extract)

NC CTE Extract ☆

Instructions

These reports will pull all CTE data that needs to be sent to NCDPI.

Setup

Search Calendars
Find Schools & Calendars ☒ Show Active Year Only

Expand All Collapse All

- 24-25
 - ☒ Adams School
 - ☐ Jefferson School
 - ☐ Washington School

Report Options

CTE Status *
▼

Select one or more Grade Levels *
Select Grade Levels...

Include OCS / ECS Students
☐

Include Pathway Details
☐

Include Subgroup Categories
☐

Effective Date *
06/30/2025

Ad Hoc Filter
No Filter

Output Options

Report Processing
☒ Generate Now
☐ Submit to Batch Queue

Format Type
☐ HTML
☒ CSV

Batch Queue Results

Start Date End Date
MM/DD/YYYY MM/DD/YYYY

Report Title	Queued Time	Status
No records available.		

0 - 0 of 0 items

Refresh

- **Graduation Data Verification (GDV)** (<https://kb.infinitecampus.com/help/nc-graduation-data-verification>) - Review for accuracy, report is due August 11

NC Graduation Data Verification ☆

Instructions

Student Detail, Certificates by Post Graduate Intention, Certificates by Course of Study, Diplomas by Course of Study, Diplomas by Post Graduate Intention
The Graduate Data Verification Collection contains demographic information, Diploma Type, and post-graduate intentions of North Carolina high school graduates.

Setup

Search Calendars
Find Schools & Calendars ☒ Show Active Year Only

Expand All Collapse All

- 24-25
 - ☒ Adams School
 - ☐ Jefferson School
 - ☐ Washington School

Report Options

Report Type *
Student Detail

Ad Hoc Filter
No Filter

Output Options

Report Processing
☒ Generate Now
☐ Submit to Batch Queue

Format Type
☒ CSV
☐ HTML

Batch Queue Results

Start Date End Date
MM/DD/YYYY MM/DD/YYYY

Report Title	Queued Time	Status
No records available.		

Local PSU final reports (Recommended)

Follow your PSUs guidelines for PSU specific end of year reports. Provided below are some reports available in NCSIS that may be used.

- Final Report Cards/Grades
 - [Report Card | Infinite Campus](https://kb.infinitecampus.com/help/report-card) (https://kb.infinitecampus.com/help/report-card)
 - [Grades Report \(Grading and Standards\) | Infinite Campus](https://kb.infinitecampus.com/help/grades-report-grading-and-standards) (https://kb.infinitecampus.com/help/grades-report-grading-and-standards)
- Final Class Rank
 - [Class Rank Report | Infinite Campus](https://kb.infinitecampus.com/help/class-rank-report) (https://kb.infinitecampus.com/help/class-rank-report)
- Final Transcripts
 - [Transcript Batch Report | Infinite Campus](https://kb.infinitecampus.com/help/transcript-batch-report) (https://kb.infinitecampus.com/help/transcript-batch-report)
- Attendance
 - [Period Detail Batch | Infinite Campus](https://kb.infinitecampus.com/help/period-detail-batch) (https://kb.infinitecampus.com/help/period-detail-batch)
- Enrollment
 - [Enrollment Summary Details Report | Infinite Campus](https://kb.infinitecampus.com/help/enrollment-summary-details-report) (https://kb.infinitecampus.com/help/enrollment-summary-details-report)

Pause Automated Tasks

- Pause any task scheduler automated tasks until the new year.

The screenshot shows the 'Task Scheduler' interface. At the top, there are buttons for 'New Task', 'Save', and 'Delete'. Below this is a 'Scheduled Task List' table with columns for Name, Start Date, Frequency, and a status icon. The tasks listed are: Batch Queue Maintenance (03/29/2024 00:00:00, Daily), Change Unknown Absences to 2A (10/15/2024 15:30:00, Daily), CTE Program Auto Assign (09/01/2024 22:00:00, Daily), Flag Ath Assignment (03/24/2025 17:00:00, Daily), Messenger Maintenance (07/08/2024 00:00:00, Daily), and POSExtract (01/01/2000 02:00:00, Daily). Below the table is a 'Scheduled Task Detail' form for the 'Change Unknown Absence' task. It includes fields for Name, Start Date/Time (10/15/2024 03:30 PM), Tool Code, and Task Type (SQL Script). A red arrow points to the 'Stop/Pause Execution' checkbox, which is checked. Other options include 'Recurring Frequency' (Daily) and 'Task Type' (SQL Script or Java (Prism URL call)).

- For automated Data Extract Utility jobs, add a check to the Stop checkbox until the new year.

The screenshot shows the 'Data Extract Schedule' form. It has a 'Stop Automated Extract' checkbox, which is checked and highlighted with a red arrow. Below this are fields for Frequency (None), Start Date (02/25/2025), Start Time (00:00), Day of Week (Sunday), and Day of Month (1).

- Update any "Pull" data extract jobs to be SMB as the Pull method will be deprecated starting the summer of 2025.


Administrative EOY


04/07/2025 7:33 am EDT

Staff Records

Census > Staff > District Employment/District Assignments

- Add an **end date** to staff [District Employment](https://kb.infinitecampus.com/help/district-employment) record for staff who have left the PSU.




District Employment ☆
Bates, Amanda  Staff #: 1884 DOB: 10/19/1988

Save

Delete


New

Employment Records


 #19B Infinite Campus (01/01/1901 -)

Employment Information

*Start Date

01/01/1901 


Teaching Start Year



License Number

Seniority

End Date



Teaching Years Modifier

0


FTE Percent (whole number 0-100)

0

Education


- Add an **end date** to staff [District Assignment](https://kb.infinitecampus.com/help/district-assignments) record for staff who have left the school.

District Assignments ☆

Bates, Amanda  Staff #: 1884 DOB: 10/19/1988

[Save](#) [Delete](#) [New](#)

Assignments

Adams School
 (@1801/1901)

Employment Assignment Information

School: Adams School Department:

*Start Date: End Date:

Type: Title:

FTE of Assignment: Assignment Code:

Amplify Role: K-3 TS Admin Role:

RTA-T: RTA Teacher SchoolNet Role:

1. Teacher Select Values

Teacher ☒ Special Ed ☐ Program Admin ☐ Health ☐ Behavior Response Approver ☐ Response to Intervention ☐

Advisor ☐ Supervisor ☐ Counselor ☐ Foodservice ☐ Exclude Behavior Referral ☐ Self Service Approver ☐ FRAM Processor ☐

Activity Staff ☐ Activity Preapproval ☐

Primary District Assignment ☐

Supervisors

External LMS Exclude ☐

Exclude ☐

- End access to Campus for staff leaving the school and/or PSU.
- Add/update district assignments for staff that are moving schools.
- Follow your PSU procedures for adding any new staff in NCSIS.

Access Management

Disable User Accounts

User Management > User Account Administration > User Account Batch Wizard

- Disable access to Campus for staff, students, and/or parents during the summer months (if applicable).
- This can be performed with the [User Account Batch Wizard | Infinite Campus](https://kb.infinitecampus.com/help/user-account-batch-wizard#UserAccountBatchWizard-DisableUserAccountsforAllSelectedStudentsorStaff) (<https://kb.infinitecampus.com/help/user-account-batch-wizard#UserAccountBatchWizard-DisableUserAccountsforAllSelectedStudentsorStaff>).

User Account Batch Wizard ☆

User Management > User Account Administration > User Account Batch Wizard

User Account Batch Wizard

This tool can be used to batch create, enable or disable student and staff accounts, or flag them for password change. Also, to batch add or remove one or more user groups from staff accounts. Select school(s) or search for specific student(s)/staff for batch update.

1. Account Type: **Students**

2. Change Type: **Disable Account**

3. Additional Account Information

☒ Disable user accounts for all active students in the selected calendar(s)

25-26 Homeless
25-26 Jefferson Middle School
25-26 LEP
25-26 Madison Elementary School
25-26 Monroe High School
25-26 Wilson School
24-25 Arthur High School
24-25 Coolidge School
24-25 Harrison High School
24-25 Homeless
24-25 LEP
24-25 Madison Elementary
24-25 Migrant
24-25 Monroe High School
24-25 More at Four
24-25 NCDPI

*Ctrl-click or Shift-click to select multiple

☐ Disable user accounts for all selected students

Preview Changes **Save Changes**

Update Portal Access

- Portal access can remain available for parents, however, be mindful that options set in the template selected are accessible to parents and students.
- A new Portal template can be created so parents and students can see only what the PSU desires. (i.e. annual updates in OLR, no schedules, previous year information)
- [Portal Display Options | Infinite Campus](https://kb.infinitecampus.com/help/portal-display-options) (<https://kb.infinitecampus.com/help/portal-display-options>)

Portal Display Options ☆

Display Options determine what tools and data appear in the Campus Student and Campus Parent Portals. Display Options are set by Calendar/Structure using a Display Options Template created by the school. Each Calendar/Structure can be assigned to only one template. Select a Template to modify it or click New Template to create a new one. Select a Calendar/Structure to assign to a template and enable the calendar and terms. [Read More](#)

Filter Calendars by School Year ⓘ

All Previous Year Active Year Future Year

Filter Calendars by Status

All Enabled Disabled

DISPLAY OPTIONS TEMPLATE	CALENDAR (STRUCTURE)	STATUS	ENABLED TERMS
High School Template	24-25 Monroe High School	ENABLED	Q1, Q2, Q3, Q4
Summer	25-26 Monroe High School ⓘ	ENABLED	Q1, Q2, Q3, Q4
High School Future Year Scheduling			

Record Retention

Grading & Standards > Reports > Cumulative Labels

- Print cumulative labels for student files (if applicable).

- The [Cumulative Labels Report](https://kb.infinitecampus.com/help/cumulative-labels-report) (<https://kb.infinitecampus.com/help/cumulative-labels-report>) only prints student transcript information that also includes credits.

Cumulative Labels ☆

Grading & Standards > Reports > Cumulative Labels

Cumulative Labels

A Cumulative Label is a large-size mailing label that has an entire year's transcript printed on it. This label can be attached to the student's file folder as a way of storing a hard copy. Currently these labels only print transcript entries that have credits listed under Credit Groups. Standard Groups do NOT currently display. This is a very complex report, so please try to limit the number of students included in each batch. Use form Avery 5163 for the best results.

Which students would you like to include in the report?

☒ Grade ☐ Add Hoc Filter

Grade:

How would you like the report sorted?

☒ Student Name ☐ Grade ☐ Student Number

GPA Calculation:

Report Format:

- More information on what is required in a cumulative record can be found here: [Local Public School Units | NC Archives](https://archives.ncdcr.gov/government/local-government-agencies/local-public-school-units) (<https://archives.ncdcr.gov/government/local-government-agencies/local-public-school-units>)

Locker Assignments (if applicable)

- End locker assignments for the current school year using the [Locker Batch End Wizard](https://kb.infinitecampus.com/help/locker-batch-end-wizard) (<https://kb.infinitecampus.com/help/locker-batch-end-wizard>).

Locker Batch End Wizard ☆

School & District Settings > Lockers > Locker Batch End Wizard

Locker Batch End Wizard

This wizard allows you to batch end or delete locker assignments based on a number of criteria including Locker Type, Locker Grade Level, Student Grade Level, and Locker Location. You may select any combination of options. Any locker assignments meeting the selected criteria that are active on the effective date entered will be ended or deleted.

Locker Type:

Locker Grade Levels: ☒ TK ☒ KG ☒ 1 ☒ 2 ☒ 3 ☒ 4 ☒ Lockers without a grade level specification

Student Grade Levels: ☒ TK ☒ KG ☒ 1 ☒ 2 ☒ 3 ☒ 4

Locker Location: ☒ 1st floor, gym side ☒ 2nd floor, gym side ☒ 2nd floor, HS ☒ 2nd floor, middle ☒ 2nd floor, ms wing ☒ 2nd floor, ms wing top locker ☒ Broken

Ad Hoc Filter:

End Date:

Locker Effective Date:

Inventory Expiring End Date:

Scheduling for Future Year

04/07/2025 7:16 am EDT

Use the information below as a workflow for scheduling in the upcoming year.

[Part 1](#) | [Part 2](#) | [Part 3](#) | [Part 4](#)

Part 1

Task	Completed
NC Course Codes <ul style="list-style-type: none"> Available in December - 2025-2026 Course Code Master List NC DPI (https://www.dpi.nc.gov/2025-2026-course-code-master-list) Update current course master information (departments, max students, etc.). This is done by SIS Coordinators, outside of any particular calendar. Once changes are made, wait until the next year calendar is created. Once the calendar is created and the courses have been copied, the course master updates can be pushed to the next year calendar. Do not push to the current calendar. 	<input type="checkbox"/>
Assign/Update District Assignments <ul style="list-style-type: none"> Create future year District Assignments for teachers that are moving schools (<i>Census > Staff > District Assignments</i>) <ul style="list-style-type: none"> District Assignments Infinite Campus (https://kb.infinitecampus.com/help/district-assignments) Assign teachers to Departments (<i>Census > Staff > District Assignments</i>) <ul style="list-style-type: none"> Make sure the department is added to the correct school and assignment 	<input type="checkbox"/>
Create School Year (<i>Scheduling & Courses > Calendar Setup > School Year Setup</i>) <ul style="list-style-type: none"> Scheduling Prep: Calendar Setup For Upcoming Year - Study Guide Infinite Campus (https://kb.infinitecampus.com/help/scheduling-prep-calendar-setup-for-upcoming-year-study-guide#define-the-next-school-year) Label - XX-XX Start Date 7/1/XXXX; End Date 6/30/XXXX 	<input type="checkbox"/>

Task	Completed
<p>Create New Calendars (<i>Scheduling & Courses > Calendar Setup > Calendar Wizard</i>)</p> <ul style="list-style-type: none"> Determine which calendar option to choose - Scheduling Prep: Calendar Setup For Upcoming Year - Study Guide Infinite Campus (https://kb.infinitecampus.com/help/scheduling-prep-calendar-setup-for-upcoming-year-study-guide#determining-what-calendar-option-to-choose) Create New Blank Calendars - only for new schools - Scheduling Prep: Calendar Setup For Upcoming Year - Study Guide Infinite Campus (https://kb.infinitecampus.com/help/scheduling-prep-calendar-setup-for-upcoming-year-study-guide#create-new-blank-calendars) Create New Calendars by Roll Forward Calendars with selected data - Scheduling Prep: Calendar Setup For Upcoming Year - Study Guide Infinite Campus (https://kb.infinitecampus.com/help/scheduling-prep-calendar-setup-for-upcoming-year-study-guide#determining-what-calendar-option-to-choose) <ul style="list-style-type: none"> Choose Year Schoolname template Start Date 7/1/XXXX; End Date 6/30/XXXX Select: Calendar Attributes, Schedule Structures, Term Schedules, Period Schedules, Section Templates, Portal calendar and term settings, Grade Levels, Courses 	<input type="checkbox"/>
<p>Delete special period schedules (<i>Scheduling & Courses > Calendar Setup > Period Setup</i>)</p> <p><i>*Make sure the calendar context is the future year.</i></p>	<input type="checkbox"/>
<p>Delete any courses in the future year calendar that will not be used (<i>Scheduling & Courses > Courses > Course Information</i>)</p> <ul style="list-style-type: none"> Check the NC Course Code Master List for disabled courses to delete Use the Disabled Course Codes (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/disabled-course-codes) article for more information on filters to find existing disabled courses. <p><i>*Make sure the calendar context is the future year.</i></p>	<input type="checkbox"/>
<p>Add Term Dates (<i>Scheduling & Courses > Calendar Setup > Term Setup</i>)</p> <ul style="list-style-type: none"> Calendar Terms Infinite Campus (https://kb.infinitecampus.com/help/terms) <p><i>*Make sure the calendar context is the future year.</i></p>	<input type="checkbox"/>
<p>Day Setup (<i>Scheduling & Courses > Calendar Setup > Day Setup</i>)</p> <ul style="list-style-type: none"> Day Reset - Day Setup Infinite Campus (https://kb.infinitecampus.com/help/day-setup#Days-DayReset) establishes the instructional days (first instructional day to last instructional day) Day Rotations Day Setup Infinite Campus (https://kb.infinitecampus.com/help/day-setup#Days-DayRotations) establishes the rotation of the period schedules (single day schedules will not show rotations) <p><i>*Make sure the calendar context is future year.</i></p>	<input type="checkbox"/>

Task	Completed
<p>School Months (<i>Scheduling & Courses > Calendar Setup > School Months</i>)</p> <ul style="list-style-type: none"> Add School Months dates - School Months (North Carolina) Infinite Campus (https://kb.infinitecampus.com/help/school-months-north-carolina) <ul style="list-style-type: none"> *School Months can be added at a later time, but before the beginning of the new school year. <p><i>*Make sure the calendar context is future year.</i></p>	<input type="checkbox"/>
<p>Roll Forward the rest of the Calendar to Copy (<i>Scheduling & Courses > Calendar Setup > Calendar Wizard</i>)</p> <ul style="list-style-type: none"> Calendar Wizard Infinite Campus (https://kb.infinitecampus.com/help/calendar-wizard-a#pick-the-data-to-copy) - Choose Copy Data into Existing Calendar Copy/Append - will not overwrite information in new calendar Select the remaining data to copy: Sections with Schedule Placement, Teacher Assignments, Room Assignments, Grading Tasks, Credits, Standards, Grade Calc Options, Categories, Course Rules, Schedule Building Constraints, Course Fees, Attendance Excuse Codes, Scheduling Teams, Section Team Assignments, Calendar Overrides, GPA Calculations. 	<input type="checkbox"/>
<p>Roll Forward Student Enrollment (<i>Student Information > General Student Administration > Enrollment Roll Forward Wizard</i>)</p> <ul style="list-style-type: none"> Enrollment Roll Forward Wizard Infinite Campus (https://kb.infinitecampus.com/help/enrollment-roll-forward) <ul style="list-style-type: none"> Do not choose 12th Grade Do not choose 5th or 8th grades (transition students can be completed separately to select the destination calendar) Select E1: Init enroll - this year as the Local Start Status Select Primary as the Source Service Type Select Main as the Source Structure General Roll Forward Logic - Enrollment Roll Forward Wizard Infinite Campus (https://kb.infinitecampus.com/help/enrollment-roll-forward#enrollment-roll-forward-logic) Assign Graduation Programs to use academic planning options - Graduation Program Assignment NC Department of Public Instruction (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/graduation-program-assignment) 	<input type="checkbox"/>
<p>Assign/Update Tool/Calendar Rights (<i>User Management > User Groups > Calendar/Tool Rights</i>)</p> <ul style="list-style-type: none"> Scheduling Tool Rights (https://kb.infinitecampus.com/help/tool-rights-scheduling) Calendar Rights (+1 year) <ul style="list-style-type: none"> Add the future year to the + calendar user group Remove any previous years in the + calendar user group 	<input type="checkbox"/>

Part 2

Task	Completed
<p>Update Course Information (in the future year calendar only) (<i>Scheduling & Courses > Courses > Add Course</i>)</p> <ul style="list-style-type: none"> Follow the NCDPI Course Code Master List (https://www.dpi.nc.gov/2025-2026-course-code-master-list) Mark courses no longer being used as inactive or delete them from the new school year calendar as needed at the school level <ul style="list-style-type: none"> Be sure to be in the future school year when deleting courses. Add new courses that will be offered for the year from the course master selection Update course scheduling fields (Any changes made to the course masters during prep, can be pushed to the courses and course sections in the future calendar.) <ul style="list-style-type: none"> Attach Departments to Course Masters or Courses *Check the number terms, schedules and periods of the Course Determine if the course can be requested by students in the Portal via Course Master level or Course level (Allow student requests) Determine if the course can be requested by teachers via Course Master level or Course level (Allow teacher requests/recommendations) *Select the desired scheduling priority (if applicable) Determine if the course can be repeated (Repeatable) - Admin can select a course to retake without this checked, but students cannot select a course again, if this is unchecked. <p><i>*Note: Some course information can be viewed/updated using the Course Planner Tool (https://kb.infinitecampus.com/help/course-planner-course-planner).</i></p> <p><i>*Make sure the calendar context is future year.</i></p>	<input type="checkbox"/>
<p>Establish Course Rules (http://kb.infinitecampus.com/help/course-rules) (<i>Scheduling & Courses > Courses > Course Rules</i>)</p> <ul style="list-style-type: none"> Scheduling Rules (used with building and loading) - Course Rules Infinite Campus (https://kb.infinitecampus.com/help/course-rules#scheduling-rules) Planning Rules (used with course plans) - Course Rules Infinite Campus (https://kb.infinitecampus.com/help/course-rules#planning-rules) <p><i>*Make sure the calendar context is future year.</i></p>	<input type="checkbox"/>
<p>Establish Student Constraints (<i>Scheduling & Courses > Build Schedules > Student Constraints Setup</i>)</p> <ul style="list-style-type: none"> Student Constraints Infinite Campus (https://kb.infinitecampus.com/help/student-constraints) Set strict or not strict constraints between students <p><i>*Make sure the calendar context is future year.</i></p>	<input type="checkbox"/>

Part 3

Task	Completed
<p>Add Course Requests</p> <p>Choose which option to use to add course requests. More than one of the options below can be used to enter course requests. However, if using course plan, the planned courses must be created into course requests before using the other course request tools.</p> <p><i>*Make sure the calendar context is future year.</i></p>	<input type="checkbox"/>
<p>Course Plan (<i>Student Information > Academic Planning > Course Plan</i>)</p> <p>The following should be completed in order when using planned courses for course requests</p> <ul style="list-style-type: none"> All students must have a Graduation Program to use the course plan. Follow the instructions in the Graduation Program Assignment (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/graduation-program-assignment) article for assigning programs. (<i>Student Information > Academic Planning > Programs</i>) <ul style="list-style-type: none"> Run the Academic Plan Status Report Infinite Campus (https://kb.infinitecampus.com/help/academic-plan-status-report) to show students without an active program. (<i>Student Information > Program Administration > Academic Plan Status Report</i>) Portal Display Options enabled for academic plan for students to add planned courses (<i>System Settings > Portal Preferences > Portal Display Options</i>) <ul style="list-style-type: none"> Portal Display Options Infinite Campus (https://kb.infinitecampus.com/help/portal-display-options) Teacher Recommendations (if using) <ul style="list-style-type: none"> Student Course Recommendations (Instruction) Infinite Campus (https://kb.infinitecampus.com/help/student-course-recommendations-instruction) Student or Admin add planned courses to the course plan. (<i>Student Information > Academic Planning > Course Plan</i>) <ul style="list-style-type: none"> Course Plan (Academic Planning) Infinite Campus (https://kb.infinitecampus.com/help/course-plan-academic-planning) Lock Course Plans once courses have been updated. (<i>Student Information > Program Administration > Course Plan Administration</i>) <ul style="list-style-type: none"> Course Plan Administration Infinite Campus (https://kb.infinitecampus.com/help/course-plan-admin) Run reports to review course plans prior to creating requests from the planned courses <ul style="list-style-type: none"> Calculate On-Track Status with the updated course plans. (<i>Student Information > Program Administration > Course Plan Administration</i>) <ul style="list-style-type: none"> Course Plan Administration Infinite Campus (https://kb.infinitecampus.com/help/course-plan-admin#calculate-on-track-status) This process is taxing on the system and should be run after normal operating hours. Run the Academic Plan Status Report Infinite Campus (https://kb.infinitecampus.com/help/academic-plan-status-report) to see if the updated planned courses meet the requirements for the graduation program. (<i>Student Information > Program Administration > Academic Plan Status Report</i>) Academic Plan Progress Batch Infinite Campus (https://kb.infinitecampus.com/help/academic-plan-progress-batch) 	<input type="checkbox"/>

Task	Completed
<p>can be used to see individual student academic plans. (<i>Student Information > Program Administration > Academic Plan Progress Batch Report</i>)</p> <ul style="list-style-type: none"> ○ Course Plan Batch Infinite Campus (https://kb.infinitecampus.com/help/course-plan-batch) can be used to see several students' academic plans in one report. (<i>Student Information Program Administration > Course Plan Batch Report</i>) ● Create course requests from planned courses (<i>Student Information > Program Administration > Course Plan Administration</i>) <ul style="list-style-type: none"> ○ Course Plan Administration Infinite Campus (https://kb.infinitecampus.com/help/course-plan-admin#CoursePlanAdmin-CreateCourseRequests) <p><i>*Make sure the calendar context is future year.</i></p>	
<p>Requests & Rosters (<i>Scheduling & Courses > Scheduling > Requests & Rosters</i>)</p> <ul style="list-style-type: none"> ● Requests and Rosters Infinite Campus (https://kb.infinitecampus.com/help/requests-and-rosters) ● Use this tool to add requests to students in mass. ● *Reminder: Check the "Include Inactive Students" checkbox to work with students in the future year. <p><i>*Make sure the calendar context is future year.</i></p>	<input type="checkbox"/>
<p>Walk-in Scheduler (<i>Student Information > General > Schedule</i>)</p> <ul style="list-style-type: none"> ● Walk-In Scheduler Infinite Campus (https://kb.infinitecampus.com/help/walk-in-scheduler#Walk-InScheduler-AddRequests) ● Add requests to individual students <p><i>*Make sure the calendar context is future year.</i></p>	<input type="checkbox"/>
<p>Course Registration (<i>Student Portal > More > Course Registration</i>)</p> <ul style="list-style-type: none"> ● Course Registration (Campus Student) Infinite Campus (https://kb.infinitecampus.com/help/course-registration-campus-student) ● Tool must be enabled in Portal Display Options. ● Any course that has allow student requests checked will be displayed for the student to choose. ● Requests are added as Elected or Alternate. ● Students cannot remove any Required requests. <p><i>*Make sure the portal display option is enabled for the future year.</i></p>	<input type="checkbox"/>

Task	Completed
<p>Run Reports</p> <p>Check course requests by using the reports below. Other reports may be used as well.</p> <ul style="list-style-type: none"> • Schedule Units Report (<i>Scheduling & Courses > Reports > Schedule Units Report</i>) <ul style="list-style-type: none"> ◦ Schedule Units Report Infinite Campus (https://kb.infinitecampus.com/help/schedule-units-report) ◦ Use this report to find under requested students • Requests Satisfied Report (<i>Scheduling & Courses > Reports > Requests Satisfied Report</i>) <ul style="list-style-type: none"> ◦ Requests Satisfied Infinite Campus (https://kb.infinitecampus.com/help/requests-satisfied) ◦ Use this report to see how many requests there are per course • Request Conflicts Report (<i>Scheduling & Courses > Reports > Request Conflict Report</i>) <ul style="list-style-type: none"> ◦ Request Conflicts Report Infinite Campus (https://kb.infinitecampus.com/help/request-conflicts) ◦ Use this report to see a list of possible conflicts with requests • Request Batch Report (<i>Scheduling & Courses > Reports > Request Batch Report</i>) <ul style="list-style-type: none"> ◦ Request Batch Report Infinite Campus (https://kb.infinitecampus.com/help/request-batch) ◦ This will print requests by students as one page per student <p><i>*Make sure the calendar context is future year.</i></p>	<input type="checkbox"/>

Part 4

Task	Completed
<p>Scheduling Board (<i>Scheduling & Courses > Scheduling > Scheduling Board</i>)</p> <ul style="list-style-type: none"> • Copy trials to maintain previous schedules <ul style="list-style-type: none"> ◦ Scheduling Board Trials Infinite Campus (https://kb.infinitecampus.com/help/scheduling-board-trials-new) • Set Scheduling Board Options <ul style="list-style-type: none"> ◦ Scheduling Board Infinite Campus (https://kb.infinitecampus.com/help/scheduling-board-new#settings) • Set Scheduling Board build settings (max periods, max courses) <ul style="list-style-type: none"> ◦ Scheduling Board Infinite Campus (https://kb.infinitecampus.com/help/scheduling-board-new#build-settings-side-panel) <p><i>*Make sure the calendar context is future year.</i></p>	<input type="checkbox"/>

Task	Completed
<p>Staff Planner (<i>Scheduling & Courses > Scheduling > Staff Planner</i>)</p> <p>Use this tool to update individual teachers or in mass. Updating these settings will allow the system to automatically assign teachers to sections with the correct constraints.</p> <ul style="list-style-type: none"> • Staff Planner Infinite Campus (https://kb.infinitecampus.com/help/staff-planner-staff-planner) • Add teacher course assignments • Assign rooms to teachers • Assign teams to teachers • Add Teacher constraints • Update individual teachers' max periods, max courses, etc. if different from the default <p><i>*Make sure the calendar context is future year.</i></p>	<input type="checkbox"/>
<p>Course Planner (<i>Scheduling & Courses > Scheduling > Course Planner</i>)</p> <p>Use this tool to update individual courses or in mass.</p> <ul style="list-style-type: none"> • Course Planner Infinite Campus (https://kb.infinitecampus.com/help/course-planner-course-planner) • Set sections to build, max students, load priority • Set number of sections to build per teacher • Set Placement restrictions • Set Scheduling Rules <p><i>*Make sure the calendar context is future year.</i></p>	<input type="checkbox"/>

Task	Completed
<p>Build the Schedule (<i>Scheduling & Courses > Scheduling > Scheduling Board</i>)</p> <p>Use this tool to create trials and build or adjust a schedule. To maximize efficiency, it's recommended to complete all setup preparations, including course planner updates, staff planner updates, and course requests if you're building.</p> <ul style="list-style-type: none"> • Scheduling Board Infinite Campus (https://kb.infinitecampus.com/help/scheduling-board-new#build) • Use the build settings to set build defaults • Build by Department, Course or run a Full build. • Use the board view settings for highlights to see possible issues. • Unbuild by department, course or full unbuild to restart the build process. • Lock departments, courses, or sections to keep those in place. • Drag and drop to move sections. • Make changes as needed in staff and course planner. • Run reports to check the build. <ul style="list-style-type: none"> ◦ Master Schedule Report (Scheduling & Courses > Reports > Master Schedule Report) ◦ Teacher Schedule Batch Report (Scheduling & Courses > Reports > Teacher Schedule Batch Report) ◦ Room Usage Report (Scheduling & Courses > Reports > Room Usage Report) <p><i>*Make sure the calendar context is future year.</i></p>	<input data-bbox="1393 646 1414 674" type="checkbox"/>
<p>Load Students (<i>Scheduling & Courses > Scheduling > Scheduling Board</i>)</p> <p>Course requests must be added to student's records before using the load tool.</p> <ul style="list-style-type: none"> • Scheduling Board Infinite Campus (https://kb.infinitecampus.com/help/scheduling-board-new#load-all-courses) • Set Load Settings - Scheduling Board Infinite Campus (https://kb.infinitecampus.com/help/scheduling-board-new#load-settings-side-panel) • After the schedule has been built, load by department, course, or run a full load. • Unload by department, course or run a full unload. • Lock rosters by department, course, section, or grade level to keep students in the section. <p><i>*Make sure the calendar context is future year.</i></p>	<input data-bbox="1393 1314 1414 1341" type="checkbox"/>

Task	Completed
<p>Run Reports (<i>Scheduling & Courses > Reports</i>)</p> <p>Use the reports below to see the load results for students' requests.</p> <ul style="list-style-type: none"> • Schedule Units Report Infinite Campus (https://kb.infinitecampus.com/help/schedule-units-report) <ul style="list-style-type: none"> ◦ Use this report to find under requested students. • Requests Satisfied Infinite Campus (https://kb.infinitecampus.com/help/requests-satisfied) <ul style="list-style-type: none"> ◦ Use this report to see how many requests there are per course. • Request Conflicts Report Infinite Campus (https://kb.infinitecampus.com/help/request-conflicts) <ul style="list-style-type: none"> ◦ Use this report to see a list of possible conflicts with requests. • Request Batch Report Infinite Campus (https://kb.infinitecampus.com/help/request-batch) <ul style="list-style-type: none"> ◦ This will print requests by students as one page per student. <p><i>*Make sure the calendar context is future year.</i></p>	<input type="checkbox"/>
<p>Other Helpful Reports (<i>Scheduling & Courses > Reports</i>)</p> <ul style="list-style-type: none"> • Staff History Report Infinite Campus (https://kb.infinitecampus.com/help/staff-history-report) <ul style="list-style-type: none"> ◦ Determine if any sections are without a primary teacher. • Seat Count Report Infinite Campus (https://kb.infinitecampus.com/help/seat-count) <ul style="list-style-type: none"> ◦ See the number of students per period. • Section Roster Report Infinite Campus (https://kb.infinitecampus.com/help/section-roster-report) <ul style="list-style-type: none"> ◦ See rosters for teachers as needed. • Schedule Batch Report Infinite Campus (https://kb.infinitecampus.com/help/schedule-batch-report) <ul style="list-style-type: none"> ◦ See individual student schedules. • Teacher Schedule Batch Report Infinite Campus (https://kb.infinitecampus.com/help/teacher-schedule-batch-report) <ul style="list-style-type: none"> ◦ See individual teacher schedules. <p><i>*Make sure the calendar context is future year.</i></p>	<input type="checkbox"/>
<p>Lock Scheduling Board (<i>Scheduling & Courses > Scheduling > Scheduling Board</i>)</p> <ul style="list-style-type: none"> • The active trial is the visible schedule. • Lock the final trial. When the future year becomes the active year, the active trial will automatically lock. <ul style="list-style-type: none"> ◦ Users with tool rights can unlock the trial, but it will lock back once saved. • Remove tool rights to the scheduling board when scheduling should be adjusted using course/sections and student's schedules. 	<input type="checkbox"/>

Task	Completed
<p>Fill Student Gaps</p> <p>Run Reports to identify gaps and/or issues</p> <ul style="list-style-type: none">• Student Gap Scheduler (<i>Scheduling & Courses > Load Schedules > Student Gap Scheduler</i>)<ul style="list-style-type: none">◦ Student Gap Scheduler Infinite Campus (https://kb.infinitecampus.com/help/student-gap-scheduler)• Schedule Gap Filler (<i>Scheduling & Courses > Load Schedules > Schedule Gap Filler</i>)<ul style="list-style-type: none">◦ Schedule Gap Filler Infinite Campus (https://kb.infinitecampus.com/help/schedule-gap-filler)• Requests Satisfied Report (<i>Scheduling & Courses > Reports > Requests Satisfied Report</i>)<ul style="list-style-type: none">◦ Requests Satisfied Report Infinite Campus (https://kb.infinitecampus.com/help/requests-satisfied)• Seat Count Report (<i>Scheduling & Courses > Reports > Student > Seat Count Report</i>)<ul style="list-style-type: none">◦ Seat Count Report Infinite Campus (https://kb.infinitecampus.com/help/seat-count)• Manually add alternates using the Walk in Scheduler	<div><input type="checkbox"/></div>

NCSIS Knowledgebase | Article: Scheduling for Future Year | Last Updated: 04/07/2025 7:16 am EDT

Update Active Year

04/07/2025 7:36 am EDT



All Before the Last Day of School (<https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/before-last-day-current-year>) **and After the Last Day of Current Year** (<https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/after-last-day-of-current-year>) **tasks for the End of Year should be completed before the future year is made active.**

Scheduling & Courses > Calendar Setup > School Year Setup

1. Select the **future** year.
2. Check the **Active** Checkbox.
3. Click **Save** to make the future year active.

School Year Setup ☆

Label	Start Year	End Year	Active
25-26	2025	2026	
24-25	2024	2025	X
23-24	2023	2024	
22-23	2022	2023	
21-22	2021	2022	
20-21	2020	2021	
19-20	2019	2020	

School Year Detail

*Label: 25-26

*Start Year: 2025

Start Date: 07/01/2025

Active: ☒

*End Year: 2026

End Date: 06/30/2026

School Year: Load Preference From Previous Year Reset Default Preference

Instructional Minutes Preference

☒ Exclude non-instructional periods

☒ Exclude non-instructional minutes

☒ Exclude time gaps between periods

School Day Minutes Preference

☒ Exclude non-instructional periods

☐ Exclude non-instructional minutes Max non-instructional minutes per period

☐ Exclude time gaps between periods Max non-instructional minutes for period gaps

Note: When the active year is updated, the scheduling trial that is active will lock automatically.

DPI will switch the active year to the new future in the State Edition of NCSIS on June 30th.

EOY Checklist

06/12/2025 8:00 am EDT

The EOY Process below is a living process and is subject to changes as NCDPI determines best practices for End of Year.



If Part 1 of the [Scheduling Workflow](https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/scheduling-workflow-building) (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/scheduling-workflow-building) has been completed, refer to the 'Before the Last Day of School' section as a double check.

Before the Last Day of School

Task	<input checked="" type="checkbox"/> Completed
School Year and Calendar	
Create the future School Year. (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/create-future-school-year)	<input type="checkbox"/>
Create the future year school calendar(s) (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/rolling-forward-program-calendars#SchoolCalendars)	<input type="checkbox"/>
Create the future year program calendars (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/rolling-forward-program-calendars#ProgramCalendars)	<input type="checkbox"/>
Checks and Updates (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/checks-and-updates) *Make sure the calendar context is the future year!	
Grade Levels (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/checks-and-updates#GradeLevelCheck)	<input type="checkbox"/>
Term Setup (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/checks-and-updates#TermSetupCheck)	<input type="checkbox"/>
Period Setup (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/checks-and-updates#PeriodSetupCheck)	<input type="checkbox"/>
Day Setup (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/checks-and-updates#DaySetupCheck)	<input type="checkbox"/>
School Months (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/checks-and-updates#SchoolMonthsCheck)	<input type="checkbox"/>
Future Enrollments (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/future-enrollments)	

Task	☑ Completed
School Calendar Student Enrollment Roll Forward (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/future-enrollments#StudentRollForward)	<input type="checkbox"/>
Program Calendars Student Enrollment Roll Forward (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/future-enrollments#ProgramRollForward)	<input type="checkbox"/>
Enrollment Cleanup Wizard (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/future-enrollments#EnrollmentCleanup) *Make sure the calendar context is the future year! Run weekly!	<input type="checkbox"/>
Pre-Register Students (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/future-enrollments#Pre-registerStudents) *Make sure the calendar context is the future year!	<input type="checkbox"/>
Additional (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/additional-items)	
EDDIE Updates (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/additional-items#EDDIEUpdates) (if applicable)	<input type="checkbox"/>
Online Registration Updates (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/additional-items#OLRUpdate) (if applicable)	<input type="checkbox"/>

After the Last Day of School

Task	☑ Completed
Final Grading (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/final-grading)	
Post Grades (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/final-grading#PostGradesEOY)	<input type="checkbox"/>
Final Report Cards (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/final-grading#FinalReportCards)	<input type="checkbox"/>
Post Transcript Grades (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/final-grading#PostTranscriptEOY)	<input type="checkbox"/>
Grade Suppression (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/final-grading#GradeSuppressionEOY) (if applicable)	<input type="checkbox"/>
Class Rank (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/final-grading#ClassRankEOY) (if applicable)	<input type="checkbox"/>
Final Transcripts (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/final-transcripts) (if applicable)	<input type="checkbox"/>
Graduates (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/graduates-eoy) (if applicable)	
Graduation Checklist (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/graduates-eoy) (if applicable)	<input type="checkbox"/>

Task	<input checked="" type="checkbox"/> Completed
Retentions (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/retentions-eoy)	
Create Retention Filter (use for ending enrollments)	<input type="checkbox"/>
End Retention Enrollments (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/retentions-eoy#endretentionenrollment)	<input type="checkbox"/>
Enrollment Processes (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/end-enrollments-for-eoy)	
Last Instructional Day Check (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/end-enrollments-for-eoy#LastInstructionalDay)	<input type="checkbox"/>
End Enrollments (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/end-enrollments-for-eoy#EndEnrollmentsEOY) *Roll forward all enrollments before ending current year enrollments	<input type="checkbox"/>
End Program Assignments (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/end-program-assignments-for-eoy)	<input type="checkbox"/>
Enrollment Cleanup (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/end-enrollments-for-eoy#EnrollmentCleanup) *Make sure the calendar context is the future year! Run weekly!	<input type="checkbox"/>
Reporting and Billing (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/reporting-and-billing)	
End of Year Fees (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/reporting-and-billing#EOYFees) (if applicable)	<input type="checkbox"/>
State Reports (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/reporting-and-billing#EOYStateReports)	<input type="checkbox"/>
Local PSU final reports (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/reporting-and-billing#EOYPSUReports)	<input type="checkbox"/>
Pause Automated Tasks (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/reporting-and-billing#EOYTasksPause)	<input type="checkbox"/>
Administrative (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/administrative-eoy)	
Staff Records (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/administrative-eoy#StaffEOY)	<input type="checkbox"/>
Access Management (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/administrative-eoy#UserManagementEOY)	<input type="checkbox"/>
Record Retention (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/administrative-eoy#RecordRetentionEOY)	<input type="checkbox"/>
Locker Assignments (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/administrative-eoy#LockerEOY) (if applicable)	<input type="checkbox"/>
Scheduling (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/scheduling-for-future-year)	
Scheduling Board (if applicable)	<input type="checkbox"/>

Task	<input checked="" type="checkbox"/> Completed
Future Year Schedule Active and Locked	<input type="checkbox"/>
Update Active Year (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/update-active-year)	
DPI will switch the active year to the new future on June 30th.	<input type="checkbox"/>

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