

Summer Checklist

01/26/2025 10:34 am EST

Infinite Campus provides a checklist for activities to complete prior to the first day of school. Please click the link below to review the checklist.

Beginning of Year Checklist | Infinite Campus

NC Reminders for Summer

		<input checked="" type="checkbox"/> Completed
Calendar Information	<i>Navigation: Menu > Scheduling & Courses > Calendar Setup > Calendar Information</i> Calendar Information Infinite Campus	
Student Day	The number of instructional minutes students will receive daily (excluding non-instructional time)	<input type="checkbox"/>
Teacher Day	The number of minutes a teacher is expected to be at the school (can be different than student day)	<input type="checkbox"/>
Whole Day Absences	Minutes should be more than half of the instructional day (example: 420 instructional minutes would be 211 minutes - $420/2=210+1$)	<input type="checkbox"/>
Day Setup	<i>Navigation: Menu > Scheduling & Courses > Calendar Setup > Day Setup</i> Day Setup Infinite Campus	
	Holiday or Vacation Days should have School Day, Instruction, and Attendance boxes unchecked. The corresponding day event should be added.	<input type="checkbox"/>
	Student Instructional Days must have School Day, Instruction, and Attendance boxes checked The corresponding day event should be added.	<input type="checkbox"/>
	Teacher Workdays must have School Day box checked and Instruction and Attendance boxes unchecked. The corresponding day event should be added.	<input type="checkbox"/>
Period Schedules	<i>Navigation: Menu > Scheduling & Courses > Calendar Setup > Period Setup</i> Period Setup Infinite Campus	
	Adjust any periods in period schedules. Add periods as needed.	<input type="checkbox"/>
	For daily schools using one period for attendance, make sure all periods except the attendance period have the Non-Instructional checkbox checked.	<input type="checkbox"/>

		<input checked="" type="checkbox"/> Completed
	Make sure the lunch section in the attendance period accounts for lunch and travel time.	<input type="checkbox"/>
School Months	<i>Navigation: Menu > Scheduling & Courses > Calendar > School Month</i> <i>School Months (North Carolina) Infinite Campus</i>	
	Once day setup is complete, be sure to complete the school months for PMR reporting. Entering start and end dates will populate the days field correctly when the day setup is complete. If the days or the end date are not populating correctly, check the day setup.	<input type="checkbox"/>
Staff	<i>Update Information: Navigation: Menu > Census > Staff > District Assignment</i> <i>District Assignments Infinite Campus</i> <i>New Staff: Navigation: Menu > Census > Staff Locator Wizard</i> <i>Staff Locator Infinite Campus</i> <i>Assign NC DPI Student and Staff State IDs (North Carolina) Infinite Campus</i>	
	Follow your PSU process for working with staff records.	<input type="checkbox"/>
	Update District Assignments for staff that have moved.	<input type="checkbox"/>
	Verify Titles, Amplify Roles, K-3 Admin Roles, and SchoolNet Roles are correct for staff	<input type="checkbox"/>
	Add new staff (per PSU process)	<input type="checkbox"/>
	End District assignment and employment for any staff that have left the PSU. (per PSU process)	<input type="checkbox"/>
Schedule	<i>Navigation: Search > Course/Section > Course Sections > Edit/Add</i> <i>Sections Infinite Campus</i>	
	Update/add sections as needed.	<input type="checkbox"/>
	Update Section Staff History for sections based on staff changes.	<input type="checkbox"/>
	Follow PSU process for new course codes.	<input type="checkbox"/>
Student Information	<i>Navigation: Search Student > Student Information</i>	
	Check retentions and promotions to ensure student enrollment is in the correct grade level. <i>(General > Enrollments)</i> <i>Enrollments Infinite Campus</i>	<input type="checkbox"/>
	Check that students are scheduled into course sections for the year. <i>(General > Schedule)</i> <i>Schedule (Student) Infinite Campus</i>	<input type="checkbox"/>
	Add transcript grades for summer courses <i>(General > Transcripts)</i> <i>Transcripts Infinite Campus</i> <i>Adding Transcript Grades</i>	<input type="checkbox"/>
	Complete graduation process for summer graduates <i>(General > Graduation)</i> <i>Graduation Infinite Campus</i>	<input type="checkbox"/>
Enroll Students	<i>Enroll: Navigation: Search Student > Student Locator Wizard</i>	

		<input checked="" type="checkbox"/> Completed
	Enroll new students Student Enrollment Checklist	<input type="checkbox"/>
End Student Enrollments	<i>End Enrollment: Navigation: Search Student > End Enrollment</i>	
	Process Summer Withdrawals NC No Show Process *Note: The Start Date should be updated to 7/1/YYYY	<input type="checkbox"/>
