

Inclement Weather Calendar Update

07/08/2025 5:04 pm EDT

Refer to the Calendar Setup | Infinite Campus (https://kb.infinitecampus.com/help/c474f4b) article for more information on setting up the calendar.

Inclement Weather/Emergency Closure

See the Day Setup (https://kb.infinitecampus.com/help/day-setup#day-types) article for more information on day events and how to create additional day events if needed.

Follow the steps below to adjust an existing instructional day in day setup due to inclement weather or emergency closure:

Navigation: Scheduling & Courses > Calendar Setup > Day Setup

			September 2024			>>
Sun	Mon	Tue	Wed	Thu	Fri	Sa
01	02	03 Tuesday	04 Wednesday	05 Thursday	06 Friday	07
08	09 Monday	10 Tuesday	11 Wednesday	12 Thursday	13 Friday	14
15	16 Monday	17 Tuesday	18 Wednesday	19 Thursday	20 Friday	2
22	23 Monday	24 Tuesday	25 Wednesday	26 Thursday	27 Friday	2
29	30 Monday					

1. Select the instructional day.

- 2. Adjust the day detail based on the scenarios below:
 - a. Students attended for partial day:
 - i. If a different period schedule should be used due to the inclement weather or emergency closure, choose the appropriate period schedule from the dropdown (Example: Early Release, 2 Hour Delay, etc.)
 - ii. Add a Start Time and End Time for the instruction provided.
 - iii. Add a day event type indicating inclement weather or emergency closure.
 - iv. Enter the number of instructional minutes provided for the day. Please review the SASA Manual (https://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/student-accounting#SASAManual-1394) for details on calculating instructional minutes.

Day Detail Date 09/05/2024 *Period Schedule		Day # 6
School Day	Instruction	Attendance
Start Time 8:20 AM	End Time 12:00 PM	Duration 0
		1.
Day Events Type X SI: Inclemen Add DayEvent	t Weather 🗸 🗸	Duration Inst. Minutes 220
Blended Learning	Groups 🕜	
Add Group		

v. Click Save Day/Day Events in the upper left of the screen to save the updates.



b. Students did not attend but staff worked :

- i. Uncheck Instruction and Attendance checkboxes. (Leave School Day checked.)
- ii. Add a day event type indicating inclement weather or emergency closure.
- iii. Add a day event type indicating teacher workday.

Day Datail		
Day Detail		Day #
09/05/2024		6
*Period Schedule		
Thursday V	1	
School Day	Instruction	Attendance
Start Time	End Time	Duration
		0
Comments		
Day Events		
Туре		Duration Inst.
V SI: Inclement	Weather	V Minutes
	riounici	
X TWD: Teache	r Work Day	✓
Add DavEvent		
Blended Learning (Groups 🕜	
Add Group		

iv. Click Save Day/Day Events in the upper left of the screen to save the updates.



NOTE: When removing the checkboxes for Instruction and Attendance, any attendance associated with that day will be deleted.

1. Students did not attend, and staff did not work :

- a. Uncheck School Day, Instruction, and Attendance checkboxes.
- b. Add a day event type indicating inclement weather or emergency closure.

Date Day # 09/05/2024 6 *Period Schedule * Thursday ✓ School Day School Day Instruction Attendance
09/05/2024 6 Period Schedule Thursday School Day Instruction Attendance Start Time End Time Duration Comments Day Events Day Events
*Period Schedule Thursday ✓ School Day Instruction Attendance Start Time End Time Duration 0 Comments
Thursday School Day Instruction Attendance School Day Instruction Image: Comparison of the structure
School Day Instruction Attendance Start Time End Time Duration Comments Day Events Day Events
Start Time End Time Duration Comments
Start Time End Time Duration O Comments Day Events Day Events
Comments Day Events
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Day Events
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Type Duration Inst
Type Duration Inst.
St: Inclement Weather
Add DavEvent
Plended Learning Groupe
Biended Learning Groups

c. Click Save Day/Day Events in the upper left of the screen to save the updates.



NOTE: When removing the checkboxes for Instruction and Attendance, any attendance associated with that day will be deleted.

1. Students had a remote instruction day:

- a. Leave School Day, Instruction, and Attendance checkboxes checked.
- b. Add a day event indicating inclement weather or emergency closure.
- c. Add another day event indicating remote instruction.

Day Detail		
Date 09/05/2024 *Period Schedule Thursday		Day # 6
School Day	Instruction	Attendance
\checkmark		✓
Start Time	End Time	Duration 0
		4
Day Events		
Туре		Duration Inst.
X SI: Inclement	Weather	
X RI: Remote In:	struction	
Add DayEvent		
Blended Learning (Groups 🕜	
Add Group		

d. Click Save Day/Day Events in the upper left of the screen to save the updates.



If non-instructional days will be used as a make-up day for the missed instruction, select the make-up day and complete the following:

1. Select the day that will be used for instruction.

- 2. Select the appropriate period schedule from the dropdown.
- 3. Check the School Day, Instruction, and Attendance checkboxes.
- 4. Optional: Add a day event indicating a make-up day.

Day Detail Date 09/07/2024		Day # Not an inst day.	ructional
*Period Schedule Monday V School Day	Instruction	Attendance	
Start Time Comments	End lime	Duration 0	
Day Events Type X MP: Make- Add DayEvent	Up Day	Duratio	n Inst. Minutes
Blended Learnin	g Groups 🕜		

5. Click Save Day/Day Events in the upper left of the screen to save the updates.



Print the Calendar Days Report to review the changes made.

	September 2024					>>
Sun	Mon	Tue	Wed	Thu	Fri	Sat
01	02	03 Tuesday	04 Wednesday	05 Thursday	06 Friday	07 Monda
08	09 Monday	10 Tuesday	11 Wednesday	12 Thursday	13 Friday	14
15	16 Monday	17 Tuesday	18 Wednesday	19 Thursday	20 Friday	21
22	23 Monday	24 Tuesday	25 Wednesday	26 Thursday	27 Friday	28



Hurricane Debby Plan for NC PSU's First Day of School (https://docs.google.com/document/d/1ZocLm7jkNwMxGuxkehY_Cvj-Z0dPJIy9RbBh9QF37c/edit?usp=sharing)

Click the link above to find resources for first day of school updates due to Hurricane Debby.

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