Inclement Weather Calendar Update

12/16/2025 11:15 am EST

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

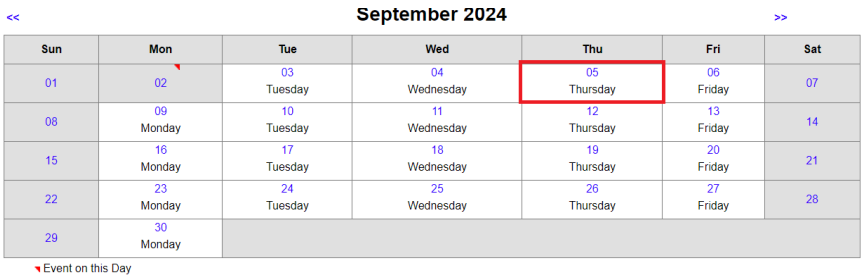
Inclement Weather/Emergency Closure

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

1. Select the **instructional day**.

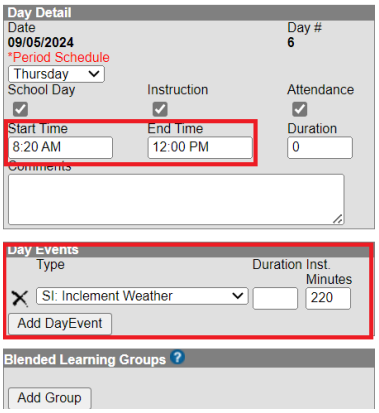


<< September 2024 >>

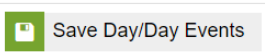
Sun	Mon	Tue	Wed	Thu	Fri	Sat
01	02	03 Tuesday	04 Wednesday	05 Thursday	06 Friday	07
08	09 Monday	10 Tuesday	11 Wednesday	12 Thursday	13 Friday	14
15	16 Monday	17 Tuesday	18 Wednesday	19 Thursday	20 Friday	21
22	23 Monday	24 Tuesday	25 Wednesday	26 Thursday	27 Friday	28
29	30 Monday					

Event on this 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. (Optional)
        iii. Add a **day event type** indicating inclement weather or emergency closure.
        iv. Enter the **number of instructional minutes** provided for the day. (Optional) 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.



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

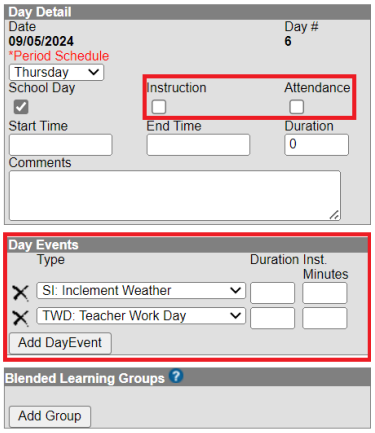


b. **Students did not attend but staff worked** :

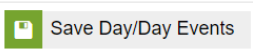
i. Uncheck **Instruction** and **Attendance** checkboxes. (Leave School Day checked.)

ii. Add a day event type indicating **inclement weather** or **emergency closure**.

iii. Add a day event type indicating **teacher workday**.



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

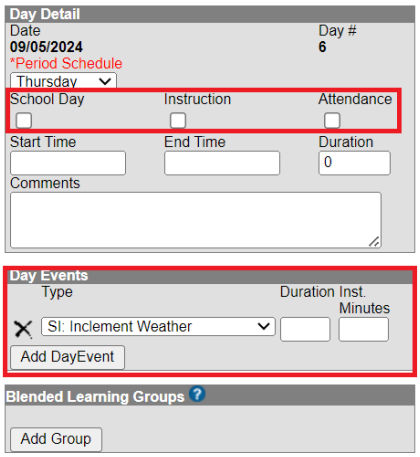


***NOTE**: When removing the checkboxes for Instruction and Attendance, any attendance associated with that day will be deleted.*

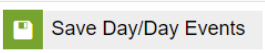
1. **Students did not attend, and staff did not work** :

a. Uncheck **School Day**, **Instruction**, and **Attendance** checkboxes.

b. Add a day event type indicating **inclement weather** or **emergency closure**.

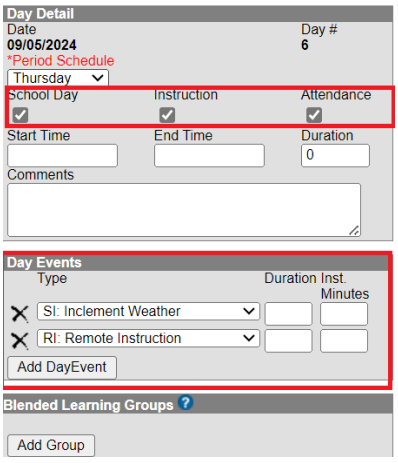


c. Click **Save Day/Day Events** in the upper left of the screen to save the updates.

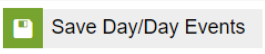


***NOTE**: When removing the checkboxes for Instruction and Attendance, any attendance associated with that day will be deleted.*

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**.

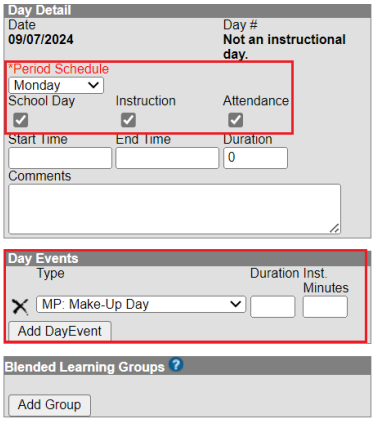


   d. Click **Save Day/Day Events** in the upper left of the screen to save the updates.

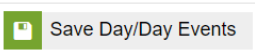


If non-instructional days will be used as a make-up day for the missed instruction, select the **make-up day** and complete the following:

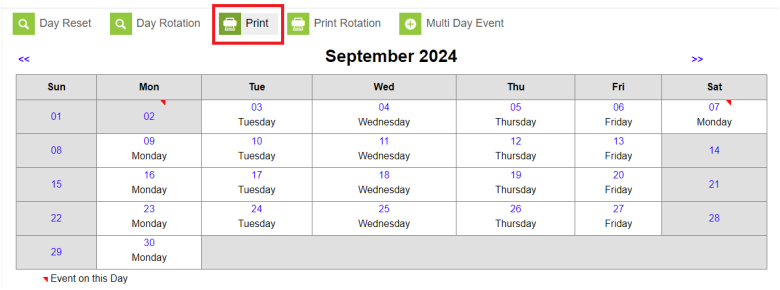
1. Select the **day** that will be used for instruction.
2. Select the appropriate **period schedule** from the dropdown.
3. Check the **School Day**, **Instruction**, and **Attendance** checkboxes.
4. Optional: Add a day event indicating a **make-up day**.

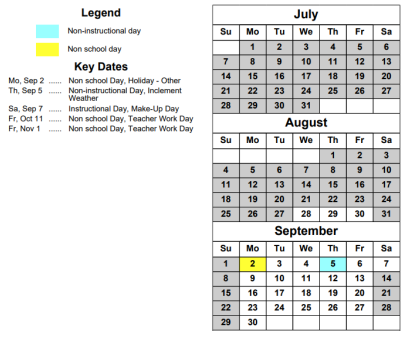


5. Click **Save Day/Day Events** in the upper left of the screen to save the updates.



Print the Calendar Days Report to review the changes made.





Please refer to the SASA Manual (https://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/student-accounting#SASAManual-1394)for guidance on coding attendance taken on remote instructional days.