# Inclement Weather Calendar Update

02/04/2026 5:13 pm EST

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

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## 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. See the NCSIS Day Events (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/day-events) article for the standard codes required for North Carolina day events.

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*

- Select the **instructional day**.



Adjust the day detail based on the scenarios below:

### Students Attended for Partial Day

1. 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.)

2. Add a **Start Time** and **End Time** for the instruction provided. (Optional)

3. Add a **Day Event Type** that has an associated Standard Code of either **WC Weather Closure** or **EC Emergency Closure**.
   a. *NOTE: Day Event names may vary per PSU, however each day event must have an associated state defined Standard Code. Required Standard Codes can be found in the Day Events (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/day-events) article.*

4. 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.



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



## Students Did Not Attend But Staff Worked

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

2. Add a Day Event Type indicating the reason for the school closures.

   a. *NOTE: Day Event names may vary per PSU, however each day event must have an associated state defined Standard Code. Required Standard Codes can be found in the* Day Events *(https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/day-events) article.*

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

   a. *NOTE: Day Event names may vary per PSU, however each day event must have an associated state defined Standard Code. Required Standard Codes can be found in the* Day Events *(https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/day-events) article.*



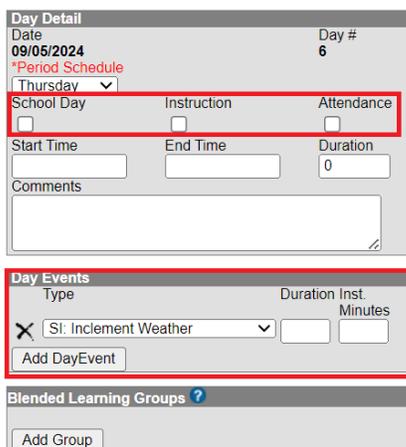4. Click **Save Day/Day Events** in the upper left of the screen to save the updates.

Save Day/Day Events

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

### Students Did Not Attend And Staff Did Not Work

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

2. Add a **Day Event Type** indicating the reason for the school closures.

   a. *NOTE: Day Event names may vary per PSU, however each day event must have an associated state defined Standard Code. Required Standard Codes can be found in the* Day Events *(https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/day-events) article.*



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


Save Day/Day Events

**NOTE**: *When removing the checkboxes for Instruction and Attendance, any attendance associated with that day will be deleted.*
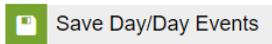
### Students Had A Remote Instruction Day

1. Leave **School Day**, **Instruction**, and **Attendance** checkboxes checked.

2. Add a **Day Event Type** that has an associated Standard Code of either **WC Weather Closure** or **EC Emergency Closure**.

   a. *NOTE: Day Event names may vary per PSU, however each day event must have an associated state defined Standard Code. Required Standard Codes can be found in the* Day Events *(https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/day-events) article.*

3. Add another **Day Event Type** that has an associated Standard Code of Remote Instruction.

a. *NOTE: Day Event names may vary per PSU, however each day event must have an associated state defined Standard Code. Required Standard Codes can be found in the* Day Events *(https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/day-events) article.*



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



## Adding Instructional Days

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**.

   a. *Note: Day Event names may vary per PSU. Day Events that indicate instruction do not require an associated Standard Code.*



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

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If dates are added and term dates will change, adjust the term dates in Term Setup appropriately.

If dates are added that extend the school year, dates must be adjusted in Term Setup prior to adding dates in Day Setup.

> 🔔 **Check the School Month intervals to ensure days are within the requirements of 16-26 days.**

# Print the Calendar Days Report

Use the print option to review the changes made.



> ℹ️ 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.