

Inclement Weather Calendar Update

02/04/2026 5:13 pm EST

Refer to the [Calendar Setup | Infinite Campus](https://kb.infinitecampus.com/help/c474f4b) (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) (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) (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**.

<< **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

Adjust the day detail based on the scenarios below:

Students Attended for Partial Day

- 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.)
- Add a **Start Time** and **End Time** for the instruction provided. (Optional)
- Add a **Day Event Type** that has an associated Standard Code of either **WC Weather Closure** or **EC Emergency Closure**.
 - 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) (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/day-events) article.*
- 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.

The screenshot shows the 'Day Detail' form for 09/05/2024, Day # 6. The 'Period Schedule' is set to 'Thursday'. The 'School Day' checkbox is checked. The 'Instruction' and 'Attendance' checkboxes are also checked. The 'Start Time' is 8:20 AM and the 'End Time' is 12:00 PM, both highlighted with a red box. The 'Duration' is 0. Below this is a 'Comments' text area. The 'Day Events' section shows a single event: 'SI: Inclement Weather' with a duration of 220 minutes. The 'Blended Learning Groups' section has an 'Add Group' button.

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.*

The screenshot shows the 'Day Detail' form for 09/05/2024, Day # 6. The 'Period Schedule' is 'Thursday'. The 'School Day' checkbox is checked. The 'Instruction' and 'Attendance' checkboxes are unchecked, highlighted with a red box. The 'Start Time' and 'End Time' fields are empty, and the 'Duration' is 0. The 'Day Events' section shows two events: 'SI: Inclement Weather' and 'TWD: Teacher Work Day', both with empty duration fields, highlighted with a red box. The 'Blended Learning Groups' section has an 'Add Group' button.

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

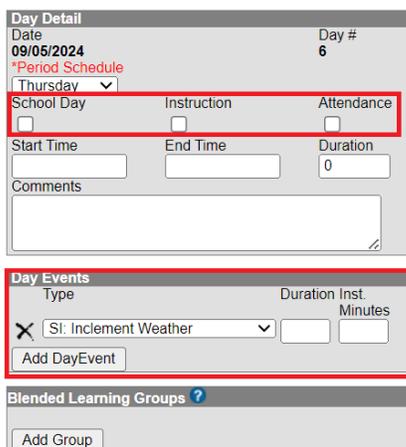
 Save Day/Day Events



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) (<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.

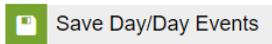
Students Had A Remote Instruction Day

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) (<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) (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/day-events) article.*

Day Detail
 Date: 09/05/2024 Day #: 6
 *Period Schedule
 Thursday
 School Day Instruction Attendance
 Start Time End Time Duration: 0
 Comments
Day Events
 Type Duration Inst. Minutes
 X SI: Inclement Weather
 X RI: Remote Instruction
 Add DayEvent
Blended Learning Groups
 Add Group

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.*

Day Detail
 Date: 09/07/2024 Day #: Not an instructional day.
 *Period Schedule
 Monday
 School Day Instruction Attendance
 Start Time End Time Duration: 0
 Comments
Day Events
 Type Duration Inst. Minutes
 X MP: Make-Up Day
 Add DayEvent
Blended Learning Groups
 Add Group

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

Save Day/Day Events

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.

Day Reset Day Rotation **Print** Print Rotation Multi Day Event

<< **September 2024** >>

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▼ Event on this Day

Legend
Non-instructional day
Non school day

Key Dates
Mo, Sep 2 — Non school Day, Holiday - Other
Th, Sep 5 — Non-instructional Day, Inclement Weather
Sa, Sep 7 — Instructional Day, Make-Up Day
Fr, Oct 11 — Non school Day, Teacher Work Day
Fr, Nov 1 — Non school Day, Teacher Work Day

July						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					



Please refer to the [SASA Manual](https://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/student-accounting#SASAManual-1394) (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.