

Future Year Setup Checklist

05/04/2026 3:15 pm EDT

Use this checklist to confirm all required Future Year Setup tasks are completed prior to April 1.

Task	<input checked="" type="checkbox"/> Completed
School Year Setup	
Create Future School Year <ul style="list-style-type: none"> Verify Start and End dates are 7/1/YYYY to 6/30/YYYY 	<input type="checkbox"/>
Calendar Setup	
Create Future Calendars <ul style="list-style-type: none"> Verify Start and End dates are 7/1/YYYY to 6/30/YYYY 	<input type="checkbox"/>
Course and Structure Review	
Delete disabled courses	<input type="checkbox"/>
Mark unused courses as inactive	<input type="checkbox"/>
Add or remove periods and/or period schedules as needed	<input type="checkbox"/>
Term and Day Setup	
Enter term start and end dates	<input type="checkbox"/>
Complete Day Reset and Day Rotation (if applicable)	<input type="checkbox"/>
Complete all day setup	<input type="checkbox"/>
School Months	
Enter School Months 1-9	<input type="checkbox"/>
Grade Levels	
Review grade levels and sequences	<input type="checkbox"/>

Task	<input checked="" type="checkbox"/> Completed
Program Calendars	
Create Program Calendars	<input type="checkbox"/>
Complete Day Setup	<input type="checkbox"/>
Summer School Calendars	
Create Summer School Calendars	<input type="checkbox"/>
Optional (if applicable)	
Update Online Registration (OLR)	<input type="checkbox"/>
Verify portal access settings	<input type="checkbox"/>

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