

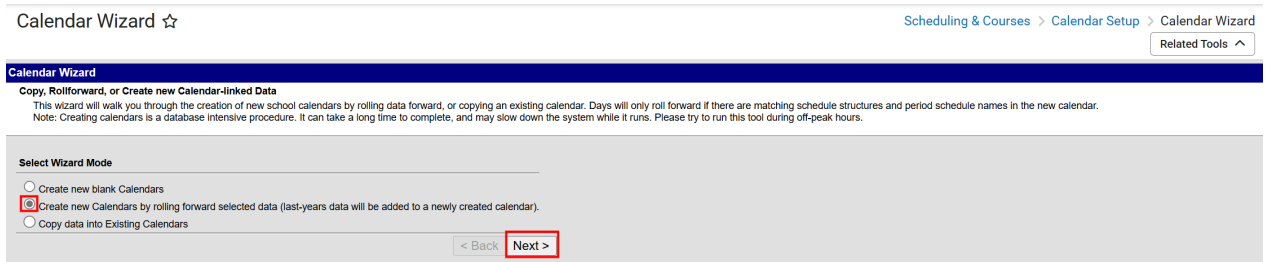
# Rolling Forward Program Calendars

03/27/2025 6:41 am EDT

When rolling forward calendars, the naming template for calendars defaults to the school name. This means that the program calendar names may need to be updated. The following article will walk users through rolling forward program calendars and updating the names.

## Navigation: Menu > Scheduling & Courses > Calendar Setup > Calendar Wizard

1. Select **Create new Calendars by rolling forward selected data**, then click **Next**.



Calendar Wizard ☆ Scheduling & Courses > Calendar Setup > Calendar Wizard

**Calendar Wizard**

**Copy, Rollforward, or Create new Calendar-linked Data**

This wizard will walk you through the creation of new school calendars by rolling data forward, or copying an existing calendar. Days will only roll forward if there are matching schedule structures and period schedule names in the new calendar.  
Note: Creating calendars is a database intensive procedure. It can take a long time to complete, and may slow down the system while it runs. Please try to run this tool during off-peak hours.

**Select Wizard Mode**

Create new blank Calendars

Create new Calendars by rolling forward selected data (last-years data will be added to a newly created calendar).

Copy data into Existing Calendars

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2. Select the **year** to create, ex: 25-26. The name template should remain **[year] [schoolname]**
3. Enter the number for the school as follows:
  - a. 291 - More at Four (if applicable)
  - b. 292 - OEC
  - c. 293 - LEP
  - d. 294 - Migrant
  - e. 296 - NCDPI
  - f. 297 - Homeless
4. Enter the Start date of **07/01/YYYY**.
5. Enter the End Date of **06/30/YYYY**.
6. Select the **calendar** to roll forward and click **Next**.

**Edit Calendar Attributes for new Calendars**

Year: 25-26

Name Template: [year][schoolname]

Number: 293

\*Start Date: 7/1/2025

\*End Date: 6/30/2026

**Select Calendars to Roll**



- 25-26 Homeless
- 25-26 Jefferson Middle School
- 25-26 Monroe High School
- 25-26 Wilson School
- 24-25 Arthur High School
- 24-25 Coolidge School
- 24-25 Harrison High School
- 24-25 Homeless
- 24-25 LEP**
- 24-25 Migrant
- 24-25 Monroe High School
- 24-25 More at Four
- 24-25 NCDPI
- 24-25 OEC
- 24-25 Taft School MS
- 24-25 Tyler School

CTRL-click and SHIFT-click for multiple

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7. Select the data to copy. Include the following:
  - a. Calendar attributes
  - b. Schedule structures
  - c. Term schedules
  - d. Grade Levels
  
8. Click **Run Wizard** to create the calendar.
  
9. The calendar will display with the new year YY-YY and NCDPI. Navigate to the future year and select the NCDPI school.
  
10. Select the **calendar** and navigate to *Scheduling & Courses > Calendar Setup > Calendar Information* .
  
11. Locate the **number** to ensure it matches with the list above. Change the "NCDPI" name to the corresponding calendar name.  
 Ex: 25-26 NCDPI would be updated to 25-26 LEP for school number 293.
  
12. Click **Save** to update the name.

## Calendar Information ☆

 Save  Mark for Deletion

**Calendar Info**

Calendar ID 660	Parent Calendar ID 630	School 1 NCDPI (schoolID:1)	Sequence <input type="text"/>
*Name 25-26 LEP		Number 293	Summer School <input type="checkbox"/>
Start Date 07/01/2025		End Date 06/30/2026	Exclude <input type="checkbox"/>
Student Day (instructional minutes) <input type="text"/>		Teacher Day (minutes) <input type="text"/>	School Choice <input type="checkbox"/>
Whole Day Absence (minutes) <input type="text"/>		Half Day Absence (minutes) <input type="text"/>	
Track <input type="text"/>			
Type I: Instructional			
Require Student Assignment <input type="checkbox"/>		External LMS Exclude <input type="checkbox"/>	
Ignore Master Push <input type="checkbox"/>			
Comments rolling 03/19/2025 07:46 AM			

13. Repeat Steps 1-12 for each program calendar.

## Central Office Calendar

The Central Office Calendar will also need to be rolled forward, however the calendar name will not have to be updated. Follow steps 1-8 to roll forward the Central Office Calendar.

## Term Setup

Once the program calendars are rolled forward, update the term setup dates. Typically, there is one term for program calendars. The dates for the term should be 07/01/YYYY to 6/30/YYYY.

**Navigation: Menu > Scheduling & Courses > Calendar Setup > Term Setup**

1. Click on the **Year** term.
2. Enter the start date of **07/01/YYYY**.
3. Enter the end date of **06/30/YYYY**.
4. Click **Save Term Schedule/Terms**.

# Term Setup ☆



Save Term Schedule/Terms



New Term Schedule/Terms



Delete Term Schedule/Terms

## Term Schedule/Terms Editor

Name

Year

## Term Schedule Detail

\*Name

Primary

Year



## Term Detail

\*Name

\*Sequence

\*Start Date

\*End Date



FY

1

7/1/2025



6/30/2026



Add Term