

Create Future Calendars

03/04/2026 6:44 am EST

The future school year must be created prior to rolling forward calendars.



If Part 1 of Scheduling Workflow (<https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/scheduling-workflow-building>) was completed, use the following as a double check!

School Calendars

The [Calendar Wizard](https://kb.infinitecampus.com/help/calendar-wizard-a) (<https://kb.infinitecampus.com/help/calendar-wizard-a>) is used to create new calendars and be done at any time especially when preparing to begin the scheduling process.

Scheduling & Courses > Calendar Setup > Calendar Wizard

- Start Date should be **07/01/20yy**.
- End Date should be **06/30/20yy**.
- Create a future calendar for **each school** (or calendars if using more than one in a school).

More information on calendar roll forward can be found in [Part 1](https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/scheduling-workflow-building) (<https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/scheduling-workflow-building>) of the Scheduling Workflow.

Program Calendars

When rolling forward calendars, the naming template for calendars defaults to the school's 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**.

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. 292 - OEC
 - b. 293 - LEP
 - c. 294 - OMP
 - d. 296 - NCDPI
 - e. 297 - OHP
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**.

7. Select the data to copy. Include the following:
 - a. Calendar attributes
 - b. Schedule structures
 - c. Term schedules
 - d. Period Schedules
 - e. 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)
*Name 25-26 LEP	Number 293	Sequence <input type="text"/>
Start Date 07/01/2025	End Date 06/30/2026	Summer School <input type="checkbox"/>
Student Day (instructional minutes) <input type="text"/>	Teacher Day (minutes) <input type="text"/>	Exclude <input type="checkbox"/>
Whole Day Absence (minutes) <input type="text"/>	Half Day Absence (minutes) <input type="text"/>	School Choice <input type="checkbox"/>
Track <input type="text"/>		
Type I: Instructional	External LMS Exclude <input type="checkbox"/>	
Require Student Assignment <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 for Program Calendars

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
<input type="text" value="FY"/>	<input type="text" value="1"/>	<input type="text" value="7/1/2025"/>	<input type="text" value="6/30/2026"/>

Period Setup for Program Calendars

At least one period schedule needs to exist in a calendar. If a period schedule did not copy over then you must create a period schedule.

Navigation: Menu > Scheduling & Courses > Calendar Setup > Period Setup

Period Setup ☆

Save Period Schedules New Period Schedule Delete Period Sched/Periods Copy Period Sched/Periods

Period Schedule/Periods Editor
Name
Periods

Period Schedule Placement

Periods	Periods
<input type="text"/>	<input type="text"/>

PeriodSchedule Info

*Name	*Sequence	Exception/Special Day	Instructional Minutes	School Day
<input type="text"/>	<input type="text" value="1"/>	<input type="checkbox"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

Period Info

*Name	*Sequence	Start Time	End Time	Lunch Time	Non-Instructional	Responsive
<input type="text"/>	<input type="text" value="1"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>	<input type="checkbox"/>	<input type="checkbox"/>

Instructional Minutes Preference for 26-27 School Year

- Exclude non-instructional periods
- Exclude non-instructional minutes
- Exclude time gaps between periods

School Day Preference for 26-27 School Year

- Exclude non-instructional periods
- Include non-instructional minutes
- Include time gaps between periods



New Section

Day Setup for Program Calendars

A Day Reset is required at the start of the school year, and creates the calendar days. On a newly created calendar, before the Day Reset is done, the calendar displays all days in gray; after the Day Reset is done, days within the date range of the calendar in white, unless it has been modified to not be a school day.

Navigation: Menu > Scheduling & Courses > Calendar Setup > Day Setup

1. Click on **Day Reset**.
2. Enter the start date of **07/01/YYYY**.
3. Enter the end date of **06/30/YYYY**.
4. Duration for program schools is **0**.
5. Check **Fill Missing Days Only**.
6. Check **Monday - Friday**.
7. Click **Create Days**.

Day Setup ☆

Auto Create Calendar Days

Day Reset
This tool will generate a Day record for each day in the Calendar. If your calendar dates are year-round, or larger than the days you need to track, enter a smaller date range to only create Day records for days that have instructional meaning for this Schedule Structure. If this function is performed on an existing calendar, all days and day events will be lost outside the range you choose (Unless you choose 'Fill Missing Days Only').

*Start Date
07/01/2026

*End Date
06/30/2027

Duration
0

Fill Missing Days Only

Mon Tue Wed Thu Fri Sat Sun

Create Days

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