

Create Future Calendars

05/09/2025 1:24 pm EDT

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



If Part 1 of Scheduling Workflow was completed, use the following as a double check!

School Calendars

The Calendar Wizard 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 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.

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 n 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.	Related Tools A
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Select Wizard Mode	
Create new Calendars by rolling forward selected data (lasi-years data will be added to a newly created calendar).	
O 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. 292 OEC
 - b. 293 LEP
 - c. 294 Migrant
 - d. 296 NCDPI
 - e. 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 Att	tributes for new Cale	ndars	Select Calendars to Roll	
Year Name Template	25-26 V	olname] 🗸	25-26 Homeless 25-26 Jefferson Middle School 25-26 Monroe High School	•
Number *Start Date *End Date	293 7/1/2025 6/30/2026		25-26 Wilson School 24-25 Arthur High School 24-25 Coolidge School 24-25 Harrison High School 24-25 Harrison High School	
		[24-25 LEP 24-25 Migrant 24-25 Moroe 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 m	ultiple
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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 .
- 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.

Ca	enc	lar Ir	nfor	mati	on	☆

Calendar Info			
Calendar ID 660	Parent Calendar ID 630	1 NCDPI (schoolID:1)	
*Name 25-26 LEP *Start Date 07/01/2025	uctional minutae)	Number 293 "End Date 06/30/2026	Sequence
Whole Day Absend Track Type I: Instructional	ce (minutes)	Half Day Absence (minutes)	School Choice
Require Student A	ssignment h	External LMS Exclude	

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/Ter	rms • New Term Schedule/Terms	Oelete Term Schedule/Terms
Term Schedule/Terms Editor Name Year Term Schedule Detail *Name	rimary	
Term Detail *Name	*Sequence *Start Date *End Date	
Add Term		