

Create Future Calendars

12/02/2025 7:56 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**.

Calendar Wizard ☆ Scheduling & Courses > Calendar Setup > Calendar Wizard
Related Tools ^

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. 292 - OEC
 - b. 293 - LEP
 - c. 294 - OEM
 - 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**.

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. 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		
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 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	<input checked="" type="checkbox"/>

Term Detail				
	*Name	*Sequence	*Start Date	*End Date
X	FY	1	7/1/2025	6/30/2026
<input type="button" value="Add Term"/>				

NCSIS Knowledgebase | Article: Create Future Calendars | Last Updated: 12/02/2025 7:56 am EST