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) 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) of the Scheduling Workflow.
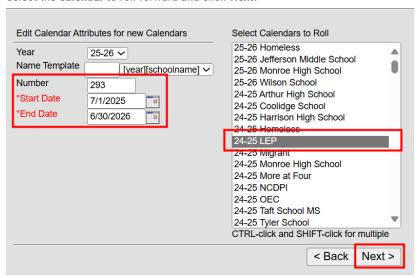
Program Calendars

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**.
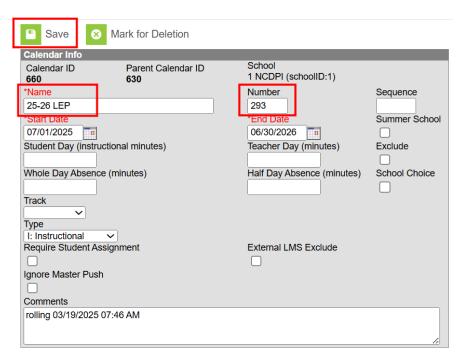

2. Select the **year** to create, ex: 25-26. The name template should remain **[year] [schoolname]**

3. Enter the number for the school as follows:

    a. 292 - OEC

    b. 293 - LEP

    c. 294 - 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**.

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	Parent Calendar ID	School
660	**630**	1 NCDPI (schoolID:1)

*Name: 25-26 LEP

Number: 293

Sequence:

*Start Date: 07/01/2025

*End Date: 06/30/2026

Summer School ☐

Student Day (instructional minutes):

Teacher Day (minutes):

Exclude ☐

Whole Day Absence (minutes):

Half Day Absence (minutes):

School Choice ☐

Track: [dropdown]

Type: I: Instructional

Require Student Assignment ☐

External LMS Exclude ☐

Ignore Master Push ☐

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.
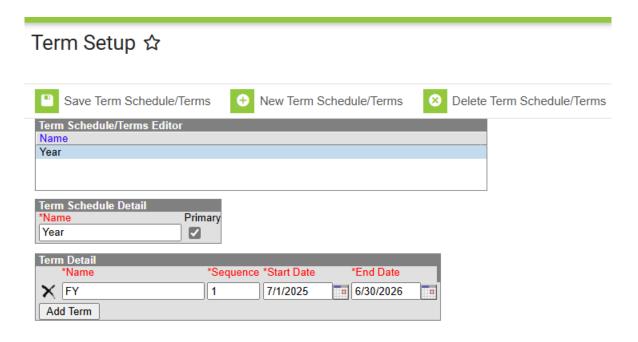
Term Setup for Program Calendars

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
✖	FY	1	7/1/2025 📅	6/30/2026 📅

Add Term

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