

End of Year

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Use the information below to complete the required processes to prepare for a new school year, close out the current school year, and activate the new school year.

The End of Year (EOY) process must be completed in a specific sequence to ensure accurate data, reporting, and enrollment transitions.

End of Year Process Overview

1. Future Year Setup
2. Future Calendar Setup
3. Future Program Calendar Setup
4. Future Enrollments
5. Future Scheduling
6. Close Out School Year
7. Change Active Year

NCSIS End of Year Timeline

Complete all steps in order to finalize end of year processes.



Future Calendar Setup - *Select One Method*

| Option A: Multi-Phase Setup (Scheduling Board) | Option B: Single-Phase Setup (Non-Scheduling Board) |
|---|---|
| <ul style="list-style-type: none"> • Use when the Scheduling Board will be used and/or when structural changes to period schedules are necessary • Allows setup in stages for adjustments | <ul style="list-style-type: none"> • Use when the Scheduling Board will not be used • Complete setup in one process |



Complete only **ONE** Future Calendar Setup method. Do not complete both.

Before Proceeding

- Complete Future Year and Future Calendar Setups prior to **April 1**
- Ensure all setup tasks are completed before scheduling or enrollment processes begin

End of Year Completion

After the last instructional day:

- Complete all closing processes
- Verify reporting and data accuracy
- Update the active year by **July 1**

1

Create Future Year

Choose ONE calendar creation option

2A

Create Calendar Option A - Multi Phase (Scheduling Board)

OR

2B

Create Calendar Option B - Single Phase (Non-Scheduling Board)

3

Create Program Calendars

4

Create Future Enrollments

5

Future Year Scheduling

6

Close Out School Year

7

Change Active Year Checklists Recorded Webinars

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