Create Future School Year

04/07/2025 7:28 am EDT

The school year is required to create calendars for current year and future calendars.

> ✅ **If Part 1 of Scheduling Workflow** (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/scheduling-workflow-building) **was completed, use the following as a double check!**
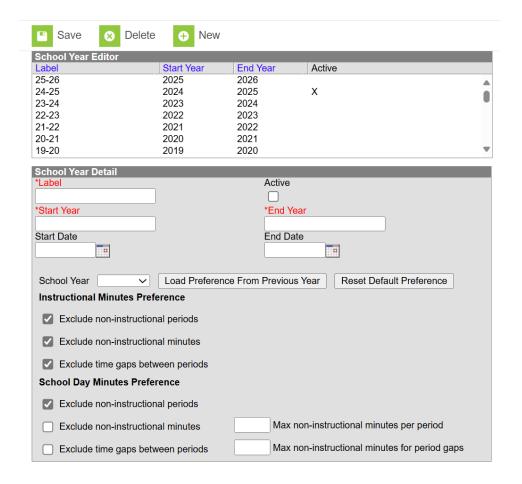
Scheduling & Courses > Calendar Setup > School Year Setup

- Use the Infinite Campus article School Year Setup | Infinite Campus (https://kb.infinitecampus.com/help/school-year-setup) for more information on the process.
- The Label should be **YY-YY** (Ex: 25-26)
- Start Date should be **07/01/20yy**.
- End Date should be **06/30/20yy**.

> ⚠️ **Do not set the future year as active until all EOY tasks are complete.**

School Year Setup ☆

Save   **Delete**   **New**

School Year Editor

Label	Start Year	End Year	Active
25-26	2025	2026	
24-25	2024	2025	X
23-24	2023	2024	
22-23	2022	2023	
21-22	2021	2022	
20-21	2020	2021	
19-20	2019	2020	

School Year Detail

*Label

Active ☐

*Start Year

*End Year

Start Date

End Date

School Year [⌄]   [Load Preference From Previous Year]   [Reset Default Preference]

Instructional Minutes Preference

☑ Exclude non-instructional periods

☑ Exclude non-instructional minutes

☑ Exclude time gaps between periods

School Day Minutes Preference

☑ Exclude non-instructional periods

☐ Exclude non-instructional minutes   [   ] Max non-instructional minutes per period

☐ Exclude time gaps between periods   [   ] Max non-instructional minutes for period gaps