



**NCSIS**  
STUDENT INFORMATION SYSTEM



North Carolina Department of  
**PUBLIC INSTRUCTION**

*Infinite*  
**Campus**

# Checks and Updates

07/10/2025 7:03 pm EDT

Once calendars are rolled forward the following items should be reviewed and/or updated.



**Make sure the calendar context is the future year!**

## Grade Levels

*Scheduling & Courses > Calendar Setup > Grade Level Setup*

- Review [Grade Levels](https://kb.infinitecampus.com/help/grade-levels) (<https://kb.infinitecampus.com/help/grade-levels>) assigned to the calendars.
- Grade levels roll forward from one calendar to the next, when selected.

## Grade Level Setup ☆

New

Save

Delete

Grade Level Editor

Name	Seq
IT	1
PR	2
PK	3
TK	4
KG	5
1	6
2	7
3	8
4	9
5	10
6	11
7	12
8	13
9	14
10	15
11	16
12	17
13	18
UG	19
ABE	99
OS	99

Grade Level Detail

Name (locked)  
3

\*Sequence Number  
8

\*State Grade Level Code  
03: Third

Standard Day

Maximum Membership Days

Whole Day Absence (minutes)

Half Day Absence (minutes)

Maximum Approved School Choice Applications  
0

Grade Code

Exclude from cumulative GPA/Rank calculations  
☒

Exclude from state reporting  
☐

Exclude from Enrollment  
☐

Exempt from Assignment  
☐

Standard Code (SIF code)

Exclude from SIF reporting  
☐

Exclude from Grade/Age Validation  
☐

External LMS Exclude  
☐

Exclude from Online Registration Calculations  
☐

## Term Setup

### Scheduling & Courses > Calendar Setup > Term Setup

- Update the **start** and **end dates** for the terms.
- If term dates are not yet available, use the previous calendar's term dates as a reference to enter for the future year.
- Adjustments can be made when the official term dates are available.

## Term Setup ☆

Save Term Schedule/Terms

New Term Schedule/Terms

Delete Term Schedule/Terms

Term Schedule/Terms Editor

Name

Quarters

Term Schedule Detail

\*Name Quarters

Primary ☒

Term Detail

	*Name	*Sequence	*Start Date	*End Date
✕	Q1	1	08/25/2025	11/02/2025
✕	Q2	2	11/03/2025	01/25/2026
✕	Q3	3	01/26/2026	03/22/2026
✕	Q4	4	03/23/2026	06/05/2026

Add Term

## Period Setup

## Scheduling & Courses > Calendar Setup > Period Setup

- Verify Period Setup is correct.
- Make updates as needed.

Period Setup ☆

Save Period Schedules

New Period Schedule

Delete Period Sched/Periods

Copy Period Sched/Periods

Period Schedule/Periods Editor

Name

Regular School A

Regular School B

Regular School C

Regular School D

Regular School E

Period Schedule Placement

	Regular School A	Regular School B	Regular School C	Regular School D	Regular School E
ATT	ATT	ATT	ATT	ATT	ATT
CRS	CRS	CRS	CRS	CRS	CRS

PeriodSchedule Info

Name	Sequence	Exception/Special Day	Instructional Minutes	School Day
Regular School B	2	<input type="checkbox"/>	420	420

Period Info

Name	Sequence	Start Time	End Time	Lunch Time	Non-Instructional	Responsive
✕ ATT	1	08:15 AM	03:15 PM	0	<input type="checkbox"/>	<input type="checkbox"/>
✕ CRS	2			0	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Add Period

Instructional Minutes Preference for 25-26 School Year

Exclude non-instructional periods

Exclude non-instructional minutes

Exclude time gaps between periods

School Day Preference for 25-26 School Year

Exclude non-instructional periods

Include non-instructional minutes

Include time gaps between periods

Please note that a period setup will be needed to complete the Day Setup for all calendars including program school calendars.

## Day Setup

### Scheduling & Courses > Calendar Setup > Day Setup

- Complete the [Day Reset](https://kb.infinitecampus.com/help/day-setup) (https://kb.infinitecampus.com/help/day-setup) and [Day Rotation](https://kb.infinitecampus.com/help/day-setup) (https://kb.infinitecampus.com/help/day-setup) (if applicable) process to ensure instructional calendar days are populated.
  - Be sure to only run day reset from the first instructional day to the last instructional day.
  - Adjustments can be made to the calendar and enrollments if there are any changes to the instructional calendar using the [Enrollment Cleanup Wizard](https://kb.infinitecampus.com/help/enrollment-cleanup-wizard) (https://kb.infinitecampus.com/help/enrollment-cleanup-wizard).

## Auto Create Calendar Days

## Day Reset

This tool will generate a Day record for each day in the Calendar. If your calendar dates are year-round, or larger than the days you need to track, enter a smaller date range to only create Day records for days that have instructional meaning for this Schedule Structure. If this function is performed on an existing calendar, all days and day events will be lost outside the range you choose (Unless you choose 'Fill Missing Days Only').

## \*Start Date

8/25/2025

## \*End Date

6/6/2026

## Duration

0

## Fill Missing Days Only

☒

Mon

Tue

Wed

Thu

Fri

Sat

Sun

☒☒☒☒☒☐☐

Create Days

Day Setup ☆ Scheduling & Courses

August 2025

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					01	02
03	04	05	06	07	08	09
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25 Regular School A	26 Regular School B	27 Regular School C	28 Regular School D	29 Regular School E	30
31						

▼ Event on this Day

**Day Detail**

Date: 08/26/2025 Day #: 2

\*Period Schedule: Regular School B

School Day: ☒ Instruction: ☒ Attendance: ☒

Start Time: End Time: Duration: 0

Comments:

**Day Events**

Type	Duration	Inst. Minutes
Add DayEvent		

Blended Learning Groups ?

Add Group

- Day setup can be completed at one calendar and copied into other calendars using the [Calendar Wizard](https://kb.infinitecampus.com/help/calendar-wizard-copy-data-into-existing-calendars-video) (<https://kb.infinitecampus.com/help/calendar-wizard-copy-data-into-existing-calendars-video>) copy data into existing calendars and the copy/append other data elements option.
- The source calendar should be the calendar with the day setup you want to copy from.
- The destination calendar(s) should be the calendar(s) you want to copy to.
- When copying day setup, the destination calendar must have one period schedule defined.
- If copying rotation days, the period schedule names need to match.

## Day Setup Program Schools

### Scheduling & Courses > Calendar Setup > Day Setup

The following program calendars must have day setup complete from 07/01/YYYY to 06/30/YYYY.

- 292 - OEC

- 293 - LEP
- 294 - Migrant
- 296 - NCDPI
- 297 - Homeless
- Complete the [Day Reset](https://kb.infinitecampus.com/help/day-setup) process to for all program schools from dates 07/01/YYYY to 06/30/YYYY.

Day Setup ☆

**Auto Create Calendar Days**

**Day Reset**  
This tool will generate a Day record for each day in the Calendar. If your calendar dates are year-round, or larger than the days you need to track, enter a smaller date range to only create Day records for days that have instructional meaning for this Schedule Structure. If this function is performed on an existing calendar, all days and day events will be lost outside the range you choose (Unless you choose 'Fill Missing Days Only').

\*Start Date  
07/01/2025

\*End Date  
06/30/2026

Duration  
0

Fill Missing Days Only

Mon ☒ Tue ☒ Wed ☒ Thu ☒ Fri ☒ Sat ☐ Sun ☐

Create Days

- Day setup can be completed at one calendar and copied into other calendars using the [Calendar Wizard](https://kb.infinitecampus.com/help/calendar-wizard-copy-data-into-existing-calendars-video) **copy data into existing calendars** and the **overwrite terms/days** option.
- The source calendar should be the calendar with the day setup you want to copy from.
- The destination calendar(s) should be the program calendar(s) you want to copy to.
- When copying day setup, the destination calendar must have one period schedule defined and the same term schedule.
- Copy only the Days for the program calendars.

## School Months

### *Scheduling & Courses > Calendar Setup > School Month*

- Enter School Months for PMR reporting.
- [School Months \(North Carolina\) | Infinite Campus](https://kb.infinitecampus.com/help/school-months-north-carolina)
- School months can be completed at one calendar and copied to other calendars using the [Calendar Wizard](https://kb.infinitecampus.com/help/calendar-wizard-copy-data-into-existing-calendars-video) **copy data into existing calendars** and the **copy School Month data** option.

**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 Copy Mode**

- ☐ Overwrite Terms/Days - This mode will update Term dates, Day Attributes (School Day, Instruction, Attendance), Day Events and the Period Schedules assigned to individual days so long as the Period Schedule names and Schedule Structure names are the same in the source and destination calendar.
- ☐ Copy/Append other data elements
- ☒ Copy School Month data

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