

Administrative End of Year

04/21/2026 6:38 am EDT

The following items can be completed in any order but should be completed prior to changing the active year.

Data Audits

- Complete various data audits for data accuracy prior to changing the active year.
- Some recommended audits are attendance, grades, behavior, programs, etc.

End of Year Fees (if applicable)

- Report and bill for end of year fees.
- Follow PSU guidelines for this process.
- [Fee Billing Batch Report | Infinite Campus](https://kb.infinitecampus.com/help/fee-billing-batch-report) (<https://kb.infinitecampus.com/help/fee-billing-batch-report>)

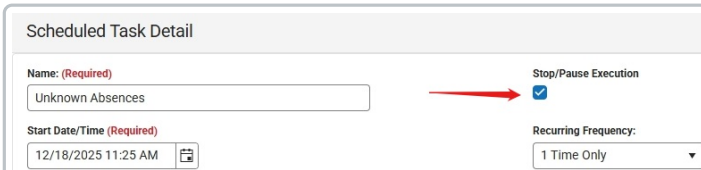
Pause Automated Tasks

Communicate with third party vendors on dates for pausing and restarting tasks during school year changes.

Task Scheduler

Navigation: System Settings > System Processes > Task Scheduler

- Pause any task scheduler automated tasks until the new year.



Scheduled Task Detail

Name: (Required) Unknown Absences	Stop/Pause Execution <input checked="" type="checkbox"/>
Start Date/Time (Required) 12/18/2025 11:25 AM	Recurring Frequency: 1 Time Only

Data Extract Utility

Navigation: System Settings > Data Utilities > Data Extract Utilities

- For automated Data Extract Utility jobs, add a check to the **Stop Automated Extract** checkbox until the new year.

Data Extract Schedule

Frequency: NONE Start Date: 02/22/2026

Start Time: 13:33

Stop Automated Extract: ?

←

Staff Assignments

Navigation: Census > Staff > District Employment/District Assignments

- Add an **end date** to staff [District Employment](https://kb.infinitecampus.com/help/district-employment) record for staff who have left the PSU.

District Employment ☆

Bates, Amanda ID Staff #: 1884 DOB: 10/19/1988

Save Delete New

Employment Records

#198 Infinite Campus (01/01/1901-)

Employment Information

<p>*Start Date</p> <p>01/01/1901</p> <p>Teaching Start Year</p> <p></p> <p>License Number</p> <p></p> <p>Seniority</p> <p></p>	<p>End Date</p> <p></p> <p>Teaching Years Modifier</p> <p>0</p> <p>FTE Percent (whole number 0-100)</p> <p>0</p> <p>Education</p> <p></p>
---	--

- Add an **end date** to staff [District Assignment](https://kb.infinitecampus.com/help/district-assignments) for staff who have left the school.

- End access to Campus for staff leaving the school and/or PSU.
- Add/update district assignments for staff that are moving schools.
- Follow your PSU procedures for adding any new staff in NCSIS.

Access Management

Disable User Accounts

Navigation: *User Management > User Account Administration > User Account Batch Wizard*

- Disable access to Campus for staff, students, and/or parents during the summer months (if applicable).
- This can be performed with the [User Account Batch Wizard | Infinite Campus](https://kb.infinitecampus.com/help/user-account-batch-wizard#UserAccountBatchWizard-DisableUserAccountsforAllSelectedStudentsorStaff) (<https://kb.infinitecampus.com/help/user-account-batch-wizard#UserAccountBatchWizard-DisableUserAccountsforAllSelectedStudentsorStaff>).

Update Portal Access

- Portal access can remain available for parents, however, be mindful that options set in the template selected are accessible to parents and students.
- A new Portal template can be created so parents and students can see only what the PSU desires. (i.e. annual updates in OLR, no schedules, previous year information)
- [Portal Display Options | Infinite Campus](https://kb.infinitecampus.com/help/portal-display-options) (<https://kb.infinitecampus.com/help/portal-display-options>)

Portal Display Options ☆

Display Options determine what tools and data appear in the Campus Student and Campus Parent Portals. Display Options are set by Calendar/Structure using a Display Options Template created by the school. Each Calendar/Structure can be assigned to only one template. Select a Template to modify it or click New Template to create a new one. Select a Calendar/Structure to assign to a template and enable the calendar and terms. [Read More](#)

Filter Calendars by School Year ⓘ

Filter Calendars by Status

DISPLAY OPTIONS TEMPLATE	CALENDAR (STRUCTURE)	STATUS	ENABLED TERMS
High School Template	24-25 Monroe High School	ENABLED	Q1, Q2, Q3, Q4
Summer	25-26 Monroe High School ⓘ	ENABLED	Q1, Q2, Q3, Q4
High School Future Year Scheduling			

Record Retention

Ensure all necessary reports have been printed and placed in students' physical cumulative folders. More information on what is required in a cumulative record can be found here: [Local Public School Units | NC Archives](https://archives.ncdcr.gov/government/local-government-agencies/local-public-school-units) (<https://archives.ncdcr.gov/government/local-government-agencies/local-public-school-units>).

An optional report available in NCSIS is the Cumulative Labels Report. Below are steps for generating this report.

Navigation: Grading & Standards > Reports > Cumulative Labels

- Print cumulative labels for student files (if applicable).
- The [Cumulative Labels Report](https://kb.infinitecampus.com/help/cumulative-labels-report) (<https://kb.infinitecampus.com/help/cumulative-labels-report>) only prints student transcript information that also includes credits.

Cumulative Labels ☆

Grading & Standards > Reports > Cumulative Labels

Cumulative Labels

A Cumulative Label is a large size mailing label that has an entire year's transcript printed on it. This label can be attached to the student's file folder as a way of storing a hard copy. Currently these labels only print transcript entries that have credits listed under Credit Groups. Standard Groups do NOT currently display. This is a very complete report, so please try to limit the number of students included in each batch. Use form AW955103 for the best results.

Which students would you like to include in the report?

Grade:

Ad Hoc Filter:

How would you like the report sorted?

Student Name Grade Student Number

GPA Calculation:

Report Format:

Locker Assignments (if applicable)

Navigation: School & District Settings > Lockers > Locker Batch End Wizard

- End locker assignments for the current school year using the [Locker Batch End Wizard](https://kb.infinitecampus.com/help/locker-batch-end-wizard) (https://kb.infinitecampus.com/help/locker-batch-end-wizard).

Roll Forward Reports

Navigation: System Settings > System Preferences > Reports Roll Forward Wizard

The Reports Roll Forward Wizard copies report setups from one calendar to another calendar. Roll forward current year reports in each calendar for the corresponding upcoming calendar.

- Select the **Source Reports**. The source reports are populated according to the calendar chosen.
- Choose the **Calendar** to copy to.
- See [Reports Roll Forward Wizard | Infinite Campus](https://kb.infinitecampus.com/help/report-roll-forward) (https://kb.infinitecampus.com/help/report-roll-forward) article for more information about modifying reports.

Reports Roll Forward Wizard ☆

Report Roll Forward

This tool will copy the selected reports format to the target calendar.

Select Source Reports

- ReportCard
 - NC Official Report Card - HS
 - Q1 Progress Report
- Transcript
- Schedule
 - Responsive Schedule
- eTranscript


Select calendar(s) you would like to roll selected report(s) to:

list by school
 list by year

- 25-26 Polk School
- 24-25 Polk School HS
- Taylor Middle School**
- 25-26 Taylor School
- 24-25 Taylor School
- Tyler School
- Tyler School 2025 A
- Van Buren Middle School**
- 25-26 Van Buren School
- 24-25 Van Buren School
- Washington School**
- Washington School 2025 B
- Washington School 2025 C
- Washington School 2025 A
- Washington School 2025 D

CTRL-click or SHIFT-click to select multiple

RUN



You've completed this section.

Choose where to go next.

← Return to End of Year Overview

Continue to Change Active Year →

NCSIS Knowledgebase | Article: Administrative End of Year | Last Updated: 04/21/2026 6:38 am EDT