

# **Before Last Day of Current Year**

04/10/2025 5:57 am EDT

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



If Part 1 of Scheduling Workflow was completed, use the following as a double check!

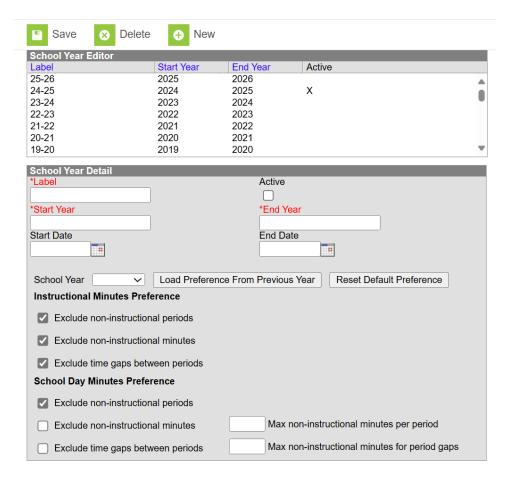
#### Scheduling & Courses > Calendar Setup > School Year Setup

- Use the Infinite Campus article School Year Setup | Infinite Campus 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 ☆



#### **Create Future Calendars**

The future school year must be created prior to rolling forward calendars.



If Part 1 of Scheduling Workflow was completed, use the following as a double check!

## **School Calendars**

The Calendar Wizard 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 of the Scheduling Workflow.

# **Program Calendars**

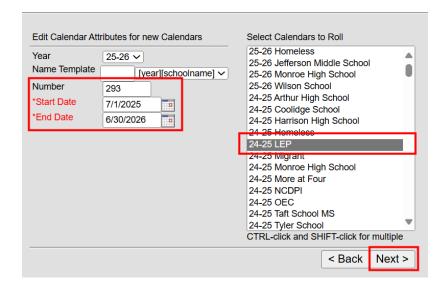
When rolling forward calendars, the naming template for calendars defaults to the school's name. This means that the program calendar names may need to be updated. The following article will walk users through rolling forward program calendars and updating the names.

#### Navigation: Menu > Scheduling & Courses > Calendar Setup > Calendar Wizard

1. Select Create new Calendars by rolling forward selected data, then click Next.

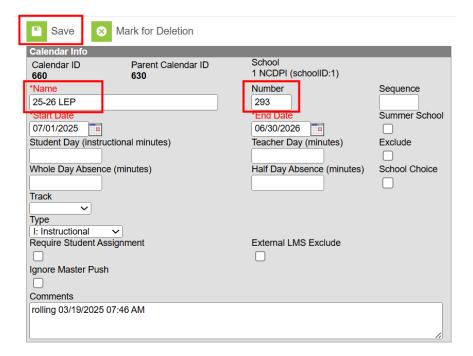


- 2. Select the year to create, ex: 25-26. The name template should remain [year] [schoolname]
- 3. Enter the number for the school as follows:
  - a. 292 OEC
  - b. 293 LEP
  - c. 294 Migrant
  - d. 296 NCDPI
  - e. 297 Homeless
- 4. Enter the Start date of 07/01/YYYY.
- 5. Enter the End Date of 06/30/YYYY.
- 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. 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 ☆



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.

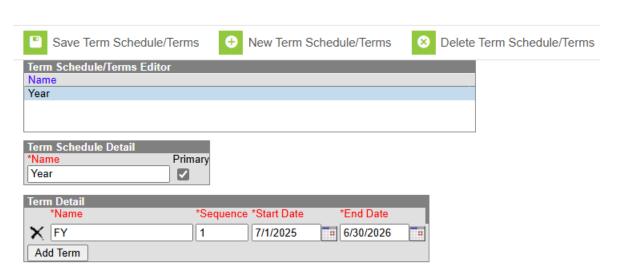
### **Term Setup for Program Calendars**

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 ☆



## **Checks and Updates**

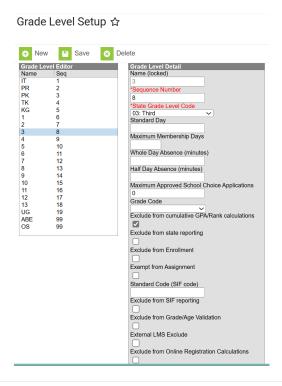
Once calendars are rolled forward the following items should be reviewed and/or updated.



### **Grade Levels**

Scheduling & Courses > Calendar Setup > Grade Level Setup

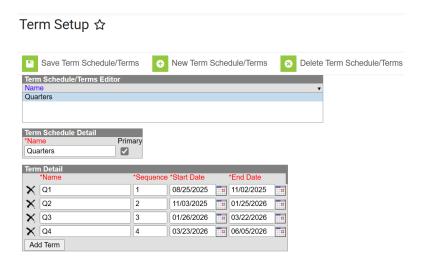
- Review Grade Levels assigned to the calendars.
- Grade levels roll forward from one calendar to the next, when selected.



## **Term Setup**

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

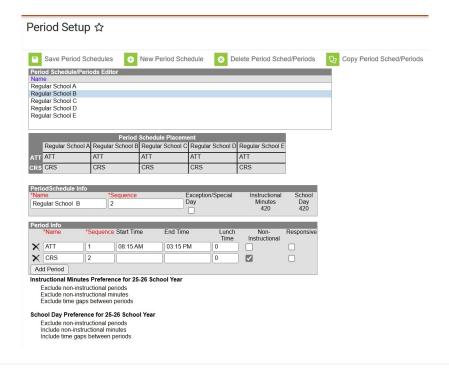
- Update the **start** and **end dates** for the terms.
- If term dates are not yet available, use the previous calendar's term dates as a reference to enter for the future year.
- Adjustments can be made when the official term dates are available.



## **Period Setup**

Scheduling & Courses > Calendar Setup > Period Setup

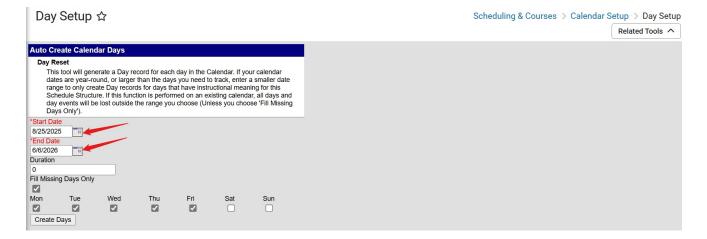
- · Verify Period Setup is correct.
- Make updates as needed.

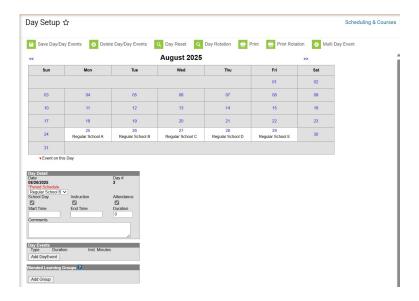


### **Day Setup**

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

- Complete the Day Reset and Day Rotation (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.



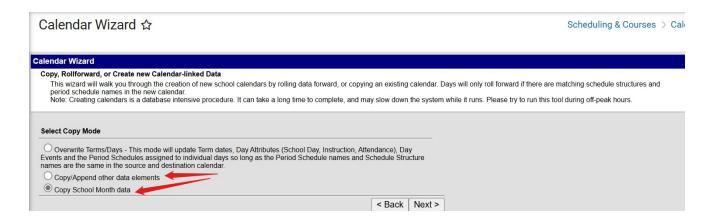


- Day setup can be completed at one calendar and copied into other calendars using the Calendar Wizard copy data into existing calendars and the copy/append other data elements option.
- The source calendar should be the calendar with the day setup you want to copy from.
- The destination calendar(s) 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.

### **School Months**

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

- Enter School Months for PMR reporting.
- School Months (North Carolina) | Infinite Campus
- School months can be completed at one calendar and copied to other calendars using the Calendar Wizard copy data into existing calendars and the copy School Month data option.



#### **Future Enrollments**

Student Enrollments must be rolled forward for the next school year. Enrollments must be rolled forward prior to ending the current year enrollments.

## **School Calendar Enrollments**

## **Enrollment Roll Forward Wizard | Infinite Campus**

Student Information > General Student Administration > Enrollment Roll Forward Wizard

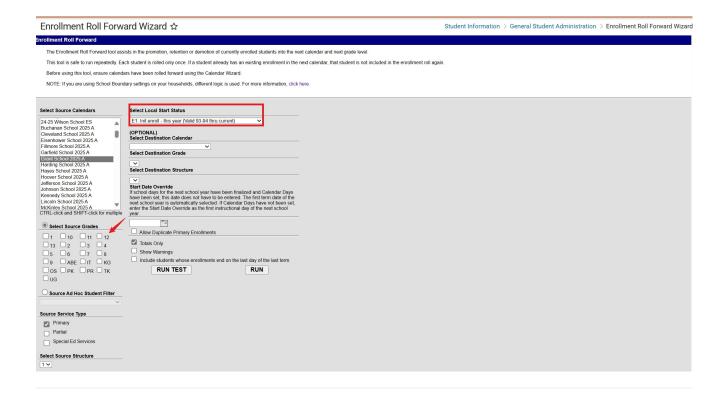
- Roll current student's enrollments to the future year.
  - The Start Date should be the **First Instructional Day** of the future calendar.
  - The Local Start Status should be E1: Init enroll this year.
- The enrollment roll forward process can be done multiple times without risk of creating multiple enrollments for students.
- As new students enroll in the current year, use this tool to roll forward their enrollment.
- A future enrollment is not required for students that will not be attending your PSU next year. Follow all PSU procedures for confirming future enrollments.



Do not roll forward Graduate enrollments. They do not require a future enrollment.

#### **Charter schools**

- Do not roll forward students who will not attend the school next year. They do not require a future enrollment.
  - o For example, if the school only has K-8 grade levels, the grade 8 students do not need to have a future enrollment.



# **Program Calendars Enrollments**

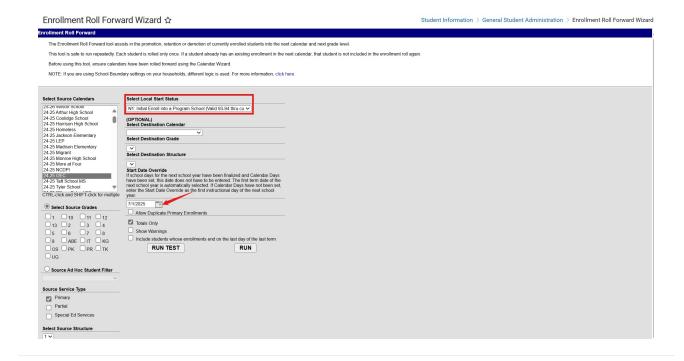
### **Enrollment Roll Forward Wizard | Infinite Campus**

Student Information > General Student Administration > Enrollment Roll Forward Wizard

- Roll program student's enrollments to the future year. (OEC, LEP, Migrant)
  - The Start Date can be 07/01/20yy.
  - The Local Start Status should be N1: Initial Enroll into a Program School.
- This can be done multiple times without risk of creating multiple enrollments for a student if necessary.

#### **Homeless Calendar**

- Students are reassessed each year for the program, so a future enrollment is not required.
- Students can be enrolled in the calendar at a later date if needed.



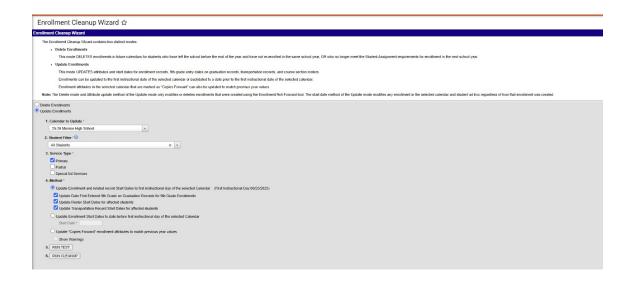
# **Enrollment Cleanup Wizard**

Student Information > General Student Administration > Enrollment Cleanup Wizard



Make sure the calendar context is the future year.

- Use this tool to clean up future enrollments for students that have withdrawn prior to the end of the current school year.
- Choose **Delete** Enrollments to remove future enrollments for students that have and end date prior to the end of the school
- · Choose **Update** enrollments to adjust future enrollment dates and/or attributes that were not set to copy forward.
- Run the Delete wizard weekly to ensure future enrollments are cleaned up in the future year.



# **Pre-Register Students**



- Students must not have a current year enrollment in a North Carolina public or charter school.
- Start Date should be the first instructional day of the future school year.
- Entry Status should be E1: Init enroll this year.

### **Additional Items**

# **EDDIE Updates (if applicable)**

- Make sure any changes to grade levels and/or new schools are processed in EDDIE.
- EDDIE | NC DPI

# **OLR** (if applicable)

- · Copy and update OLR templates for future year.
- Online Registration New Configuration Prep Checklist | Infinite Campus

Online Registration Setup

System Settings > Online Registration Setup

#### Online Registration Setup

OLR Setup OLR Configuration List Editor
OLR System Settings Registration Window By School
OLR Builder OLR Queue Setup
OLR Literals Bank Language Groups
OLR Lists Bank OLR Information Center
OLR Status Mass Repost Applications
OLR Notification Editor OLR List Bank Replacer
Document Upload Options OLR List Value Updater



Portal Access must be available for parents to complete annual update OLR applications.