

Before Last Day of Current Year

05/09/2025 1:24 pm 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 ☆

 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**

***Start Year**

Start Date

Active
☐

***End Year**

End Date

School Year

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

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**.

Edit Calendar Attributes for new Calendars

Year: 25-26

Name Template: [year][schoolname]

Number: 293

*Start Date: 7/1/2025

*End Date: 6/30/2026

Select Calendars to Roll



- 25-26 Homeless
- 25-26 Jefferson Middle School
- 25-26 Monroe High School
- 25-26 Wilson School
- 24-25 Arthur High School
- 24-25 Coolidge School
- 24-25 Harrison High School
- 24-25 Homeless
- 24-25 LEP**
- 24-25 Migrant
- 24-25 Monroe High School
- 24-25 More at Four
- 24-25 NCDPI
- 24-25 OEC
- 24-25 Taft School MS
- 24-25 Tyler School

CTRL-click and SHIFT-click for multiple

< Back 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 ☆

 Save  Mark for Deletion

Calendar Info

Calendar ID 660	Parent Calendar ID 630	School 1 NCDPI (schoolID:1)	
*Name 25-26 LEP	Number 293	Sequence <input type="text"/>	
*Start Date 07/01/2025	*End Date 06/30/2026	Summer School <input type="checkbox"/>	
Student Day (instructional minutes) <input type="text"/>	Teacher Day (minutes) <input type="text"/>	Exclude <input type="checkbox"/>	
Whole Day Absence (minutes) <input type="text"/>	Half Day Absence (minutes) <input type="text"/>	School Choice <input type="checkbox"/>	
Track <input type="text"/>			
Type I: Instructional			
Require Student Assignment <input type="checkbox"/>	External LMS Exclude <input type="checkbox"/>		
Ignore Master Push <input type="checkbox"/>			
Comments rolling 03/19/2025 07:46 AM			

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 ☆



Save Term Schedule/Terms



New Term Schedule/Terms



Delete Term Schedule/Terms

Term Schedule/Terms Editor

Name

Year

Term Schedule Detail

*Name

Primary

Year



Term Detail

*Name

*Sequence

*Start Date

*End Date



FY

1

7/1/2025

6/30/2026

Add Term

Checks and Updates

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](#) 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 Primary
Quarters ☒

Term Detail

*Name	*Sequence	*Start Date	*End Date
X Q1	1	08/25/2025	11/02/2025
X Q2	2	11/03/2025	01/25/2026
X Q3	3	01/26/2026	03/22/2026
X 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

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 ☆

Scheduling & Courses > Calendar Setup > Day Setup

Related Tools ^

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

Save Day/Day Events
Delete Day/Day Events
Day Reset
Day Rotation
Print
Print Rotation
Multi Day Event

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 Day/Event

Extended Learning Groups

Add Group

- 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.

Calendar Wizard ☆
Scheduling & Courses > Cal

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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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.
 - For example, if the school only has K-8 grade levels, the grade 8 students do not need to have a future enrollment.

Enrollment Roll Forward

The Enrollment Roll Forward tool assists in the promotion, retention or demotion of currently enrolled students into the next calendar and next grade level.

This tool is safe to run repeatedly. Each student is rolled only once. If a student already has an existing enrollment in the next calendar, that student is not included in the enrollment roll again.

Before using this tool, ensure calendars have been rolled forward using the Calendar Wizard.

NOTE: If you are using School Boundary settings on your households, different logic is used. For more information, [click here](#).

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 Roll Forward

The Enrollment Roll Forward tool assists in the promotion, retention or demotion of currently enrolled students into the next calendar and next grade level.

This tool is safe to run repeatedly. Each student is rolled only once. If a student already has an existing enrollment in the next calendar, that student is not included in the enrollment roll again.

Before using this tool, ensure calendars have been rolled forward using the Calendar Wizard.

NOTE: If you are using School Boundary settings on your households, different logic is used. For more information, [click here](#).

Select Source Calendars
24-25 Winston School
24-25 Arthur High School
24-25 Coolidge School
24-25 Harrison High School
24-25 Homeless
24-25 Jackson Elementary
24-25 LEP
24-25 Madison Elementary
24-25 Migrant
24-25 Monroe High School
24-25 More at Four
24-25 NCPI
24-25 OGC
24-25 Taft School MS
24-25 Tyler School
24-25 ...
CTRL-click and SHIFT-click for multiple

Select Local Start Status
N1: Initial Enroll into a Program School (Valid 93-94 thru cu
(OPTIONAL)
Select Destination Calendar

Select Destination Grade

Select Destination Structure

Start Date Override
If school days for the next school year have been finalized and Calendar Days have been set, this date does not have to be entered. The first term date of the next school year is automatically selected. If Calendar Days have not been set, enter the Start Date Override as the first instructional day of the next school year.
7/1/2025
☐ Allow Duplicate Primary Enrollments
☒ Totals Only
☐ Show Warnings
☐ Include students whose enrollments end on the last day of the last term

Select Source Grades
☐ 1 ☐ 10 ☐ 11 ☐ 12
☐ 13 ☐ 2 ☐ 3 ☐ 4
☐ 5 ☐ 6 ☐ 7 ☐ 8
☐ 9 ☐ ABE ☐ IT ☐ KG
☐ OS ☐ PK ☐ PR ☐ TK
☐ UG
☐ Source Ad Hoc Student Filter
Source Service Type
☒ Primary
☐ Partial
☐ Special Ed Services
Select Source Structure
1

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 an end date prior to the end of the school year.
- 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.

Enrollment Cleanup Wizard ☆

Enrollment Cleanup Wizard

The Enrollment Cleanup Wizard contains two distinct modes:

- **Delete Enrollments**
This mode DELETES enrollments in future calendars for students who have left the school before the end of the year and have not re-enrolled in the same school year. OH who no longer meet the Student Assignment requirements for enrollment in the next school year.
- **Update Enrollments**
This mode UPDATES attributes and start dates for enrollment records, 9th grade entry dates on graduation records, transportation records, and course section rosters. Enrollments can be updated to the first instructional date of the selected calendar or backdated to a date prior to the first instructional date of the selected calendar. Enrollment attributes in the selected calendar that are marked as "Copies Forward" can also be updated to match previous year values.

Note: The Delete mode and Attribute update method of the Update mode only modifies or deletes enrollments that were created using the Enrollment Roll Forward tool. The start date method of the Update mode modifies any enrollment in the selected calendar and student ad hoc regardless of how that enrollment was created.

☐ Delete Enrollments

☒ Update Enrollments

1. Calendar to Update *

25-26 Monroe High School

2. Student Filter *

All Students

3. Service Type *

☒ Primary

☐ Partial

☐ Special Ed Services

4. Method *

☒ Update Enrollment and related record Start Dates to first instructional day of the selected Calendar (First Instructional Day: 8/22/2025)

☒ Update Date First Extended 9th Grade or Graduation Records for 9th Grade Enrollments

☒ Update Roster Start Dates for affected students

☒ Update Transportation Record Start Dates for affected students

☐ Update Enrollment Start Dates to date before first instructional day of the selected Calendar

Start Date *

☐ Update "Copies Forward" enrollment attributes to match previous year values

☐ Show Warnings

5.

6.

Pre-Register Students



Make sure the calendar context is the future year.

- 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**.

Future Enrollment Import

A Data Import has been created to import the Future Enrollment information on the current year line of enrollment to allow for next year placement information to be imported to Infinite Campus.



This process deletes future enrollment records and updates the future enrollment fields in a student's current enrollment record. Future year schedules are deleted when future enrollment records are deleted.



A template has been created and is available [here](#).

Based on the data in the import template, Future Enrollment information will be set on the Current Year line of enrollment in

Infinite Campus. From there, the Enrollment Wizard can be used to create next year enrollments.

Navigation: System Settings > Data Utilities > Data Import Wizard

- 1. Choose *PSU_Future_Enrollment_Import* from the **Import Type** drop list.
- 2. Choose **Local**, then **Browse** and select your file.
- 3. Click **Run Import**.

Data Import Wizard ☆

Data Import

Set up one-time or scheduled data imports.

Import Type: PSU_Future_Enrollment_Import

Layout: PSU_Future_Enrollment_Import

File Type: Excel 97-2003, 2007

Protocol:

☒ Local

☐ FTP

☐ FTPS

☐ SFTP Legacy (Being Deprecated)

☐ SFTP

☐ HTTP

☐ SMB

Settings:

*File Name:

Browse...

No file selected.

Test Connection

Test Import

Run Import

Import Schedule:

Frequency:

Start Date:

Start Time:

Save

Import History:

Date/Time	File Name	Rows	Test/Run	Result
02/25/2025 09:38:00 AM	GCPS Future Enrollments Import for SY25-26.xlsx		Run	Accepted - Warnings
02/25/2025 08:34:24 AM	GCPS Future Enrollments Import for SY25-26.xlsx		Run	Accepted - Warnings
02/25/2025 08:33:19 AM	GCPS Future Enrollments Import for SY25-26.xlsx		Test	Accepted - Warnings
02/24/2025 04:16:36 PM	GCPS Future Enrollments Import for SY25-26.xlsx		Run	Accepted - Warnings

Following the import, a result screen will appear:

02/25/2025 10:06:59 AM

File Name: GCPS Future Enrollments Import for SY25-26.xlsx/SGHS_25_26_Future_Enrollments_1

Date/Time: 02/25/2025 09:38:00 AM

Status: Accepted - Warnings

Physical Lines In File: 1762

Data Records In File: 1761

Records With No Errors: 1761


Records Accepted With Errors: 0

Records Rejected: 0

Weighted Result: 100.0%

Data Import Report

PSU_Future_Enrollment_Import Layout



Errors/Warnings [Back To Top](#)

Line	Type	Code	Message
1	Informational	MOC	The optional column "NextScheduleStructure" is missing. The file will still be processed.
1	Informational	MOC	The optional column "Admission Status" is missing. The file will still be processed.
5625	Informational	CCE	Student # : does not have active line of enrollment for current year - nothing to import
6308	Informational	CCE	Student # : does not have active line of enrollment for current year - nothing to import
6978	Informational	CCE	Student # : has NextCalendar of "" which does not exist

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Data Changes [Back To Top](#)

Line	Table	Action	Values
2	Enrollment	Update	Set future enrollment information for: Malicyn / #831 to 25-26 South Granville High/Main Grade 10
3	Enrollment	Update	Set future enrollment information for: Kallynn #1866 to 25-26 South Granville High/Main Grade 10
4	Enrollment	Update	Set future enrollment information for: Aguilar Santana #3 28 to 25-26 South Granville High/Main Grade 12
5	Enrollment	Update	Set future enrollment information for: Anthony #126 to 25-26 South Granville High/Main Grade 10
6	Enrollment	Update	Set future enrollment information for: Canales #124 to 25-26 South Granville High/Main Grade 12

The results will show you the following things:

1. Students who do not exist (no match on student #)
2. NextCalendar in import does not exist in Campus
3. NextScheduleStructure in import does not exist in Campus
4. NextGrade in import does not exist in Campus for the next calendar
5. **Student has enrollment in future year for different school – enrollment will be removed.
6. Set future enrollment information



****NOTE:** If student already has that next year line of enrollment and **ANY** information exists with it (enrollment/rosters/requests), it will be **REMOVED** with this process and the Future Enrollment Information will be updated to what is in the file.

Below is an example of the data once imported.

Future Enrollment
—

Next Calendar

25-26 South Granville High ▼

Next Schedule Structure

Main ▼

Next Grade

12 ▼

Once the future enrollment has been updated, use the **Enrollment Roll Forward Wizard** to roll forward student enrollments with the updated future school.

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 System Settings

OLR Builder

OLR Literals Bank

OLR Lists Bank

OLR Status

OLR Notification Editor

Document Upload Options

OLR Configuration List Editor

Registration Window By School

OLR Queue Setup


Language Groups

OLR Information Center

Mass Repost Applications

OLR List Bank Replacer

OLR List Value Updater



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