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**.

   Calendar Wizard ☆

   Scheduling & Courses > Calendar Setup > Calendar Wizard

   Related Tools ︿

   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 Wizard Mode
   ○ Create new blank Calendars
   ◉ Create new Calendars by rolling forward selected data (last-years data will be added to a newly created calendar).
   ○ Copy data into Existing Calendars

   < Back   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 ☆

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 ☆

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 ☆

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.
    - 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.

Select Source Calendars

24-25 Wilson School ES
Buchanan School 2025 A
Cleveland School 2025 A
Eisenhower School 2025 A
Fillmore School 2025 A
Garfield School 2025 A
Grant School 2025 A
Harding School 2025 A
Hayes School 2025 A
Hoover School 2025 A
Jefferson School 2025 A
Johnson School 2025 A
Kennedy School 2025 A
Lincoln School 2025 A
McKinley School 2025 A
CTRL-click and SHIFT-click for multiple

◉ **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 ▾

Select Local Start Status
E1: Init enroll - this year (Valid 93-94 thru current) ▾

(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.

☐ Allow Duplicate Primary Enrollments
☑ Totals Only
☐ Show Warnings
☐ Include students whose enrollments end on the last day of the last term

[RUN TEST] [RUN]

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 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.

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**.

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

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.