

# 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 ☆

 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 <b>660</b>	Parent Calendar ID <b>630</b>	School 1 NCDPI (schoolID:1)	
*Name 25-26 LEP	Number 293	Sequence 	
*Start Date 07/01/2025	*End Date 06/30/2026	Summer School <input type="checkbox"/>	
Student Day (instructional minutes) 	Teacher Day (minutes) 	Exclude <input type="checkbox"/>	
Whole Day Absence (minutes) 	Half Day Absence (minutes) 	School Choice <input type="checkbox"/>	
Track ▼			
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.

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# 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 8/25/2025)

☒ Update Date First Entered 9th Grade on 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**.

## 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**

<a href="#">OLR Setup</a>	<a href="#">OLR Configuration List Editor</a>
<a href="#">OLR System Settings</a>	<a href="#">Registration Window By School</a>
<a href="#">OLR Builder</a>	<a href="#">OLR Queue Setup</a>
<a href="#">OLR Literals Bank</a>	<a href="#">Language Groups</a>
<a href="#">OLR Lists Bank</a>	<a href="#">OLR Information Center</a>
<a href="#">OLR Status</a>	<a href="#">Mass Repost Applications</a>
<a href="#">OLR Notification Editor</a>	<a href="#">OLR List Bank Replacer</a>
<a href="#">Document Upload Options</a>	<a href="#">OLR List Value Updater</a>



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