New School Year

06/29/2026 2:12 pm EDT

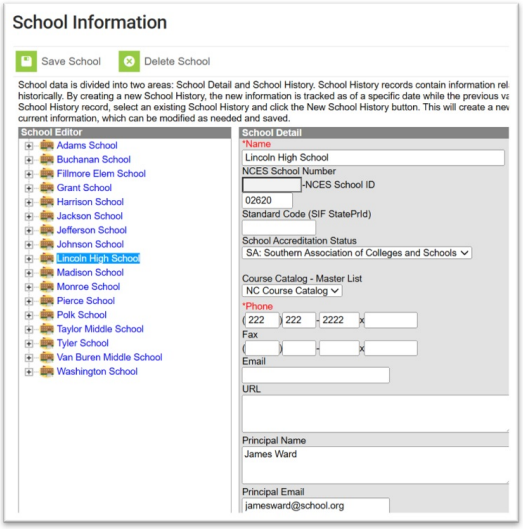
School Year & Calendar Setup

Review the following items in the new active year to ensure information aligns with any updates that may be adjusted for the current year.

School Information

Navigation: Menu > School & District Settings > School > School Information

Verify School Information is correct. School Information is updated based on information from EDDIE. All updates must occur in EDDIE and sync to reflect in the NCSIS. See EDDIE | NC DPI (https://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/demographics-and-finances/eddie) website for more information.

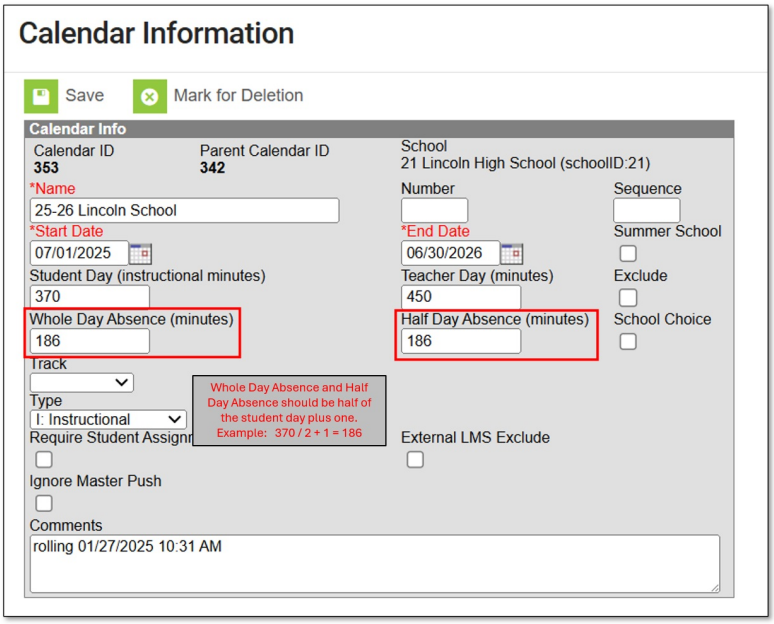


School Calendars

Navigation: Menu > Scheduling & Courses > Calendar Setup > Calendar Information

Check the dates and the minutes on the calendar.

- Start Date should be **07/01/YYYY.**
- End Date should be **06/30/YYYY**.
- **Student Day** minutes should reflect the instructional minutes of a fully scheduled student on a regular day. Accurate information is essential for state reporting.
- **Teacher Day** minutes should reflect the duration of the day from start time to end time (instructional + non-instruction minutes). Accurate information is essential for ECATS purposes.
    - Ex: School start time = 8:00 AM and end time = 3:00 PM; Teacher Day (minutes) would be 420 minutes
- **Whole Day** absence and **Half Day** absence minutes should be half of the student day plus one or rounded to the nearest whole number.
    - Ex: 370 minutes / 2 = 185 + 1 = 186 absent minutes
    - Ex: 371 minutes / 2 = 185.5 = 186 absent minutes

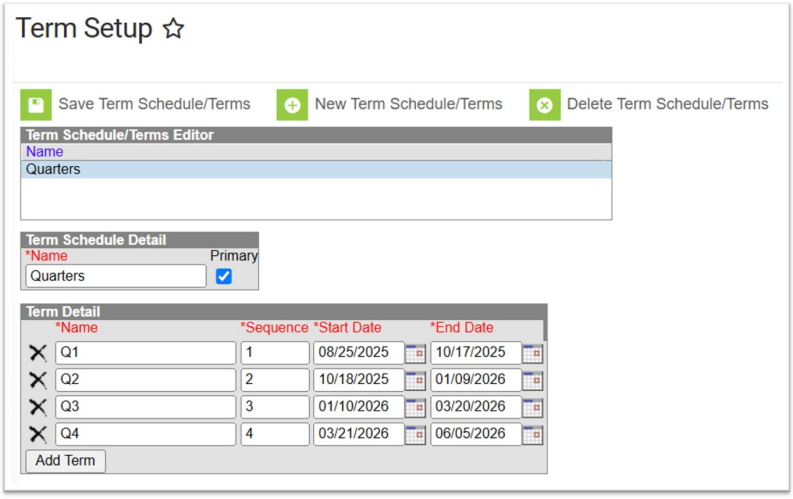


Term Setup

Navigation: Menu > Scheduling & Courses > Calendar Setup > Term Setup

Check that the term **start** and **end** dates are correct. If dates have changed since the end of the previous year, update the term dates accordingly.

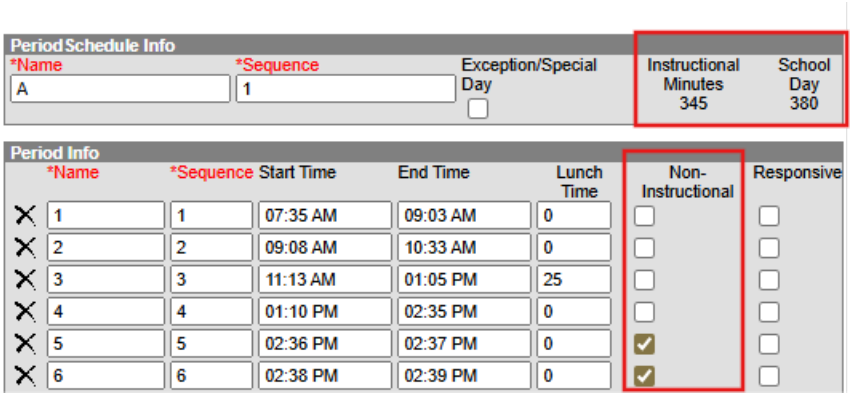
- There should not be a gap between the previous end date and the next start date



Period Setup

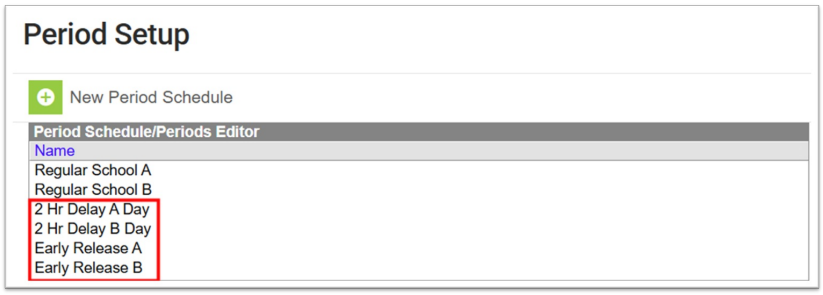
Navigation: Menu > Scheduling & Courses > Calendar Setup > Period Setup

- Verify that periods reflect the correct **start** and **end** times according to the school setup.
- Check that **instructional** and **non-instructional** periods are reflected according to the attendance setup of the school.
- **Instructional Minutes** and **School Day** minutes may vary based on the period setup information.
    - Instructional Minutes are the total number of instructional periods in the period setup and may be more than the Student Day minutes in Calendar Information.
    - The School Day minutes are the total number of instructional and non-instructional periods with start and end times.

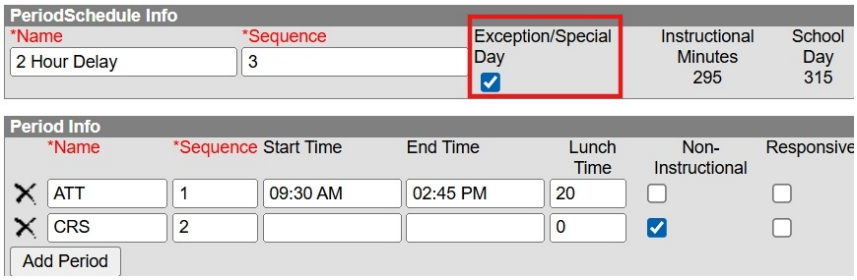


Exceptional/Special Period Setup

- PSUs are **required** to have a period setup for all special calendar days with an **Abbreviated Day (AD)** day event (i.e., late arrival and early leave). This ensures the PMR and other internal attendance reports are calculated correctly.



- For all special period setups, check the box for **Exceptional/Special Day**.



Copy Section Placements

- Use the Copy Section Placements | Infinite Campus (https://kb.infinitecampus.com/help/copy-section-placements) tool to ensure section placements are updated in sections for added period schedules.

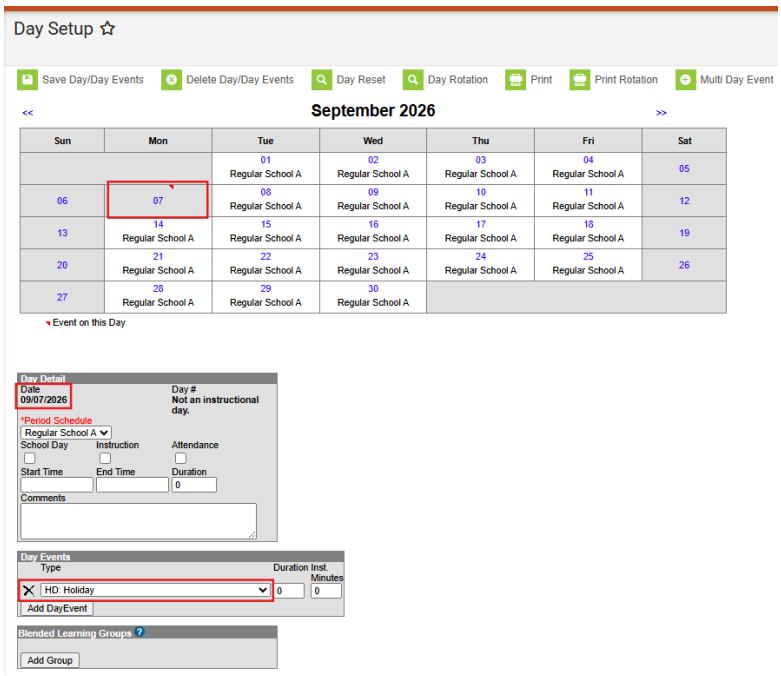
Lunch Setup (optional)

- Lunch can be scheduled using the Lunch Setup | Infinite Campus (https://kb.infinitecampus.com/help/lunch-setup) tool.
- Lunch setup helps attendance calculations when entering present minutes.

Day Setup

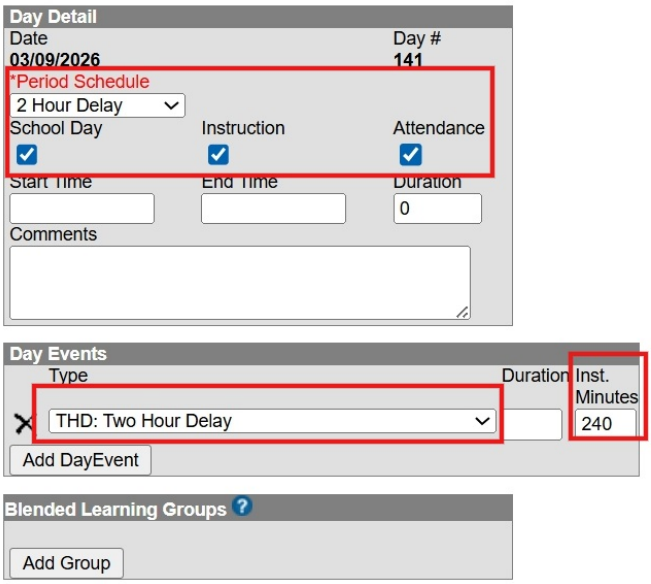
Navigation: Menu > Scheduling & Courses > Calendar Setup > Day Setup

Check the day setup to ensure calendar information is accurate according to the school calendar. Ensure all instructional days are correct.



Day Setup for Exceptional/Special Days

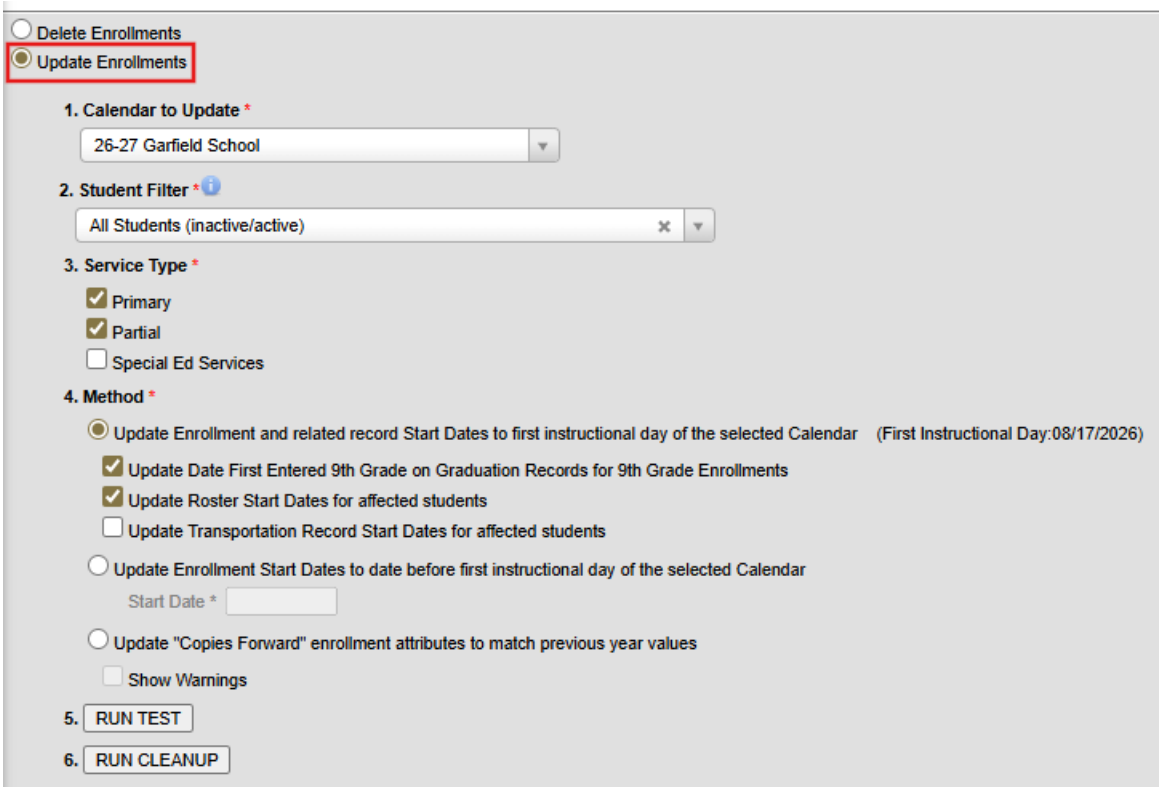
- Ensure all shortened days have the following fields completed:
  - The appropriate shortened **Period Schedule**
  - **School Day**, **Instruction**, and **Attendance** boxes are checked
  - An associated **Day Event** with a state code of AD (See the Day Events (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/day-events) article for how to associate state codes to Day Events)
  - Appropriate **Instructional Minutes** in the day event
- Other fields in the day detail are optional.
- Ensure all non-instructional days have an appropriate day event.



First Instructional Day Adjustments (if applicable)

Navigation: Menu > General Student Administration > Enrollment Cleanup Wizard

- If the first instructional day was adjusted since the calendar was rolled forward during the end of year process, use the Enrollment Cleanup Wizard | Infinite Campus (https://kb.infinitecampus.com/help/enrollment-cleanup-wizard) to correct student enrollments to match the first instructional day of the school year. Ensure Term Setup and Day Setup dates have been adjusted before updating enrollment information.
- An Ad Hoc of students to include will be needed to use the enrollment cleanup wizard tool.

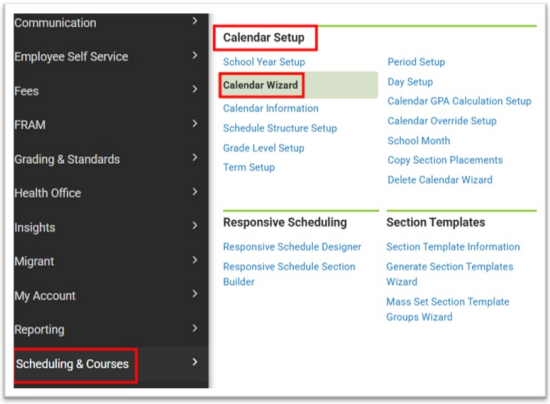


Copy Day Setup

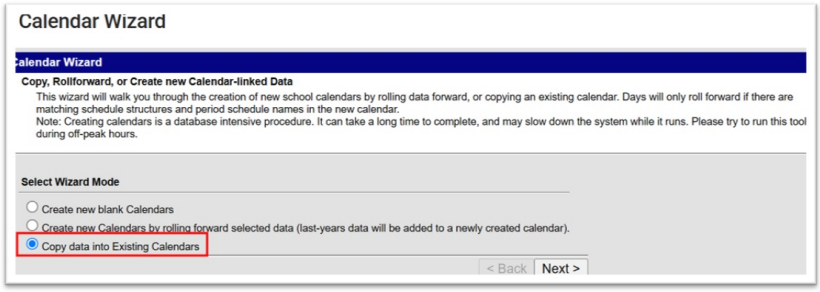
Navigation: Menu > Scheduling & Courses > Calendar Setup > Calendar Wizard

Day setup can be completed at one calendar and copied into other calendars with the same day setup date range using the Calendar Wizard (https://kb.infinitecampus.com/help/calendar-wizard-copy-data-into-existing-calendars-video). The following items in both the destination and source calendar must match to copy the data:

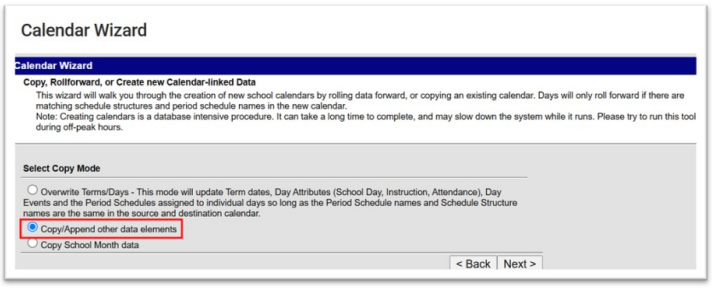
- Period Schedule Names
- Day Rotation Names
- Term Names
- School Months



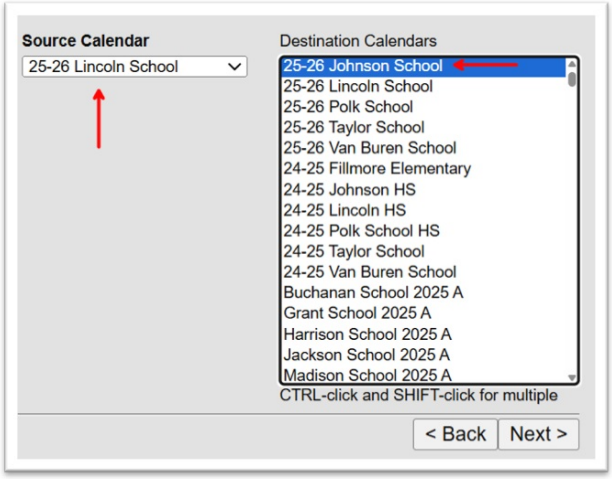
1. Select **Copy Data into Existing Calendars.**



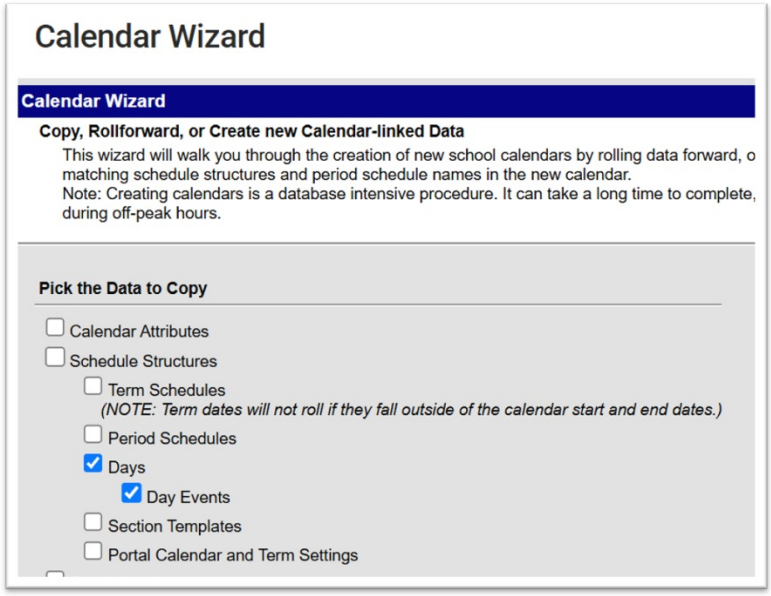
2. Select **Copy / Append other data elements.**



3. Select the **Source** and **Destination Calendars.**



4. Check the boxes for **Days** and **Day Events.**

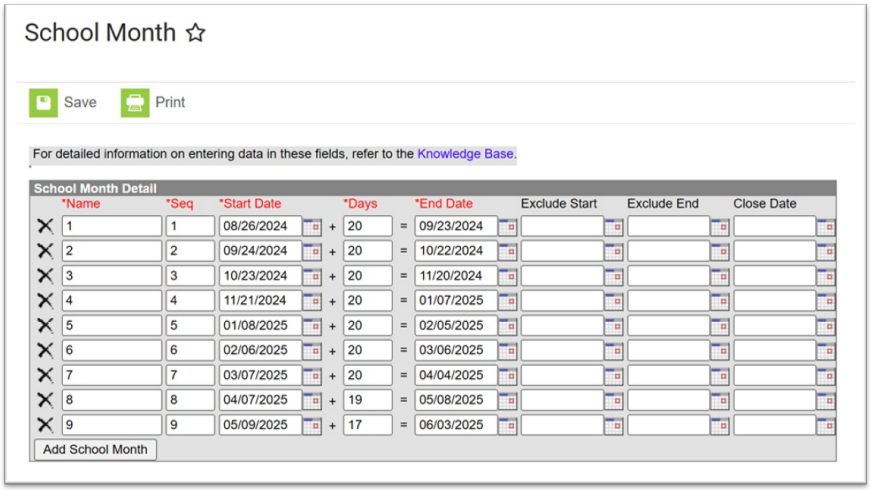


5. Click **Run Wizard.**

School Month Setup

Navigation: Menu > Scheduling & Courses > Calendar Setup > School Month

- Set the **Start** and **End Dates** for the calendar school months.
- Month **Name** must be the numerical value corresponding to the **Sequence Number**.
- Month 1 and 2 should each be **20 days**.
- The school months should begin with the starting date of the school year and end with the last date of the school year (not calendar year).



You've completed this section.

Choose where to go next.

Return to Beginning of Year Overview | Continue to Course Masters & Grading