



**NCSIS**  
STUDENT INFORMATION SYSTEM



North Carolina Department of  
**PUBLIC INSTRUCTION**

*Infinite  
Campus*

# School Year & Calendar Setup

06/19/2025 9:50 am EDT

Most of these steps were completed during the scheduling roll-over.

## School Information

Verify/Update School Information.

Do not change the **School Name** or **State School Number**.

**School & District Settings > School > School Information**

### School Information

Save School Delete School

School data is divided into two areas: School Detail and School History. School History records contain information related to historical data. By creating a new School History, the new information is tracked as of a specific date while the previous vs. School History record, select an existing School History and click the New School History button. This will create a new current information, which can be modified as needed and saved.

**School Editor**

- Adams School
- Buchanan School
- Fillmore Elem School
- Grant School
- Harrison School
- Jackson School
- Jefferson School
- Johnson School
- Lincoln High School**
- Madison School
- Monroe School
- Pierce School
- Polk School
- Taylor Middle School
- Tyler School
- Van Buren Middle School
- Washington School

**School Detail**

**Name**  
Lincoln High School

**NCES School Number**  
[Text Box]

**NCES School ID**  
02620

**Standard Code (SIF StatePrid)**  
SA: Southern Association of Colleges and Schools

**School Accreditation Status**  
SA: Southern Association of Colleges and Schools

**Course Catalog - Master List**  
NC Course Catalog

**Phone**  
( 222 ) 222 - 2222

**Fax**  
( ) - -

**Email**  
[Text Box]

**URL**  
[Text Box]

**Principal Name**  
James Ward

**Principal Email**  
jamesward@school.org

## School Year

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

- Check that the current school year is set to active.

School Year Setup ☆

+ 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 Calendars

## Scheduling & Courses > Calendar Setup > Calendar Information

Check the dates and the minutes on the calendar.

- Start Date should be **07/01/20yy**.
- End Date should be **06/30/20yy**.
- **Student Day** minutes must match the instructional minutes on the period schedule.
- **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.
  - 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 should be half of the student day plus one
  - Example:  $370 / 2 + 1 = 186$



# Period Setup

## Scheduling & Courses > Calendar Setup > Period Setup

- Verify that the Period Setup is correct and make adjustments if necessary.

The screenshot displays the 'Period Setup' interface. On the left, the 'Calendar Information' panel shows details for 'Calendar ID 329'. The 'Student Day (instructional minutes)' field is highlighted with a red box and contains the value '395'. Other fields include 'Start Date' (07/01/2024), 'Whole Day Absence (minutes)' (199), 'Track', 'Type' (I: Instructional), 'Require Student Assignment', 'Ignore Master Push', 'Comments', and 'Food Service Edit Check'. On the right, the 'Period Schedule Info' panel shows a table of periods. The 'Instructional Minutes' column is highlighted with a red box and contains the value '395'. The table lists 11 periods with their respective start and end times, lunch times, and checkboxes for 'Non-Instructional' and 'Responsive'.

Period Info	*Name	*Sequence	Start Time	End Time	Lunch Time	Non-Instructional	Responsive
X	HR	1	07:50 AM	02:50 PM	25	<input type="checkbox"/>	<input type="checkbox"/>
X	1	10	07:55 AM	08:45 AM	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>
X	2	11	08:47 AM	09:37 AM	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>
X	3	12	09:39 AM	10:29 AM	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>
X	4	13	10:31 AM	11:21 AM	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>
X	5	14	11:21 AM	01:11 PM	25	<input checked="" type="checkbox"/>	<input type="checkbox"/>
X	6	15	01:13 PM	02:03 PM	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>
X	7	16	02:05 PM	02:50 PM	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>
X	9	17			0	<input checked="" type="checkbox"/>	<input type="checkbox"/>
X	10	18			0	<input checked="" type="checkbox"/>	<input type="checkbox"/>
X	11	19			0	<input checked="" type="checkbox"/>	<input type="checkbox"/>

- There must be a period setup for all special calendar days, such as late arrival and early leave, to ensure the PMR and other internal attendance reports calculate correctly.

The screenshot displays the 'Period Setup' interface, specifically the 'Period Schedule/Periods Editor' section. It shows a list of periods with the following names: 'Regular School A', 'Regular School B', '2 Hr Delay A Day', '2 Hr Delay B Day', 'Early Release A', and 'Early Release B'. The last four items are highlighted with a red box.

- Lunch can be scheduled using the [Lunch Setup](https://kb.infinitecampus.com/help/lunch-setup) (<https://kb.infinitecampus.com/help/lunch-setup>) tool.

# Day Setup

Complete the [Day Setup](https://kb.infinitecampus.com/help/day-setup) (<https://kb.infinitecampus.com/help/day-setup>) and/or [Day Rotations](https://kb.infinitecampus.com/help/day-setup#day-rotations) (<https://kb.infinitecampus.com/help/day-setup#day-rotations>) for all Instructional Days and Day Events for the calendar year.

## Scheduling & Courses > Calendar Setup > Day Setup

Day Setup ☆

Scheduling & Courses > Calendar Setup > Day Setup

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

<< September 2025 >>

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	01	02 Full Day B	03 Full Day A	04 Full Day B	05 Full Day A	06
07	08 Full Day B	09 Full Day A	10 Full Day B	11 Full Day A	12 Full Day B	13
14	15 Full Day A	16 Full Day B	17 Full Day A	18 Full Day B	19 Full Day A	20
21	22 Full Day B	23 Full Day A	24 Full Day B	25 Full Day A	26 Full Day B	27
28	29 Full Day A	30 Full Day B				

Day Detail

Date 09/01/2025

Day # Not an instructional day.

\*Period Schedule

Full Day B

School Day

Instruction

Attendance

Start Time

End Time

Duration 0

Comments

Day Events

Type

Duration Inst. Minutes

X Hol. Holiday

Add DayEvent

Blended Learning Groups

Add Group

Day Setup ☆

Auto Assign Period Schedule Rotations

Day Rotations

This tool will re-assign Period Schedules to Days to facilitate alternating and MTWRF Day Rotations within the specified date range. MTWRF Schedules need 5 Period Schedules defined (cannot be exception/special days). Alternating will work on any schedule.

Start Date 08/25/2025

End Date 08/05/2026

Rotation Type

Alternating (Ignore vacation days)

MTWRF - (Assign by days of week)

Starting Period Schedule (rotation continues following sequence numbers)

Full Day A

Days repeated for Starting Period Schedule (first time ONLY, alternating days will have 1)

1

Days repeated for all following schedules (alternative days will have 1)

1

Assign Rotations

Day setup can be completed at one calendar and copied into other calendars using the [Calendar Wizard](https://kb.infinitecampus.com/help/calendar-wizard-copy-data-into-existing-calendars-video) (<https://kb.infinitecampus.com/help/calendar-wizard-copy-data-into-existing-calendars-video>). The **School Calendars** setup page for the source and destination calendar must match before using this tool.

1. Select Scheduling & Courses > Calendar Setup > Calendar Wizard

Communication >

Employee Self Service >

Fees >

FRAM >

Grading & Standards >

Health Office >

Insights >

Migrant >

My Account >

Reporting >

Scheduling & Courses >

Calendar Setup

School Year Setup

Calendar Wizard

Calendar Information

Schedule Structure Setup

Grade Level Setup

Term Setup

Period Setup

Day Setup

Calendar GPA Calculation Setup

Calendar Override Setup

School Month

Copy Section Placements

Delete Calendar Wizard

Responsive Scheduling

Responsive Schedule Designer

Responsive Schedule Section Builder

Section Templates

Section Template Information

Generate Section Templates Wizard

Mass Set Section Template Groups Wizard

2. Choose Copy Data into Existing Calendars

**Calendar Wizard**

**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

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### 3. Choose Copy / Append other data elements

**Calendar Wizard**

**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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### 4. Select your Source and Destination Calendars

**Source Calendar**

25-26 Lincoln School

**Destination Calendars**

25-26 Johnson School  
 25-26 Lincoln School  
 25-26 Polk School  
 25-26 Taylor School  
 25-26 Van Buren School  
 24-25 Fillmore Elementary  
 24-25 Johnson HS  
 24-25 Lincoln HS  
 24-25 Polk School HS  
 24-25 Taylor School  
 24-25 Van Buren School  
 Buchanan School 2025 A  
 Grant School 2025 A  
 Harrison School 2025 A  
 Jackson School 2025 A  
 Madison School 2025 A

CTRL-click and SHIFT-click for multiple

< Back Next >

### 5. Check Days and Day Events

## Calendar Wizard

**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 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, during off-peak hours.

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**Pick the Data to Copy**

☐ Calendar Attributes  
☐ Schedule Structures  

☐ Term Schedules  
(NOTE: Term dates will not roll if they fall outside of the calendar start and end dates.)

☐ Period Schedules  
☒ Days  

☒ Day Events

☐ Section Templates  
☐ Portal Calendar and Term Settings

6. Choose Run Wizard

# Month Setup

*Scheduling & Courses > Calendar Setup > School Month*

- Set the start and end dates for the calendar school months.
- 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).

### School Month ☆

Save
 Print

For detailed information on entering data in these fields, refer to the [Knowledge Base](#).

School Month Detail									
	*Name	*Seq	*Start Date	*Days	*End Date	Exclude Start	Exclude End	Close Date	
✕	1	1	08/26/2024	+ 20	= 09/23/2024				
✕	2	2	09/24/2024	+ 20	= 10/22/2024				
✕	3	3	10/23/2024	+ 20	= 11/20/2024				
✕	4	4	11/21/2024	+ 20	= 01/07/2025				
✕	5	5	01/08/2025	+ 20	= 02/05/2025				
✕	6	6	02/06/2025	+ 20	= 03/06/2025				
✕	7	7	03/07/2025	+ 20	= 04/04/2025				
✕	8	8	04/07/2025	+ 19	= 05/08/2025				
✕	9	9	05/09/2025	+ 17	= 06/03/2025				

