

# **School Year & Calendar Setup**

08/29/2025 8:44 am EDT

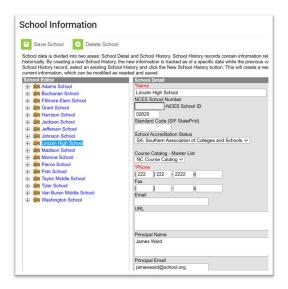
Most of these steps were completed during the scheduling roll-over.

# **School Information**

Verify/Update School Information.

Do not change the School Name or State School Number.

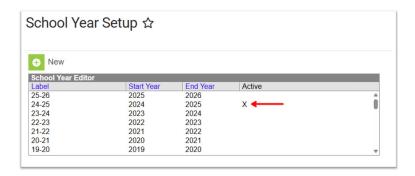
School & District Settings > School > School Information



### **School Year**

Scheduling & Courses > Calendar Setup > School Year Setup

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

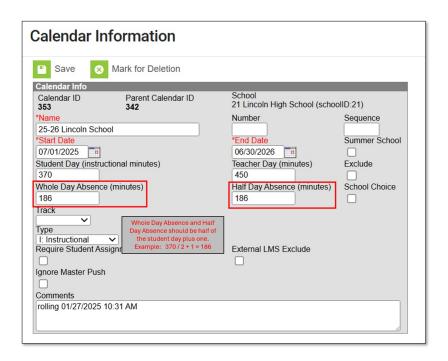


### **School Calendars**

#### 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

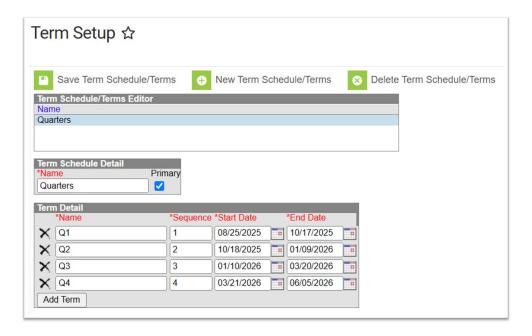


### **Term Setup**

Scheduling & Courses > Calendar Setup > Term Setup

Check that the term start and end dates have been completed.

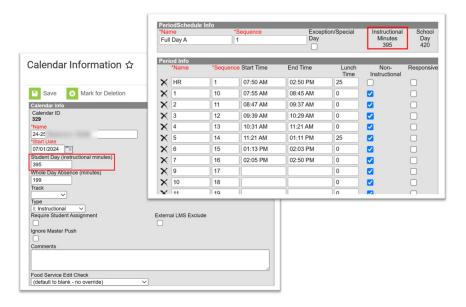
• There should not be a gap between the previous end date and the next start date



## **Period Setup**

#### Scheduling & Courses > Calendar Setup > Period Setup

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



 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.

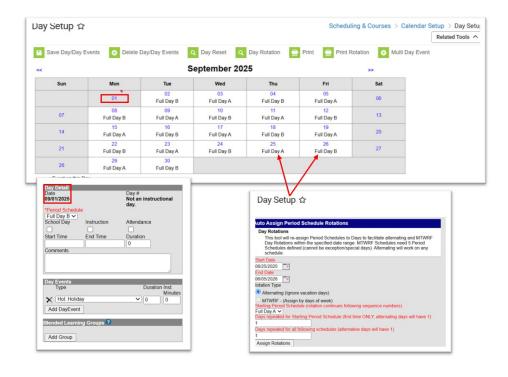


• Lunch can be scheduled using the Lunch Setup (https://kb.infinitecampus.com/help/lunch-setup) tool.

## **Day Setup**

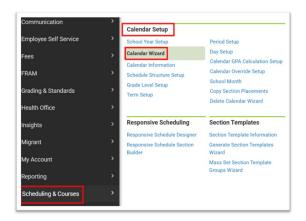
Complete the Day Setup (https://kb.infinitecampus.com/help/day-setup) and/or Day Rotations (https://kb.infinitecampus.com/help/day-setup#day-rotations) for all Instructional Days and Day Events for the calendar year.

#### Scheduling & Courses > Calendar Setup > Day Setup

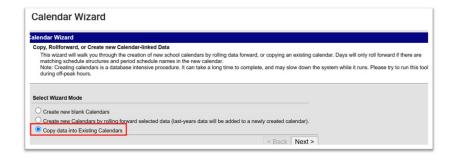


Day setup can be completed at one calendar and copied into other calendars using the Calendar Wizard (https://kb.infinitecampus.com/help/calendar-wizard-copy-data-into-existing-calendars-video). The **School Calendars** setup page for the source and destination calendar must match before using this tool.

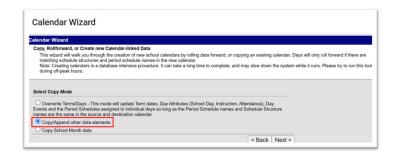
1. Select Scheduling & Courses > Calendar Setup > Calendar Wizard



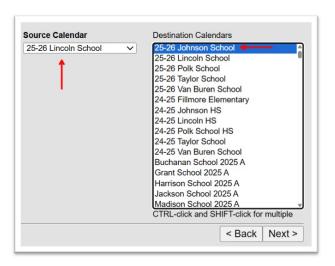
2. Choose Copy Data into Existing Calendars



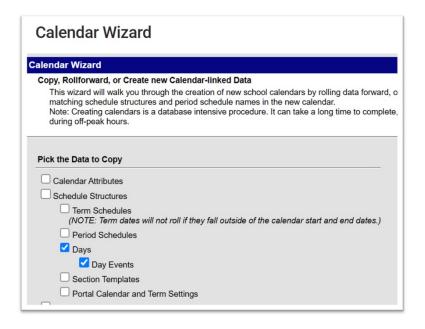
3. Choose Copy / Append other data elements



4. Select your Source and Destination Calendars



5. Check Days and Day Events

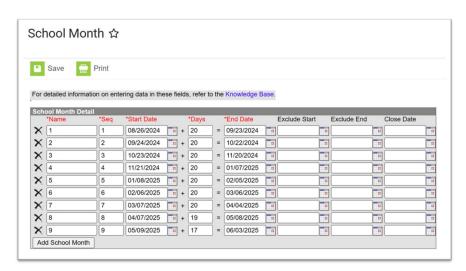


6. Choose Run Wizard

## **Month Setup**

#### Scheduling & Courses > Calendar Setup > School Month

- Set the start and end dates for the calendar school months.
- Month name must match 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).



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