



- 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

### Calendar Information

Save
 Mark for Deletion

**Calendar Info**

Calendar ID <b>353</b>	Parent Calendar ID <b>342</b>	School 21 Lincoln High School (schoolID:21)
*Name 25-26 Lincoln School	Number <input type="text"/>	Sequence <input type="text"/>
*Start Date 07/01/2025	*End Date 06/30/2026	Summer School <input type="checkbox"/>
Student Day (instructional minutes) 370	Teacher Day (minutes) 450	Exclude <input type="checkbox"/>
Whole Day Absence (minutes) 186	Half Day Absence (minutes) 186	School Choice <input type="checkbox"/>

Track

Type  
I: Instructional

Require Student Assignment

Ignore Master Push

Comments  
rolling 01/27/2025 10:31 AM

Whole Day Absence and Half Day Absence should be half of the student day plus one.  
Example: 370 / 2 + 1 = 186

## 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

### Term Setup ☆

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	10/17/2025
X Q2	2	10/18/2025	01/09/2026
X Q3	3	01/10/2026	03/20/2026
X Q4	4	03/21/2026	06/05/2026

Add Term

## 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.

Period Schedule Info					Instructional Minutes	School Day
*Name	*Sequence	Exception/Special Day			345	380
A	1	<input type="checkbox"/>				

Period Info							Non-Instructional	Responsive
*Name	*Sequence	Start Time	End Time	Lunch Time				
X 1	1	07:35 AM	09:03 AM	0			<input type="checkbox"/>	<input type="checkbox"/>
X 2	2	09:08 AM	10:33 AM	0			<input type="checkbox"/>	<input type="checkbox"/>
X 3	3	11:13 AM	01:05 PM	25			<input type="checkbox"/>	<input type="checkbox"/>
X 4	4	01:10 PM	02:35 PM	0			<input type="checkbox"/>	<input type="checkbox"/>
X 5	5	02:36 PM	02:37 PM	0			<input checked="" type="checkbox"/>	<input type="checkbox"/>
X 6	6	02:38 PM	02:39 PM	0			<input checked="" type="checkbox"/>	<input type="checkbox"/>

## 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.

### Period Setup

+ New Period Schedule

Period Schedule/Periods Editor

Name

- Regular School A
- Regular School B
- 2 Hr Delay A Day
- 2 Hr Delay B Day
- Early Release A
- Early Release B

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

PeriodSchedule Info				
*Name	*Sequence	Exception/Special Day	Instructional Minutes	School Day
2 Hour Delay	3	<input checked="" type="checkbox"/>	295	315

Period Info						
*Name	*Sequence	Start Time	End Time	Lunch Time	Non-Instructional	Responsive
<input type="checkbox"/> ATT	1	09:30 AM	02:45 PM	20	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> CRS	2			0	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Add Period

### 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 ☆

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

<< September 2026 >>

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

▼ Event on this Day

**Day Detail**

Date: 09/07/2026 Day #: Not an instructional day.

Period Schedule: Regular School A

School Day:  Instruction:  Attendance:

Start Time: End Time: Duration: 0

Comments:

**Day Events**

Type	Duration	Inst	Minutes
HD: Holiday	0	0	0

Add DayEvent

**Blended Learning Groups**

Add Group

## 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) (<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.

Day Detail		
Date		Day #
03/09/2026		141
<b>*Period Schedule</b>		
2 Hour Delay		
School Day	Instruction	Attendance
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Start Time	End Time	Duration
<input type="text"/>	<input type="text"/>	0
Comments		
<input type="text"/>		

Day Events		
Type	Duration	Inst. Minutes
X THD: Two Hour Delay	<input type="text"/>	240
Add DayEvent		

Blended Learning Groups ?
Add Group

### 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) (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.

Delete Enrollments  
 Update Enrollments

**1. Calendar to Update \***  
 26-27 Garfield School

**2. Student Filter \*<sup>i</sup>**  
 All Students (inactive/active)

**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:08/17/2026)  
 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

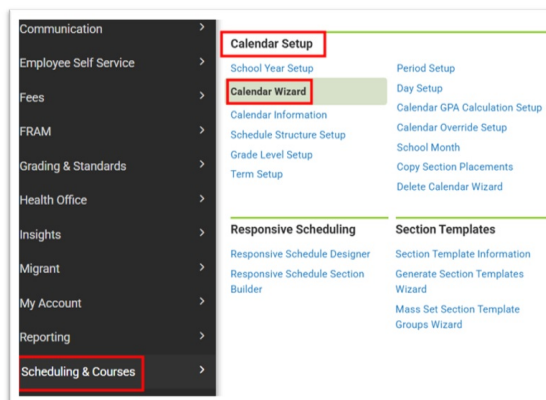
**5.**   
**6.**

## 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) (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**.

**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

< Back | Next >

2. Select **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

< Back | Next >

3. Select the **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 >

4. Check the boxes for **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.

---

**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

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).

### 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
X	1	1	08/26/2024	+ 20	= 09/23/2024			
X	2	2	09/24/2024	+ 20	= 10/22/2024			
X	3	3	10/23/2024	+ 20	= 11/20/2024			
X	4	4	11/21/2024	+ 20	= 01/07/2025			
X	5	5	01/08/2025	+ 20	= 02/05/2025			
X	6	6	02/06/2025	+ 20	= 03/06/2025			
X	7	7	03/07/2025	+ 20	= 04/04/2025			
X	8	8	04/07/2025	+ 19	= 05/08/2025			
X	9	9	05/09/2025	+ 17	= 06/03/2025			



**You've completed this section.**

Choose where to go next.

[Return to Beginning of Year Overview](#)

[Continue to Course Masters & Grading](#)

NCSIS Knowledgebase | Article: School Year & Calendar Setup | Last Updated: 06/29/2026 1:21 pm EDT

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