

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 Ye	ar Setup ☆			
+ New				
School Year Edit	or			
Label	Start Year	End Year	Active	
25-26	2025	2026		۵
24-25	2024	2025	x 🔶	
23-24	2023	2024		
22-23	2022	2023		
21-22	2021	2022		
20.21	2020	2021		
20-21				

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

Calendar Information		
Save 😣 Mark for Deletion		
Calendar Info Calendar ID Parent Calendar ID 353 342 *Name 25-26 Lincoln School *Start Date 07/01/2025 Student Day (instructional minutes) 370 Whole Day Absence (minutes) 186 Lincok	School 21 Lincoln High School (school Number *End Date 06/30/2026 Teacher Day (minutes) 450 Half Day Absence (minutes) 186	Sequence Summer School Exclude School Choice
Whole Day Absence and Half Type L: Instructional V Require Student Assignr Janore Master Push Comments rolling 01/27/2025 10:31 AM	External LMS Exclude	

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

Term Setup ☆		
Save Term Schedule/Term Schedule/Term Schedule/Terms Editor Name Quarters	erms 🕂	New Term Schedule/Terms Oelete Term Schedule/Terms
Term Schedule Detail *Name P Quarters	rimary	
Term Detail *Name	*Sequence	ce *Start Date *End Date
X Q1	1	08/25/2025 10/17/2025
X Q2	2	10/18/2025 101/09/2026
X Q3	3	01/10/2026 03/20/2026
X Q4	4	03/21/2026 06/05/2026
Add Term		

Period Setup

Scheduling & Courses > Calendar Setup > Period Setup

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

	Per	iodSchedul	e Info			and and the		
	*Na Ful	me II Day A		Sequence 1	Excep	tion/Special	Instructional Minutes	School Day 420
							395	420
Calendar Information ය	Per	iod Info *Name	*Sequenc	e Start Time	End Time	Lunch	Non-	Responsiv
	×	HR	1	07:50 AM	02:50 PM	25		
Save Save Mark for Deletion	×	1	10	07:55 AM	08:45 AM	0		
Calendar Info	×	2	11	08:47 AM	09:37 AM	0		
Calendar ID	×	3	12	09:39 AM	10:29 AM	0		
*Name	×	4	13	10:31 AM	11:21 AM	0		
24-25	×	5	14	11:21 AM	01:11 PM	25		
07/01/2024	×	6	15	01:13 PM	02:03 PM	0		
Student Day (instructional minutes)	×	7	16	02:05 PM	02:50 PM	0		
395 Whole Day Absence (minutes)	×	9	17	1		0		
199	×	10	18	1	1	0		
Track	1	11	19	1		0		
Туре								
I: Instructional V Require Student Assignment	Exterr	nal LMS Exclu	ıde					
Ignore Master Push								
Comments								
				6				
Food Service Edit Check	_							
(default to blank - no override)	~							

• 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.

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 Farly Relasse A
Early Release B

• 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

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 school structures and period schoole 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
O 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 >

3. Choose Copy / Append other data elements

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4. Select your Source and Destination Calendars

25-26 Lincoln School	~	25-26 Johnson School
		25-26 Lincoln School
T		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

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Copy, Rollforwa This wizard w matching sch Note: Creatin during off-pea	rd, or Create new Calendar-linked Data ill walk you through the creation of new school calendars by rolling data forward edule structures and period schedule names in the new calendar. g calendars is a database intensive procedure. It can take a long time to comple k hours.
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Calendar Att Schedule Stu (NOTE: Period Days Section	ributes uctures chedules Term dates will not roll if they fall outside of the calendar start and end dates.) Schedules ay Events Templates

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).

Save Print For detailed information on entering data in these fields, refer to the Knowledge Base. School Month Detail *Name *Seq *1 1 08/26/2024 # 2 2 09/24/2024 # 2 09/24/2024 4 11/21/2024 4 11/21/2024 5 5 6 6 7 7 7 7	
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Add School Month	

NCSIS Knowledgebase | Article: School Year & Calendar Setup | Last Updated: 08/29/2025 8:44 am EDT