

Summer School Calendar Setup

05/01/2026 8:28 am EDT

For students completing graduation requirements after the last instructional day of the current year or before the first instructional day of the next year, a summer school enrollment is required to document the completion of the student's graduation requirements. A Summer School Calendar is mandatory to ensure proper data tracking and state reporting. While summer school calendars for other purposes are optional, it is required to facilitate an enrollment record with a W6 status while maintaining the end of year status.

PSUs will be able to accurately document the completion of graduation requirements and ensure students are correctly identified as regular or summer graduates.

The Summer School calendar must be associated to the correct school year based on the completion date of the graduation requirements.

- Completion on or before August 7: The student is a Regular Graduate and must have a W6 record associated with the prior school year. (Ex: Student completed July 25, 2026, the calendar should be attached to the 25-26 year)
- Completion after August 7: The student is a Summer Graduate and must have a W6 record associated with the next school year. (Ex: Student completed August 10, 2026, the calendar should be attached to the 26-27 year)

Only minimum setup is required to create the calendar. Below are steps to create a Summer School Calendar.

Create New Calendars

Navigation: Scheduling & Courses > Calendar Setup > Calendar Wizard

- Select **Create New Calendars by Roll Forward Calendars with selected data.**
- Select the **corresponding year** based on the scenario above.
- Choose **Year Schoolname** template
- Enter the day **after the last instructional day of the current calendar** as the Start Date.
- Enter the day **before the first instructional day of the future calendar** as the End Date.
- Select the **calendar** to roll forward.
- Click **Next.**

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 >

Edit Calendar Attributes for new Calendars

Year:

Name Template:

Number:

*Start Date:

*End Date:

Select Calendars to Roll

- 20-20 Jackson Elementary
- 25-26 Jefferson Middle School
- 25-26 LEP
- 25-26 Lincoln High School
- 25-26 Madison Elementary Sch 1
- 25-26 Madison Elementary Schoo
- 25-26 McKinley Elementary
- 25-26 Monroe High School
- 25-26 Taft Middle School
- 25-26 Wilson School
- 25-26 Wilson School 1
- 24-25 Arthur High School
- 24-25 Coolidge School
- 24-25 Harrison High School
- 24-25 Homeless
- 24-25 Jackson Elementary
- 24-25 LEP

CTRL-click and SHIFT-click for multiple

< Back Next >

- Select the following data to copy:
 - **Schedule Structures**
 - **Grade Levels**

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

Grade Levels

- Click **Run Wizard**.
- When the wizard is complete, refresh the browser to see the updated calendar in the context dropdown.

Update Calendar Information

Navigation: Scheduling & Courses > Calendar Setup > Calendar Information



Make sure the calendar context is the Summer School calendar.

- Update the Name to include "YY-YY xxxxxx **Summer School**" (30 character limit so "SS" can be used as needed)
- Enter a **sequence** to determine the order of the calendar in the context dropdown. (Optional)
- Verify the **start** and **end** dates are correct.
- Check the box for **Summer School**.
- Select **S: Summer School** from the Type dropdown.
- Click **Save** to update the calendar information.

The screenshot shows a 'Calendar Info' form with the following fields and values:

- Calendar ID:** 698
- Parent Calendar ID:** 697
- School:** 20 Arthur High School (schoolID:20)
- *Name:** 25-26 Arthur High School SS (highlighted with a red box and an arrow)
- *Start Date:** 06/06/2026
- *End Date:** 08/18/2026
- Summer School:** (highlighted with a red box)
- Type:** S: Summer School (highlighted with a red box)
- Comments:** rolling 04/15/2026 11:19 AM

At the top of the form, there are two buttons: 'Save' (highlighted with a red box) and 'Mark for Deletion'.

Create Summer Calendars

Summer School calendars are required in order to create an enrollment record for students completing graduation requirements after the school year has ended but before the next school year has started. Summer School calendars can also be set up to allow for attendance, schedules, and grading populated using the NCSIS available tools. Below are directions for the minimum of creating a calendar for only graduation purposes as well as creating a calendar needed for recording data within the summer school program.

Minimum Requirements Creating New Calendars

Use the steps to below to create a calendar for recording enrollments for students completing graduation requirements and graduating after the end of the current school year.

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

- Select **current** school year for calendar attributes for new calendars
- Create **New Calendars by Roll Forward Calendars with selected data** - [Scheduling Prep: Calendar Setup For Upcoming Year - Study Guide | Infinite Campus](https://kb.infinitecampus.com/help/scheduling-prep-calendar-setup-for-upcoming-year-study-guide#determining-what-calendar-option-to-choose) (<https://kb.infinitecampus.com/help/scheduling-prep-calendar-setup-for-upcoming-year-study-guide#determining-what-calendar-option-to-choose>)
 - Choose **Year Schoolname** template
 - Start Date - The **first instructional day** of the summer school calendar (date must be after the last instructional day of the current calendar)
 - End Date - The **last instructional day** of the summer school calendar (date must be before the first instructional day of the future calendar)
 - Select the **calendar** to roll forward
 - Click **Next**

Calendar Wizard ☆ Scheduling & Courses > Calendar Setup > Calendar Wizard Related Tools ^

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 >**

Calendar Wizard

Copy, Rollforward, or Create new Calendar-linked Data

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 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.

Edit Calendar Attributes for new Calendars

Year: 25-26
 Name Template: [year][schoolname]
 Number:
 *Start Date: 06/10/2026
 *End Date: 08/01/2026

Select Calendars to Roll

- 25-26 Arthur High School
- 25-26 Madison Elementary SS
- 25-26 Monroe High School SS
- 26-27 Adams School
- 26-27 Buchanan School
- 26-27 Garfield School
- 26-27 Jackson School
- 26-27 Jefferson Middle School
- 26-27 Lincoln School
- 26-27 Lincoln School Test
- 26-27 McKinley School
- 26-27 Monroe High School
- 26-27 Taft Middle School
- 26-27 Taft MS School - BCS
- 26-27 Taft School
- 26-27 Wilson School

CTRL-click and SHIFT-click for multiple

< Back **Next >**

- Select the following data to copy:
 - **Schedule Structures**
 - **Grade Levels**

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

Grade Levels

Courses

Sections w/ Schedule Placement

Teacher Assignments

Section Staff Assignments

Room Assignments

Grading Tasks, Credits, Standards i

Grade Calc Options

Categories

Course Rules

Schedule Building Constraints

Course Fees

Assessments

Cross-Site Course/Section Settings i

Attendance Excuse Codes

Scheduling Teams

Section Team Assignments

Calendar Overrides

GPA Calculations

→

- Click **Run Wizard**.
- When the wizard is complete, refresh the browser to see the updated calendar in the context dropdown.

Create Full Functioning Calendars

Use the steps below to create a fully functioning calendar for summer school purposes. This calendar can be used to create enrollments, schedule courses, document attendance, and post grades.

Navigation: Scheduling & Courses > Calendar Setup > Calendar Wizard

- Select **current** school year for calendar attributes for new calendars
- Create **New Calendars by Roll Forward Calendars with selected data** - [Scheduling Prep: Calendar Setup For Upcoming Year - Study Guide | Infinite Campus](#) (<https://kb.infinitecampus.com/help/scheduling-prep-calendar-setup-for-upcoming-year-study-guide#determining-what-calendar-option-to-choose>)
 - Choose **Year Schoolname** template
 - Start Date - The **first instructional day** of the summer school calendar

- End Date - The **last instructional day** of the summer school calendar
- Select the **calendar** to roll forward
- Click **Next**



Start and end dates for the Summer School calendar may overlap with other school calendar dates; however, student enrollment dates CANNOT overlap between calendars.

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 >**

Edit Calendar Attributes for new Calendars

Year: 25-26

Name Template: [year][schoolname]

Number: []

*Start Date: 6/22/2026

*End Date: 7/24/2026

Select Calendars to Roll

- 25-26 Lincoln High School
- 25-26 Madison Elementary Sch 1
- 25-26 Madison Elementary School
- 25-26 McKinley Elementary
- 25-26 Monroe High School
- 25-26 Taft Middle School
- 25-26 Wilson School
- 25-26 Wilson School 1
- 26-27 Lincoln School
- 24-25 Arthur High School
- 24-25 Coolidge School
- 24-25 Harrison High School
- 24-25 Homeless
- 24-25 Jackson Elementary
- 24-25 LEP
- 24-25 Madison Elementary

CTRL-click and SHIFT-click for multiple

< Back **Next >**

- Select the following data to copy:
 - **Schedule Structures**
 - **Grade Levels**
 - **Courses** (Optional) Courses can be copied to the summer school calendar, but grading tasks will need to be adjusted. This is due to the different term setup for summer school calendars. If courses are not copied during this step, course masters specific to summer school can be created and courses added later in the set up process. Existing courses can also be added to the summer school calendar and edited later in the set up process.
 - **Attendance Excuse Codes**

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

Grade Levels

Courses

Sections w/ Schedule Placement

Teacher Assignments

Section Staff Assignments

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Grading Tasks, Credits, Standards i

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Attendance Excuse Codes

Scheduling Teams

Section Team Assignments

Calendar Overrides

GPA Calculations

- Click **Run Wizard**.
- When the wizard is complete, refresh the browser to see the updated calendar in the context dropdown.

Update Summer Calendar Information

Calendar Information

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



Make sure the calendar context is the Summer School calendar.

- Update the Name to include "YY-YY xxxxxx **Summer School**" (30 character limit so "**SS**" can be used as needed)
- Enter a **sequence** to determine the order of the calendar in the context dropdown. (Optional)
- Verify the **start** and **end** dates are correct.
- Check the box for **Summer School**.
- Enter the **Student Day (instructional minutes)** based on the instructional day for summer school.
- Enter the **Teacher Day (minutes)** based on the expected teacher day for summer school.
- Enter the **Whole Day Absence (minutes)** based on half + 1 of the instructional day for summer school.
- Enter the same minutes from the Whole Day Absence field in the **Half Day Absence (minutes)** field.
- Select **S: Summer School** from the Type dropdown.
- Click **Save** to update the calendar information.

Save Mark for Deletion

Calendar Info

Calendar ID: 682 Parent Calendar ID: 661 School: 4 Madison Elementary School (schoolID:4)

*Name: 25-26 Madison Elementary SS

*Start Date: 06/22/2026 *End Date: 07/24/2026

Student Day (instructional minutes): 240 Teacher Day (minutes): 240

Whole Day Absence (minutes): 121 Half Day Absence (minutes): 121

Track: [dropdown]

Type: S: Summer School

Summer School:

Exclude:

School Choice:

Require Student Assignment:

External LMS Exclude:

Ignore Master Push:

Comments: rolling 12/02/2025 07:28 AM

Verify Information

Verify Schedule Structure Setup

Navigation: *Scheduling & Courses > Calendar Setup > Schedule Structure Setup*

- Verify that the Schedule Structure of **Main** is listed.

Schedule Structure Setup ☆

➕ New
💾 Save
✖ Delete

Schedule Structures Editor	
Name	
Main	

Schedule Structure Detail	
Structure ID	814
*Name	Main
External LMS Exclude	<input type="checkbox"/>
Sequence	

Verify Grade Level Setup

Navigation: Scheduling & Courses > Calendar Setup > Grade Level Setup

- Verify that the grade level setup is correct.
- Please note that if the summer school will be accepting students in a different grade that is typically enrolled at that school, ensure that the Exclude from Enrollment checkbox for that grade level is unchecked.

Grade Level Setup ☆

➕ New
💾 Save
✖ Delete

Grade Level Editor	
Name	Seq
IT	1
PR	2
PK	3
KG	5
1	6
2	7
3	8
4	9
5	10
6	11
7	12
8	13
9	14
10	15
11	16
12	17
13	18
UG	19

Grade Level Detail	
Name (locked)	3
*Sequence Number	8
*State Grade Level Code	03: Third
Standard Day	
Maximum Membership Days	
Whole Day Absence (minutes)	
Half Day Absence (minutes)	
Maximum Approved School Choice Applications	0
Grade Code	
Exclude from cumulative GPA/Rank calculations	<input checked="" type="checkbox"/>
Exclude from state reporting	<input type="checkbox"/>
Exclude from Enrollment	<input type="checkbox"/>
Exempt from Assignment	<input type="checkbox"/>
Standard Code (SIF code)	
Exclude from SIF reporting	<input type="checkbox"/>
Exclude from Grade/Age Validation	<input type="checkbox"/>
External LMS Exclude	<input type="checkbox"/>
Exclude from Online Registration Calculations	<input type="checkbox"/>

Add Summer Term & Term Dates

Add Terms

Select the number of terms based on how many times final grades will be posted during summer school, if applicable. The example below displays a Full Year term as there will only be one final grade posted at the end of summer school.

Navigation: Scheduling & Courses > Calendar Setup > Term Setup

- [Calendar Terms | Infinite Campus](https://kb.infinitecampus.com/help/terms) (https://kb.infinitecampus.com/help/terms)
- Click **New Term Schedule/Terms**.
- Select the **term parameter** for the summer school calendar. In the example below the *Full year (1 term)* was selected.
- Select **Create Terms**.

Add Term Dates

Navigation: Scheduling & Courses > Calendar Setup > Term Setup

- Click on the **term** created from the step earlier or rolling forward.
- Update the Term Schedule Detail Name to **Summer School**
- Update the Term Detail Names to **SS**.
- Add the **Start** and **End** Dates that are within the start and end dates of the summer school calendar.
- Click **Save** Term Schedule/Terms.

Create Summer Period Schedule

Create Period Schedules

Navigation: Scheduling & Courses > Calendar Setup > Period Setup



Make sure the calendar context is the summer school calendar.

- Click **New Period Schedule**.
- Enter **1** for the number of period schedules.
- Enter the number of periods needed for the summer school program. The example below will have two periods.
- Click **Create Period Schedules/Periods**.

- Click on the **period schedule name** to edit the period schedule information.
- Update the Name of the period schedule to **Summer School**.
- Update the **period names, sequences, start time, end time, lunch time, and non-instructional checkboxes** as needed.
 - At least one period must be instructional with start and end times for attendance purposes.
 - Consider the Student Day and Absence Minute information entered in the Calendar Information tool and adjust as necessary.
- Click **Save Period Schedules**.

Period Setup ☆

Save Period Schedules New Period Schedule Delete Period Sched/Periods Copy Period Sched/Periods

Period Schedule/Periods Editor

Name

1

Period Schedule Placement

	1
1	1
2	2

PeriodSchedule Info

*Name Summer School *Sequence 1 Exception/Special Day Instructional Minutes 0 School Day 0

Period Info

*Name	*Sequence	Start Time	End Time	Lunch Time	Non-Instructional	Responsive
× ATT	1	8:00 AM	12:00 PM		<input type="checkbox"/>	<input type="checkbox"/>
× CRS	2			0	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Add Period

Instructional Minutes Preference for 24-25 School Year
 Exclude non-instructional periods
 Exclude non-instructional minutes
 Exclude time gaps between periods

School Day Preference for 24-25 School Year
 Exclude non-instructional periods
 Include non-instructional minutes
 Include time gaps between periods

Update Summer Day Setup

Day Setup

Navigation: Scheduling & Courses > Calendar Setup > Day Setup



Make sure the calendar context is the summer school calendar.

- Click **Day Reset** (Day Setup | Infinite Campus (<https://kb.infinitecampus.com/help/day-setup#Days-DayReset>)) to establish the instructional days (first instructional day to last instructional day)
- The **Start** and **End** date should be the instructional start and end dates for the summer school program.
- Check to fill missing days only and check the corresponding days for the summer school program.
- Click **Create Days** to update the calendar days.

In the example, the summer school program will only meet Monday - Thursday.

Day Setup ☆

Auto Create Calendar Days

Day Reset

This tool will generate a Day record for each day in the Calendar. If your calendar dates are year-round, or larger than the days you need to track, enter a smaller date range to only create Day records for days that have instructional meaning for this Schedule Structure. If this function is performed on an existing calendar, all days and day events will be lost outside the range you choose (Unless you choose 'Fill Missing Days Only').

*Start Date
06/23/2025

*End Date
07/18/2025

Duration
0

Fill Missing Days Only

Mon Tue Wed Thu Fri Sat Sun

Create Days

Update Day Detail

Navigation: Scheduling & Courses > Calendar Setup > Day Setup > Select a Day

- Update the calendar days that will not be in session by clicking on the day and **unchecking School Day, Instruction, and Attendance.**
- **Save** any changes made to the day detail.

Day Detail

Date: 07/03/2025 Day #: 24

Period Schedule: Summer School

School Day: Instruction: Attendance:

Start Time: [] End Time: [] Duration: 0

Comments: []

Day Events

Type	Duration	Inst. Minutes
Add DayEvent		

Blended Learning Groups ?

Add Group



You've completed this section.

Choose where to go next.

← Return to Summer School

Continue to Summer School Staff →