

Summer School Calendar Setup

05/27/2026 10:16 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: 25-26

Name Template: [year][schoolname]

Number:

*Start Date: 6/6/2026

*End Date: 8/18/2026

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)
 - If more than one summer school calendar is created for the same school year, use an extension of the name to identify different calendars. (i.e. SS1, SS2 or SS26, SS27)
- 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 the '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
- *Start Date:** 06/06/2026
- *End Date:** 08/18/2026
- Number:** [Empty]
- Sequence:** [Empty]
- Student Day (instructional minutes):** [Empty]
- Teacher Day (minutes):** [Empty]
- Whole Day Absence (minutes):** [Empty]
- Half Day Absence (minutes):** [Empty]
- Track:** [Empty]
- Type:** S: Summer School
- Require Student Assignment:**
- External LMS Exclude:**
- Ignore Master Push:**
- Summer School:**
- Exclude:**
- School Choice:**
- Comments:** rolling 04/15/2026 11:19 AM

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

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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.

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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Calendar Wizard

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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 ⓘ

Grade Calc Options

Categories

Course Rules

Schedule Building Constraints

Course Fees

Assessments

Cross-Site Course/Section Settings ⓘ


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) (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 ☆ Scheduling & Courses > Calendar Setup > Calendar Wizard

[Related Tools](#) ^

Calendar Wizard

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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.

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		Select Calendars to Roll
Year	25-26	25-26 Lincoln High School
Name Template	[year][schoolname]	25-26 Madison Elementary Sch 1
Number		25-26 Madison Elementary School
*Start Date	6/22/2026	25-26 McKinley Elementary
*End Date	7/24/2026	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

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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)
 - If more than one summer school calendar is created for the same school year, use an extension of the name to identify different calendars. (i.e. SS1, SS2 or SS26, SS27)
- 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	Number	Sequence
*Start Date 06/22/2026	*End Date 07/24/2026	Summer School <input checked="" type="checkbox"/>
Student Day (instructional minutes) 240	Teacher Day (minutes) 240	Exclude <input type="checkbox"/>
Whole Day Absence (minutes) 121	Half Day Absence (minutes) 121	School Choice <input type="checkbox"/>
Track ▼		
Type S: Summer School ▼	External LMS Exclude <input type="checkbox"/>	
Require Student Assignment <input type="checkbox"/>		
Ignore Master Push <input type="checkbox"/>		
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

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:

Exclude from state reporting:

Exclude from Enrollment:

Exempt from Assignment:

Standard Code (SIF code):

Exclude from SIF reporting:

Exclude from Grade/Age Validation:

External LMS Exclude:

Exclude from Online Registration Calculations:

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**.

Term Setup ☆

Auto Create Term Schedules

Parameter Selection

This tool will create terms within a schedule structure. Infinite Campus allows multiple term schedules, but it is not advised to do this unless absolutely necessary. Select the minimum number of term schedules needed for your schedule. For example, full-year, semester, and quarter long course-sections can all be scheduled within a quarter term schedule, so you would only need to create one four-term schedule.

Full Year (1 term)

Semesters (2 term)

Trimesters (3 term)

Quarters (4 term)

Other Number of Terms:

0

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.

Term Schedule/Terms Editor

Name

Full Year

Term Schedule Detail

*Name Summer School Primary

Term Detail


*Name	*Sequence	*Start Date	*End Date
SS	1	6/22/2026	7/24/2026

Add Term

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**.

Period Setup ☆

Auto Create Period Schedules

Parameter Selection

This tool creates Period Schedules, which are required for the scheduling process. Infinite Campus supports multiple Period Schedules, but only create the number of Period Schedules needed for your Schedule Structure.

1. Enter the Number of Period Schedules.*

Examples:

- For a Single Period Schedule, enter 1
- For an A/B Day Schedule, enter 2
- For an A/B/C Day Schedule, enter 3
- For a M/T/W/R/F Schedule, enter 5
- Or, enter any other number of period schedules needed for the calendar.

(Note: Period Schedule Names will initially be set to a number. Change the name to match the examples above, or to fit your schedule structure.)

1

2. Enter the Number of Periods for Each Period Schedule.*

2

Create PeriodSchedules/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	*Sequence	Exception/Special Day	Instructional Minutes	School Day
Summer School	1	<input type="checkbox"/>	0	0

Period Info

*Name	*Sequence	Start Time	End Time	Lunch Time	Non-Instructional	Responsive
X ATT	1	8:00 AM	12:00 PM		<input type="checkbox"/>	<input type="checkbox"/>
X 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 \(https://kb.infinitecampus.com/help/day-setup#Days-DayReset\)](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

*End Date

Duration

Fill Missing Days Only

Mon	Tue	Wed	Thu	Fri	Sat	Sun
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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	<input type="checkbox"/>
Instruction	<input type="checkbox"/>	Attendance	<input type="checkbox"/>
Start Time	<input type="text"/>	End Time	<input type="text"/>
		Duration	<input type="text" value="0"/>
Comments <input style="width: 100%;" type="text"/>			

Day Events

Type	Duration	Inst. Minutes
<input type="button" value="Add DayEvent"/>		

Blended Learning Groups ?

You've completed this section.

Choose where to go next.

← Return to Summer School

Continue to Summer School Staff →

NCSIS Knowledgebase | Article: Summer School Calendar Setup | Last Updated: 05/27/2026 10:16 am EDT

Page 13

