

# Create Summer Calendars

02/04/2026 2:42 pm EST

## Create New Calendars

**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 ☆

[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

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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

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- 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**

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☐ 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

**Run Wizard**

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