

Create Summer Calendars

02/04/2026 2:42 pm EST

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>)
 - 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

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Calendar Wizard

Copy, Rollforward, or Create new Calendar-linked Data

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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: 06/01/2026

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

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- 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

Run Wizard

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- 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

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:

Name Template:

Number:

*Start Date:

*End Date:

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

- 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

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.