



NCSIS
STUDENT INFORMATION SYSTEM



North Carolina Department of
PUBLIC INSTRUCTION

Infinite
Campus

Reporting and Transportation

06/19/2025 9:23 am EDT

Roll Forward Reports

Navigation: System Settings > System Preferences > Reports Roll Forward Wizard

The Reports Roll Forward Wizard copies reports from one calendar to another calendar.

- Select the Source Reports. The source reports are populated according to the calendar chosen.
- Choose the calendar to copy to.
- See [Reports Roll Forward Wizard | Infinite Campus](https://kb.infinitecampus.com/help/report-roll-forward) (<https://kb.infinitecampus.com/help/report-roll-forward>) article for information about modifying reports.

Reports Roll Forward Wizard ☆

Report Roll Forward

This tool will copy the selected reports format to the target calendar.

Select Source Reports

ReportCard

- NC Official Report Card - HS
- Q1 Progress Report

TranscriptSchedule

- Responsive Schedule

eTranscript

Select calendar(s) you would like to roll selected report(s) to:

☒ list by school
☐ list by year

25-26 Polk School

24-25 Polk School HS

Taylor Middle School

25-26 Taylor School

24-25 Taylor School

Tyler School

Tyler School 2025 A

Van Buren Middle School

25-26 Van Buren School

24-25 Van Buren School

Washington School

Washington School 2025 B

Washington School 2025 C

Washington School 2025 A

Washington School 2025 D

CTRL-click or SHIFT-click to select multiple

RUN

Modify Reports

Navigation: *System Settings > System Preferences > Report Setup*

While most reports carry over from year to year, some may require updates to reflect the current school year's information.

- See [Report Setup | Infinite Campus](https://kb.infinitecampus.com/help/report-setup) (<https://kb.infinitecampus.com/help/report-setup>) article for information about modifying reports.
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Transportation Roll Forward (if applicable)

Navigation: *School & District Settings > Transportation > Transportation Roll Forward Wizard*

The Transportation Roll Forward creates a transportation record in the destination calendar from the source calendar. Active records on the date selected will be moved.

- See [Transportation Roll Forward Wizard | Infinite Campus](https://kb.infinitecampus.com/help/transportation-roll-forward) (<https://kb.infinitecampus.com/help/transportation-roll-forward>) article for information on how to use this Wizard.

The screenshot shows the 'Transportation Roll Forward Wizard' window. At the top, there's a title bar with a star icon. Below it, a blue header bar contains the text 'Transportation Roll Forward'. A descriptive paragraph explains the wizard's function: 'Transportation Roll Forward creates a new transportation record in the destination calendar based on the record from the source calendar. Only records active on that date will roll forward. Students who already have a transportation record in the destination calendar will not roll forward.'

The main area is divided into two columns for calendar selection. The left column, 'Select Source Calendar', lists various schools and districts, with '24-25 Lincoln HS' selected. The right column, 'Select Destination Calendar', lists the same options, with '25-26 Lincoln School' selected. Below these columns is a red-bordered box containing the text '*Transportation Effective Date:' followed by a date picker set to '05/30/2025'.

Below the date picker is a 'Start Date:' field with a dropdown arrow and a note: '(Blank will default to first day of enrollment if one exists, first instructional day of the destination calendar if days are configured, or start date of destination calendar)'. Underneath is the 'Select Students' section, which has two radio buttons: 'Grade' (selected) and 'Ad Hoc Filter'. The 'Grade' option has a dropdown menu showing 'All Students', '9', '10', '11', and '12'. There is also a checkbox labeled 'Only roll transportation records for students who have an enrollment in the destination calendar' which is checked.

At the bottom right, there are two buttons: 'Run Test' and 'Run'.

- Custom fields will be moved if the Copies Forward is checked on the field in the Custom Attribute/Dictionary.

Campus Attribute Detail					
*Display Name		*Screen Location			
Transportation Code AM		Transportation Request			
*Field Name		*Data Type			
transportCodeAM		drop-down list			
Max Size	Seq	Hide	Required	Hide Portal	Copies Forward
	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Default Value					
Comments					