



**NCSIS**  
STUDENT INFORMATION SYSTEM



North Carolina Department of  
**PUBLIC INSTRUCTION**

*Infinite  
Campus*

# Beginning of Year Checklist

06/19/2025 10:14 am EDT

The BOY Process below is a living process and is subject to changes as NCDPI determines best practices for Beginning of Year. Click each item to for more information on each item.

<b><u>School Year and Calendar Setup</u></b> ( <a href="https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/school-year-calendar-setup">https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/school-year-calendar-setup</a> )	
<b><u>School Information</u></b> ( <a href="https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/school-year-calendar-setup#SchoolInfo">https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/school-year-calendar-setup#SchoolInfo</a> )	<input type="checkbox"/>
<b><u>School Year</u></b> ( <a href="https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/school-year-calendar-setup#schoolyear">https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/school-year-calendar-setup#schoolyear</a> )	<input type="checkbox"/>
<b><u>School Calendars</u></b> ( <a href="https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/school-year-calendar-setup#schoolcalendar">https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/school-year-calendar-setup#schoolcalendar</a> ) <ul style="list-style-type: none"> <li>Verify Student Day, Teacher Day, Whole Day Absence, and Half Day Absence fields.</li> </ul>	<input type="checkbox"/>
<b><u>Term Setup</u></b> ( <a href="https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/school-year-calendar-setup#termsetup">https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/school-year-calendar-setup#termsetup</a> )	<input type="checkbox"/>
<b><u>Period Setup</u></b> ( <a href="https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/school-year-calendar-setup#periodsetup">https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/school-year-calendar-setup#periodsetup</a> ) <ul style="list-style-type: none"> <li>Verify Non-Instructional checkboxes for periods. Verify Lunch Time minutes.</li> </ul>	<input type="checkbox"/>
<b><u>Day Setup</u></b> ( <a href="https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/school-year-calendar-setup#daysetup">https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/school-year-calendar-setup#daysetup</a> )	<input type="checkbox"/>
<b><u>Month Setup</u></b> ( <a href="https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/school-year-calendar-setup#Month">https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/school-year-calendar-setup#Month</a> )	<input type="checkbox"/>
<b><u>Courses and Grading</u></b> ( <a href="https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/courses-and-grading">https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/courses-and-grading</a> )	
<b><u>Audit Course Master Information</u></b> ( <a href="https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/courses-and-grading#Audit">https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/courses-and-grading#Audit</a> )	<input type="checkbox"/>
<b><u>Relink Courses to the Course Master</u></b> ( <a href="https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/courses-and-grading#Relink">https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/courses-and-grading#Relink</a> ) (if applicable)	<input type="checkbox"/>

<a href="https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/courses-and-grading#gradecalc">Audit Grade Calc Options</a> (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/courses-and-grading#gradecalc)	<input type="checkbox"/>
<a href="https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/courses-and-grading#gradetasks">Audit Grading Tasks</a> (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/courses-and-grading#gradetasks)	<input type="checkbox"/>
<a href="https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/courses-and-grading#standardsbank">Audit Standards Bank</a> (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/courses-and-grading#standardsbank) (if applicable)	<input type="checkbox"/>
<a href="https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/courses-and-grading#toolrights">Remove Scheduling Tool Rights</a> (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/courses-and-grading#toolrights)	<input type="checkbox"/>
<b><a href="https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/sections">Sections and Scheduling</a></b> (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/sections)	
<a href="https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/sections#sectioninfo">Verify the Section Information</a> (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/sections#sectioninfo)	<input type="checkbox"/>
<a href="https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/sections#teacheratt">Verify Teachers Can Take Attendance</a> (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/sections#teacheratt) (if applicable)	<input type="checkbox"/>
<a href="https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/sections#primaryteachers">Verify Primary Teachers for Each Section</a> (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/sections#primaryteachers)	<input type="checkbox"/>
<a href="https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/sections#pullout">Verify Inclusion and Pull-Out Sections Are Correct</a> (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/sections#pullout)	<input type="checkbox"/>
<a href="https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/sections#gapscheduler">Students With Gaps in Their Schedule</a> (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/sections#gapscheduler)	<input type="checkbox"/>
<a href="https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/sections#roster">Roster Students Into Sections</a> (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/sections#roster)	<input type="checkbox"/>
<a href="https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/sections#master">Run the Master Schedule Report</a> (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/sections#master)	<input type="checkbox"/>
<a href="https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/sections#print">Print Student Schedules</a> (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/sections#print)	<input type="checkbox"/>
<b><a href="https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/student-information">Student Information</a></b> (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/student-information)	
<a href="https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/student-information#review">Review Student Enrollments</a> (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/student-information#review)	<input type="checkbox"/>
<a href="https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/student-information#clean">Clean Student Enrollments</a> (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/student-information#clean)	<input type="checkbox"/>
<a href="https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/student-information#promotions">Add Summer Promotions</a> (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/student-information#promotions)	<input type="checkbox"/>
<a href="https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/student-information#graduate">Add Summer Graduate Information</a> (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/student-information#graduate)	<input type="checkbox"/>
<a href="https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/student-information#end">Summer End Enrollments</a> (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/student-information#end)	<input type="checkbox"/>

<a href="https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/student-information#noshow">Audit No Show Records</a> (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/student-information#noshow)	<input type="checkbox"/>
<a href="https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/student-information#activity">Student Activity Roll Forward</a> (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/student-information#activity)	<input type="checkbox"/>
<a href="https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/student-information#transcript">Audit / Add Transcript Data</a> (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/student-information#transcript)	<input type="checkbox"/>
<a href="https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/student-information#program">Audit North Carolina Program Participation</a> (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/student-information#program)	<input type="checkbox"/>
<a href="https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/student-information#flags">Audit Student Flags</a> (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/student-information#flags)	<input type="checkbox"/>
<b><a href="https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/attendance-and-behavior">Attendance &amp; Workflow</a></b> (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/attendance-and-behavior)	
<a href="https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/attendance-and-behavior#attcode">Verify Attendance Codes</a> (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/attendance-and-behavior#attcode)	<input type="checkbox"/>
<a href="https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/attendance-and-behavior#day">Day Setup Verification</a> (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/attendance-and-behavior#day)	<input type="checkbox"/>
<a href="https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/attendance-and-behavior#workflow">Workflow Roll Forward</a> (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/attendance-and-behavior#workflow) (if applicable)	<input type="checkbox"/>
<b><a href="https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/census-verification">Census Verification</a></b> (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/census-verification)	
<a href="https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/census-verification#census">Verify Census Information</a> (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/census-verification#census)	<input type="checkbox"/>
<a href="https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/census-verification#staff">Verify Staff Information</a> (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/census-verification#staff)	<input type="checkbox"/>
<a href="https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/census-verification#update">Update Staff Information</a> (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/census-verification#update)	<input type="checkbox"/>
<b><a href="https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/user-access">User Access</a></b> (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/user-access)	
<a href="https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/user-access#review">Review and Update User Groups</a> (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/user-access#review)	<input type="checkbox"/>
<a href="https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/user-access#calendar">Change Calendar User Groups to Reflect the Current Year</a> (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/user-access#calendar)	<input type="checkbox"/>

<a href="https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/user-access#tool">Tool Rights Catalog</a> (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/user-access#tool)	<input type="checkbox"/>
<a href="https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/user-access#portal">Student and Parent Portal Display Options</a> (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/user-access#portal)	<input type="checkbox"/>
<b>Reporting and Transportation</b> (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/reporting-and-transportation)	
<a href="https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/reporting-and-transportation#report">Roll Forward Reports</a> (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/reporting-and-transportation#report)	<input type="checkbox"/>
<a href="https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/reporting-and-transportation#modify">Modify Reports</a> (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/reporting-and-transportation#modify)	<input type="checkbox"/>
<a href="https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/reporting-and-transportation#transport">Transportation Roll Forward</a> (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/reporting-and-transportation#transport) (if applicable)	<input type="checkbox"/>

## Premium Products

<b>OLR</b>	
<a href="https://kb.infinitecampus.com/help/online-registration-configuration-prep">Review OLR Configuration and Settings</a> (https://kb.infinitecampus.com/help/online-registration-configuration-prep) Note: OLR should not be opened until calendars and enrollments have been rolled forward.	<input type="checkbox"/>
<a href="https://kb.infinitecampus.com/help/olr-information-center">Post New OLR Links</a> (https://kb.infinitecampus.com/help/olr-information-center)	
<b>Communication</b>	
<a href="https://kb.infinitecampus.com/help/communication">Update Communication for New School Year</a> (https://kb.infinitecampus.com/help/communication)	<input type="checkbox"/>
<b>Third Party Apps</b>	
Turn on Syncs to Third Party Apps <i>Note: It is recommended to not begin OneRoster syncs until the use of the scheduling board has been completed.</i>	<input type="checkbox"/>