

# Calendar Setup

02/06/2026 8:20 am EST

## Day Events

Below is the list of Standard Codes used in North Carolina, along with example Codes and Names for the associated Day Events.

The **Code** and **Name** of a Day Event are determined by the PSU. Any Day Event that represents **shortened instructional time** or **non-instructional time** must be assigned the appropriate **Standard Code**.

More than one Day Event may be associated with the same Standard Code. However, each Day Event must have a unique Code and Name.

PSUs may also create Day Events for local use. If a local Day Event does not indicate shortened instructional time or non-instructional time, a Standard Code is not required. For example, "First Day of School" may be used as a local calendar indicator and does not define instructional time.

### Navigation: System Settings > Custom Data and Links > Core Attribute/Dictionary

- Locate **Day** in the list.
- Expand Day to view **Type**
- Expand Type to view **Dictionary**

Core Attribute/Dictionary ☆ System Settings > Custom Data and Links > Core Attribute/Dictionary

Save

**Campus Attributes/Dictionary Editor**

- DataCertificationObject
- DataCertificationType
- DataCertificationTypeMember
- DataExtractUtility
- Day
  - Type
    - Dictionary (8 Entries)
- Definition
- DigitalEquity
- DISAgent
- District
- DistrictAttribute

**Type Dictionary Detail** Add Row

- Click **Add Row** to add a Day Events that has a corresponding Standard Code from the table below.
  - Seq and Value can be left as 0 and blank for each day event.

- If a Day Event exists without an associated Standard Code, select the Day Event and enter the corresponding Standard Code from the table below. Do not change Codes and Names for existing day events.
- Click **Save** once all Day Events are added.

Type Dictionary Detail							Add Row
	Code	Name	Seq	Value	Standard Code	Active	
X	AD	Abbreviated Day	0		AD	<input checked="" type="checkbox"/>	

Code	Name	Seq	Value	Standard Code	Active
AD	Abbreviated Day			AD	<input checked="" type="checkbox"/>
AL	Annual Leave			AL	<input checked="" type="checkbox"/>
EC	Emergency Closure			EC	<input checked="" type="checkbox"/>
HD	Holiday			HD	<input checked="" type="checkbox"/>
RR	Remote Instruction			RR	<input checked="" type="checkbox"/>
RRB	Blended Instruction Day			RRB	<input checked="" type="checkbox"/>
RRE	Remote Instruction Day/State of Emergency			RRE	<input checked="" type="checkbox"/>
RRP	Remote Instruction Day/Teacher Work Day			RRP	<input checked="" type="checkbox"/>
TW	Teacher Work Day			TW	<input checked="" type="checkbox"/>
WC	Weather Closure			WC	<input checked="" type="checkbox"/>

PSUs are advised that if the Name/Code are changed after the day event has been used, it will orphan records in the day setup where the code was used previously. PSUs are advised to not make changes to existing code and names, only add Standard Codes.

Day Events are only required to be added to days that are not Instruction or Attendance.

## Inclement Weather Calendar Update

Refer to the [Calendar Setup | Infinite Campus](https://kb.infinitecampus.com/help/c474f4b) (<https://kb.infinitecampus.com/help/c474f4b>) article for more information on setting up the calendar.

# Inclement Weather/Emergency Closure

See the [Day Setup](https://kb.infinitecampus.com/help/day-setup#day-types) (https://kb.infinitecampus.com/help/day-setup#day-types) article for more information on day events and how to create additional day events if needed. See the [NCSIS Day Events](https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/day-events) (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/day-events) article for the standard codes required for North Carolina day events.

Follow the steps below to adjust an existing instructional day in day setup due to inclement weather or emergency closure:

## Navigation: Scheduling & Courses > Calendar Setup > Day Setup

- Select the **instructional day**.

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September 2024

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Sun	Mon	Tue	Wed	Thu	Fri	Sat
01	02	03 Tuesday	04 Wednesday	05 Thursday	06 Friday	07
08	09 Monday	10 Tuesday	11 Wednesday	12 Thursday	13 Friday	14
15	16 Monday	17 Tuesday	18 Wednesday	19 Thursday	20 Friday	21
22	23 Monday	24 Tuesday	25 Wednesday	26 Thursday	27 Friday	28
29	30 Monday					

▼ Event on this Day

Adjust the day detail based on the scenarios below:

## Students Attended for Partial Day

- If a different period schedule should be used due to the inclement weather or emergency closure, choose the **appropriate period schedule** from the dropdown (Example: Early Release, 2 Hour Delay, etc.)
- Add a **Start Time** and **End Time** for the instruction provided. (Optional)
- Add a **Day Event Type** that has an associated Standard Code of either **WC Weather Closure** or **EC Emergency Closure**.
  - NOTE: Day Event names may vary per PSU, however each day event must have an associated state defined Standard Code. Required Standard Codes can be found in the [Day Events](https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/day-events) (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/day-events) article.*
- Enter the **number of instructional minutes** provided for the day. (Optional) Please review the [SASA Manual](https://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/student-accounting#SASAManual-1394) (https://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/student-accounting#SASAManual-1394) for details on calculating instructional minutes.

Day Detail

Date

09/05/2024

Day #

6

Period Schedule

Thursday

School Day

Instruction

Attendance

Duration

Start Time

8:20 AM

End Time

12:00 PM

Duration

0

Comments

Day Events

Type

SI: Inclement Weather

Duration Inst.

Minutes

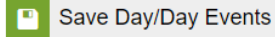
220

Add DayEvent

Blended Learning Groups

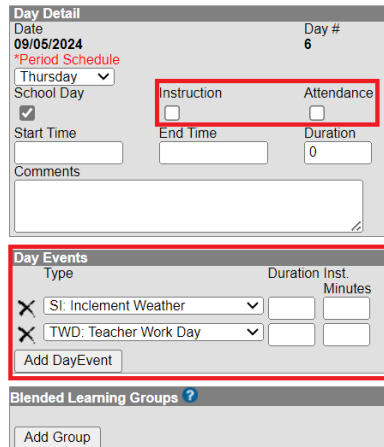
Add Group

5. Click **Save Day/Day Events** in the upper left of the screen to save the updates.

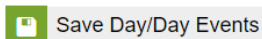


### Students Did Not Attend But Staff Worked

1. Uncheck **Instruction** and **Attendance** checkboxes. (Leave School Day checked.)
2. Add a Day Event Type indicating the reason for the school closures.
  - a. *NOTE: Day Event names may vary per PSU, however each day event must have an associated state defined Standard Code. Required Standard Codes can be found in the [Day Events](https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/day-events) article.*
3. Add a day event type indicating **teacher workday**.
  - a. *NOTE: Day Event names may vary per PSU, however each day event must have an associated state defined Standard Code. Required Standard Codes can be found in the [Day Events](https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/day-events) article.*

A screenshot of a web form. The top section is titled "Day Detail" and contains fields for Date (09/05/2024), Day # (6), Period Schedule (Thursday), School Day (checked), Start Time, End Time, Duration (0), and Comments. A red box highlights the "Instruction" and "Attendance" checkboxes, both of which are unchecked. The bottom section is titled "Day Events" and contains a table with columns for Type, Duration, and Inst. Minutes. Two rows are listed: "SI: Inclement Weather" and "TWD: Teacher Work Day", both with checkboxes marked with an 'X'. A red box highlights this section. Below the table is an "Add DayEvent" button. At the bottom is a section titled "Blended Learning Groups" with an "Add Group" button.

4. Click **Save Day/Day Events** in the upper left of the screen to save the updates.



**NOTE:** When removing the checkboxes for Instruction and Attendance, any attendance associated with that day will be deleted.

### Students Did Not Attend And Staff Did Not Work

1. Uncheck **School Day**, **Instruction**, and **Attendance** checkboxes.
2. Add a **Day Event Type** indicating the reason for the school closures.
  - a. *NOTE: Day Event names may vary per PSU, however each day event must have an associated state defined Standard Code. Required Standard Codes can be found in the [Day Events](https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/day-events) article.*

Day Detail		
Date	Day #	
09/05/2024	6	
*Period Schedule		
Thursday		
School Day	Instruction	Attendance
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Start Time	End Time	Duration
		0
Comments		


  

Day Events		
Type	Duration	Inst. Minutes
X Sl: Inclement Weather		
Add DayEvent		

Blended Learning Groups ?
Add Group

- Click **Save Day/Day Events** in the upper left of the screen to save the updates.

 Save Day/Day Events



**NOTE:** When removing the checkboxes for **Instruction** and **Attendance**, any attendance associated with that day will be deleted.

## Students Had A Remote Instruction Day

- Leave **School Day**, **Instruction**, and **Attendance** checkboxes checked.
- Add a **Day Event Type** that has an associated Standard Code of either **WC Weather Closure** or **EC Emergency Closure**.
  - NOTE:** Day Event names may vary per PSU, however each day event must have an associated state defined Standard Code. Required Standard Codes can be found in the [Day Events](https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/day-events) (<https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/day-events>) article.
- Add another **Day Event Type** that has an associated Standard Code of Remote Instruction.
  - NOTE:** Day Event names may vary per PSU, however each day event must have an associated state defined Standard Code. Required Standard Codes can be found in the [Day Events](https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/day-events) (<https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/day-events>) article.

Day Detail		
Date	Day #	
09/05/2024	6	
*Period Schedule		
Thursday		
School Day	Instruction	Attendance
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Start Time	End Time	Duration
		0
Comments		

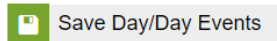
  

Day Events		
Type	Duration	Inst. Minutes
X Sl: Inclement Weather		
X RI: Remote Instruction		
Add DayEvent		

Blended Learning Groups ?
Add Group

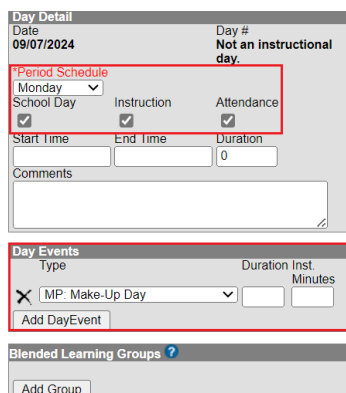
- Click **Save Day/Day Events** in the upper left of the screen to save the updates.



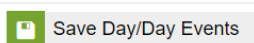
## Adding Instructional Days

If non-instructional days will be used as a make-up day for the missed instruction, select the **make-up day** and complete the following:

- Select the **day** that will be used for instruction.
- Select the appropriate **period schedule** from the dropdown.
- Check the **School Day**, **Instruction**, and **Attendance** checkboxes.
- Optional: Add a day event indicating a **make-up day**.
  - Note: Day Event names may vary per PSU. Day Events that indicate instruction do not require an associated Standard Code.*

A screenshot of a web form. The top section, titled "Day Detail", contains fields for "Date" (09/07/2024) and "Day #" (Not an instructional day). Below this is a "Period Schedule" section with a dropdown menu showing "Monday", and three checkboxes: "School Day" (checked), "Instruction" (checked), and "Attendance" (checked). There are also fields for "Start Time", "End Time", and "Duration" (0). A "Comments" text area is at the bottom of this section. The bottom section, titled "Day Events", has a "Type" dropdown menu showing "MP: Make-Up Day" and a "Duration Inst. Minutes" field. An "Add DayEvent" button is below. At the very bottom is a "Blended Learning Groups" section with an "Add Group" button.

- Click **Save Day/Day Events** in the upper left of the screen to save the updates.



If dates are added and term dates will change, adjust the term dates in Term Setup appropriately.

If dates are added that extend the school year, dates must be adjusted in Term Setup prior to adding dates in Day Setup.



**Check the School Month intervals to ensure days are within the requirements of 16-26 days.**

## Print the Calendar Days Report

Use the print option to review the changes made.

Day Reset

Day Rotation

Print

Print Rotation

Multi Day Event

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September 2024

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Sun	Mon	Tue	Wed	Thu	Fri	Sat
01	02	03 Tuesday	04 Wednesday	05 Thursday	06 Friday	07 Monday
08	09 Monday	10 Tuesday	11 Wednesday	12 Thursday	13 Friday	14
15	16 Monday	17 Tuesday	18 Wednesday	19 Thursday	20 Friday	21
22	23 Monday	24 Tuesday	25 Wednesday	26 Thursday	27 Friday	28
29	30 Monday					

Event on this Day

Legend

Non-instructional day

Non school day

Key Dates

Mo, Sep 2

Th, Sep 5

Sa, Sep 7

Fr, Oct 11

Fr, Nov 1

Non school Day, Holiday - Other

Non-instructional Day, Incident Weather

Instructional Day, Make-Up Day

Non school Day, Teacher Work Day

Non school Day, Teacher Work Day

July						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
August						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
September						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					



Please refer to the [SASA Manual](https://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/student-accounting#SASAManual-1394) (https://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/student-accounting#SASAManual-1394)for guidance on coding attendance taken on remote instructional days.