

Calendar Setup

07/02/2026 9:25 am EDT

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.

Code	Name	Seq	Value	Standard Code	Active
AD	Abbreviated Day			AD	☑
AL	Annual Leave			AL	☑
EC	Emergency Closure			EC	☑
HD	Holiday			HD	☑
RR	Remote Instruction			RR	☑
TW	Teacher Work Day			TW	☑
WC	Weather Closure			WC	☑

*NOTE: As of the **2026-27 school year**, the following Day Events should no longer be used:

- RRB: Blended Instruction Day
- RRE: Remote Instruction Day/State of Emergency
- RRP: Remote Instruction Day/Teacher Work Day

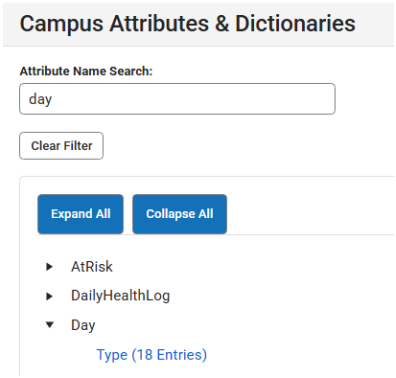
The above listed day events must be made inactive in the Core Attribute/Dictionary.

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.

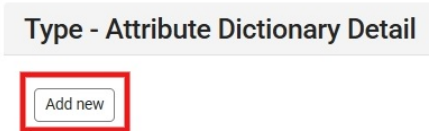
Add Day Event

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

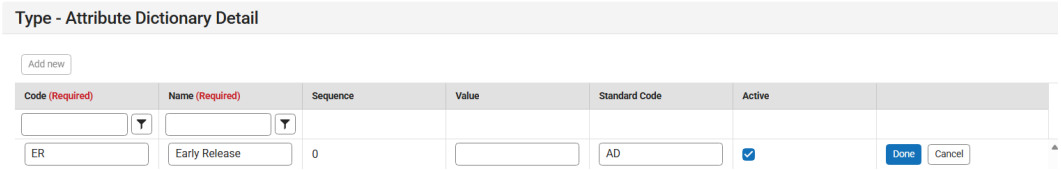
- Locate **Day** in the list.
- Expand Day to view **Type**



- Click on Type to view the **Dictionary.**
- Click **Add new** to add a Day Events.



- Enter the following fields
  - **Code** - must be unique for each type.
  - **Name** - will appear in the dropdown
  - **Seq** - can be left as 0 or sequenced to show in order for the dropdown
  - **Value** - can be left blank
  - **Standard Code** - must match a corresponding Standard Code from the chart above and required for all **shortened instructional time** or **non-instructional time.** Other day events do not require a Standard Code.
  - **Active** - check the box to make the new type active



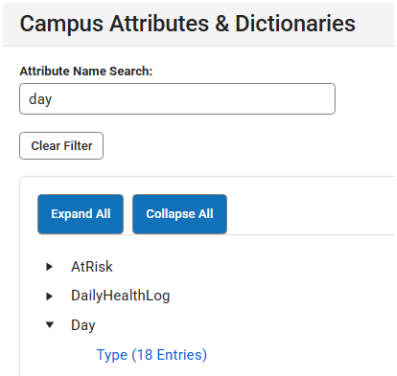
- Click **Done** to add the new type.
- Click **Save** or **Save And Close** to update changes to the dictionary.

Edit Day Event Standard Code

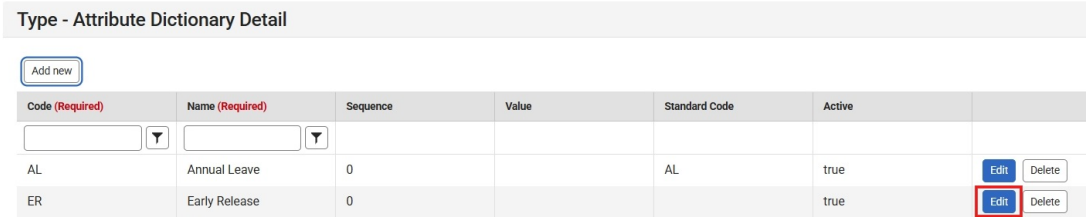
If a Day Event exists without an associated Standard Code, select the Day Event and enter the corresponding Standard Code from the chart above. If the Name/Code are changed after the day event has been used, it will orphan records in the day setup where the code was used previously. PSUs are advised to not make changes to existing code and names, only add Standard Codes or new day events.

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

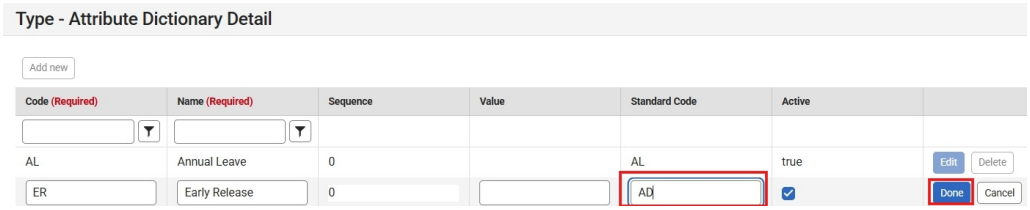
- Locate **Day** in the list.
- Expand Day to view **Type**



- Click on Type to view the **Dictionary.**
- Locate the type from the list and click **Edit.**



- Add the **Standard Code** that corresponds to the appropriate event according to the chart above.
- Click **Done** to update the day event.



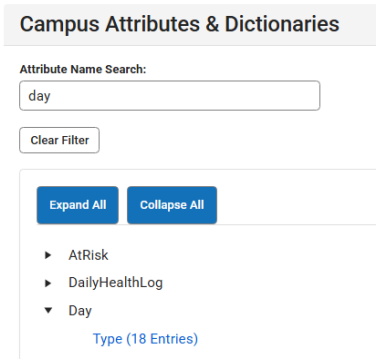
- Click **Save** or **Save And Close** to update changes to the dictionary.

Inactivating Day Events

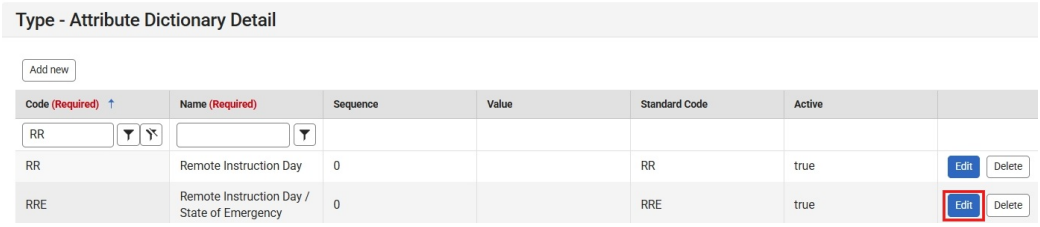
If a day event will no longer be used, it should be made **inactive** in the Core Attribute/Dictionary so it will not be available to select in Day Setup.

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

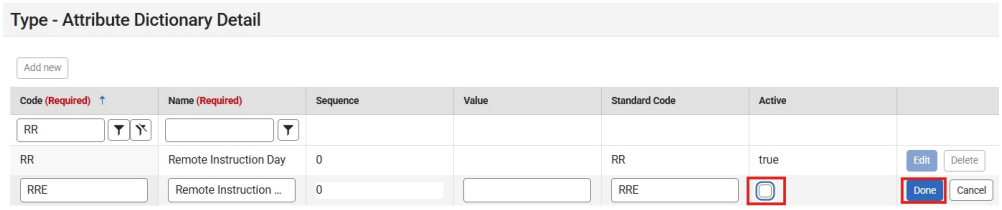
- Locate **Day** in the list.
- Expand Day to view **Type**
-



  Click on Type to view the **Dictionary.**
- Locate the type from the list and click **Edit.**



- Uncheck the **Active** checkbox.
- Click **Done**.



- Click **Save** or **Save And Close** to update changes to the dictionary.

Inclement Weather Calendar Update

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

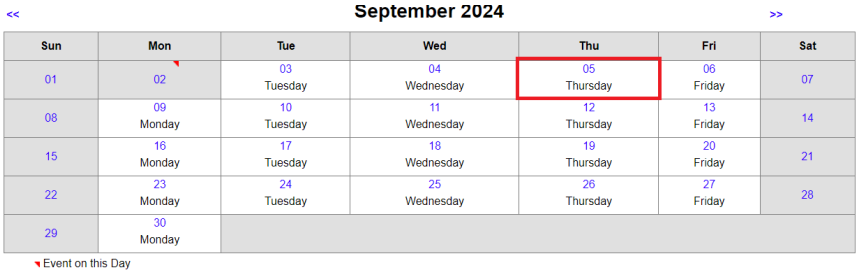
Inclement Weather/Emergency Closure

See the Day Setup (https://kb.infinitecampus.com/help/day-setup#day-types) 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) 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**.



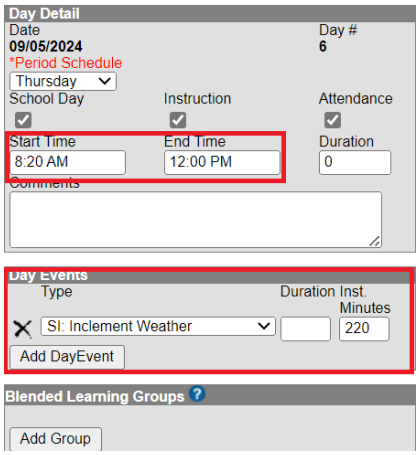
Adjust the day detail based on the scenarios below:

Students Attended for Partial Day

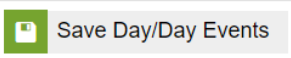
1. If a different period schedule should be used due to the inclement weather or emergency closure, choose the **appropriate period schedule** from the dropdown (Example: Early Release, 2 Hour Delay, etc.)
2. Add a **Start Time** and **End Time** for the instruction provided. (Optional)
3. Add a **Day Event Type** that has an associated Standard Code of either **WC Weather Closure** or **EC Emergency Closure**.

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.*

4. 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) for details on calculating instructional minutes.

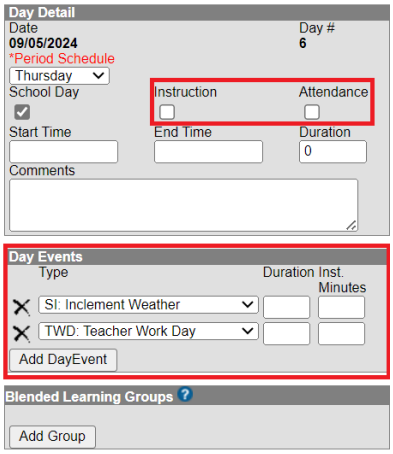


5. Click **Save Day/Day Events** in the upper left of the screen to save the updates.

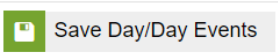


Students Did Not Attend But Staff Worked

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.*



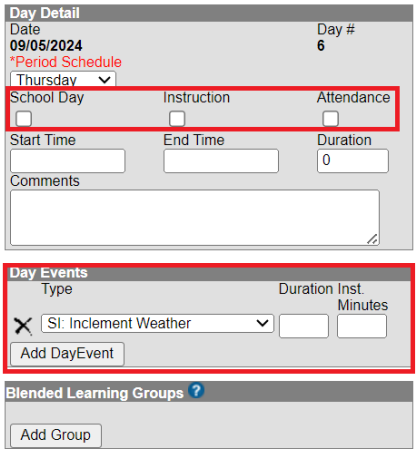
4. Click **Save Day/Day Events** in the upper left of the screen to save the updates.



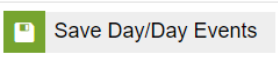
> ***NOTE**: When removing the checkboxes for Instruction and Attendance, any attendance associated with that day will be deleted.*

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.*



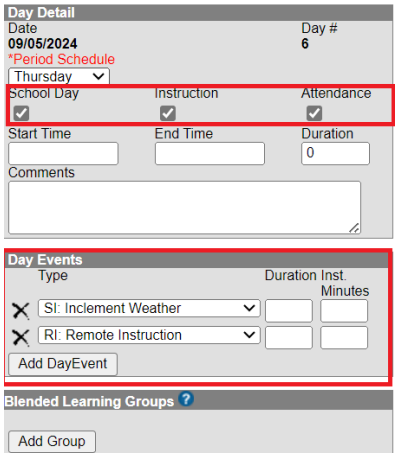
3. Click **Save Day/Day Events** in the upper left of the screen to save the updates.



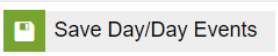
***NOTE**: When removing the checkboxes for Instruction and Attendance, any attendance associated with that day will be deleted.*

Students Had A Remote Instruction Day

1. Leave **School Day**, **Instruction**, and **Attendance** checkboxes checked.
2. Add a **Day Event Type** that has an associated Standard Code of either **WC Weather Closure** or **EC Emergency Closure**.
    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 another **Day Event Type** that has an associated Standard Code of Remote Instruction.
    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.*



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

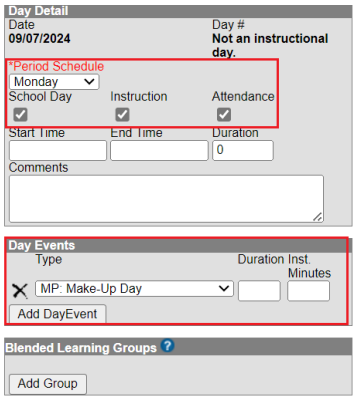


Adding Instructional Days

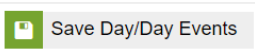
If non-instructional days will be used as a make-up day for the missed instruction, select the **make-up day** and complete the following:

1. Select the **day** that will be used for instruction.
2. Select the appropriate **period schedule** from the dropdown.
3. Check the **School Day**, **Instruction**, and **Attendance** checkboxes.
4. Optional: Add a day event indicating a **make-up day**.

a. *Note: Day Event names may vary per PSU. Day Events that indicate instruction do not require an associated Standard Code*.



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



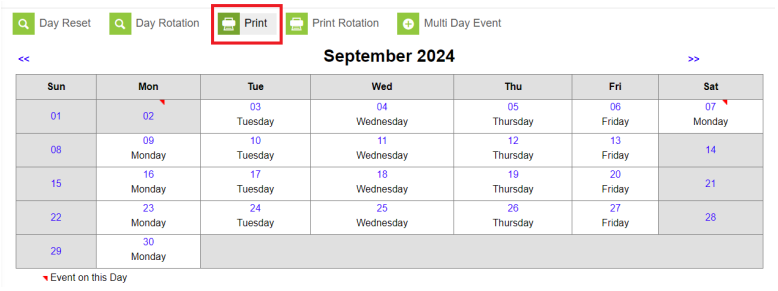
If dates are added and term dates will change, adjust the term dates in Term Setup appropriately.

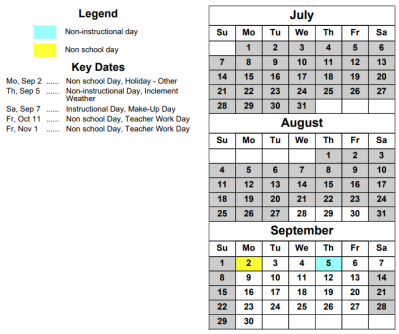
If dates are added that extend the school year, dates must be adjusted in Term Setup prior to adding dates in Day Setup.

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.





Please refer to the SASA Manual (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.

NCSIS Knowledgebase | Article: Calendar Setup | Last Updated: 07/02/2026 9:25 am EDT