

Calendar Setup

07/10/2025 7:33 pm EDT

Day Events

Below is a list of the Day Events for North Carolina use.

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 the Day Events from the table below.
 - Seq and Value can be left as 0 and blank for each day event.
- Click **Save** once all Day Events are added.

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 have the option to have additional day events, however the Standard Code for any day event added must be one of the standard codes above.

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.

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

1. Select the instructional day.

September 2024

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

2. Adjust the day detail based on the scenarios below:

a. **Students attended for partial day:**

- i. 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.)
- ii. Add a Start Time and End Time for the instruction provided.
- iii. Add a day event type indicating inclement weather or emergency closure.
- iv. Enter the number of instructional minutes provided for the day. 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.

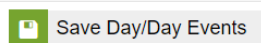
Day Detail
Date
09/05/2024
*Period Schedule
Thursday
School Day
☒
Instruction
☒
Attendance
☒
Start Time
8:20 AM
End Time
12:00 PM
Duration
0
Comments

Day #
6

Day Events
Type
X SI: Inclement Weather
Duration Inst
Minutes
220
Add DayEvent

Blended Learning Groups ?
Add Group

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

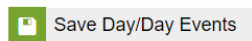


b. **Students did not attend but staff worked :**

- i. Uncheck Instruction and Attendance checkboxes. (Leave School Day checked.)
- ii. Add a day event type indicating inclement weather or emergency closure.
- iii. Add a day event type indicating teacher workday.

Day Detail		
Date	Day #	
09/05/2024	6	
*Period Schedule		
Thursday		
School Day	Instruction	Attendance
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Start Time	End Time	Duration
		0
Comments		
Day Events		
Type	Duration	Inst. Minutes
<input checked="" type="checkbox"/> SI: Inclement Weather		
<input checked="" type="checkbox"/> TWD: Teacher Work Day		
Add DayEvent		
Blended Learning Groups ?		
Add Group		

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



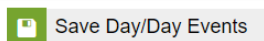
NOTE: When removing the checkboxes for Instruction and Attendance, any attendance associated with that day will be deleted.

1. Students did not attend, and staff did not work :

- Uncheck School Day, Instruction, and Attendance checkboxes.
- Add a day event type indicating inclement weather or emergency closure.

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
<input checked="" type="checkbox"/> SI: Inclement Weather		
Add DayEvent		
Blended Learning Groups ?		
Add Group		

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



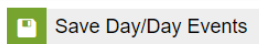
NOTE: When removing the checkboxes for Instruction and Attendance, any attendance associated with that day will be deleted.

1. **Students had a remote instruction day:**

- Leave School Day, Instruction, and Attendance checkboxes checked.
- Add a day event indicating inclement weather or emergency closure.
- Add another day event indicating remote instruction.

The screenshot shows the 'Day Detail' form for the date 09/05/2024, which is marked as a 'Period Schedule' and 'Thursday'. The 'Day #' is 6. In the 'Day Detail' section, the 'School Day', 'Instruction', and 'Attendance' checkboxes are all checked. Below these are fields for 'Start Time', 'End Time', and 'Duration' (set to 0), and a 'Comments' text area. The 'Day Events' section below has a table with two rows: 'SI: Inclement Weather' and 'RI: Remote Instruction'. Both rows have 'X' in the 'Type' column and empty fields for 'Duration' and 'Inst. Minutes'. An 'Add DayEvent' button is at the bottom of this section. At the very bottom, there 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.

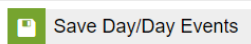


If non-instructional days will be used as a make-up day for the missed instruction, select the make-up day and complete the following:

- 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.

The screenshot shows the 'Day Detail' form for the date 09/07/2024, which is marked as a 'Period Schedule' and 'Monday'. The 'Day #' is 'Not an instructional day.'. In the 'Day Detail' section, the 'School Day', 'Instruction', and 'Attendance' checkboxes are all checked. Below these are fields for 'Start Time', 'End Time', and 'Duration' (set to 0), and a 'Comments' text area. The 'Day Events' section below has a table with one row: 'MP: Make-Up Day'. This row has 'X' in the 'Type' column and empty fields for 'Duration' and 'Inst. Minutes'. An 'Add DayEvent' button is at the bottom of this section. At the very bottom, there 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.



Print the Calendar Days Report to review the changes made.

Day Reset

Day Rotation

Print

Print Rotation

Multi Day Event

<<

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, Inclement 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					

Hurricane Debby Plan for NC PSU's First Day of School

https://docs.google.com/document/d/1ZoclM7jkNwMxGuxkehY_Cvj-Z0dPJly9RbBh9QF37c/edit?usp=sharing

Click the link above to find resources for first day of school updates due to Hurricane Debby.