

# Create Program Calendars

04/21/2026 6:11 am EDT

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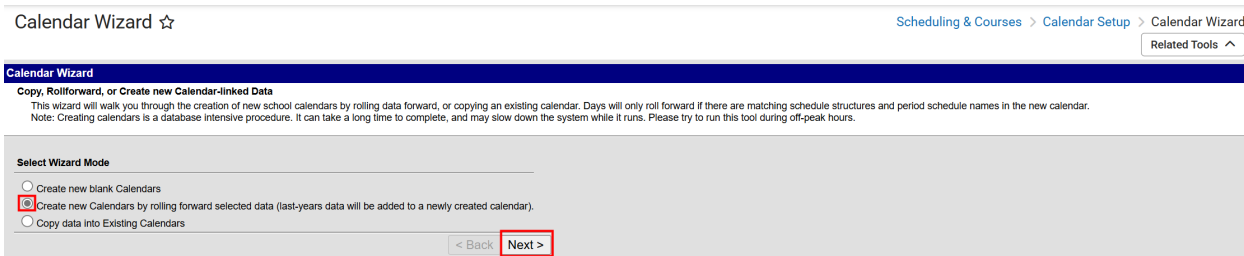
The future school year must be created prior to rolling forward calendars.

### Program Calendars

When rolling forward calendars, the naming template for calendar defaults to the school's name. This means that the program calendar names may need to be updated. The following steps walk through rolling forward program calendars and updating the calendar names.

**Navigation: Menu > Scheduling & Courses > Calendar Setup > Calendar Wizard**

1. Select **Create new Calendars by rolling forward selected data**, then click **Next**.



The screenshot shows the 'Calendar Wizard' interface. At the top, there is a breadcrumb trail: 'Scheduling & Courses > Calendar Setup > Calendar Wizard'. Below this, the title 'Calendar Wizard' is displayed. The main content area contains the following text: 'Copy, Rollforward, or Create new Calendar-linked Data. This wizard will walk you through the creation of new school calendars by rolling data forward, or copying an existing calendar. Days will only roll forward if there are matching schedule structures and period schedule names in the new calendar. Note: Creating calendars is a database intensive procedure. It can take a long time to complete, and may slow down the system while it runs. Please try to run this tool during off-peak hours.'

Under the heading 'Select Wizard Mode', there are three radio button options:
 

- Create new blank Calendars
- Create new Calendars by rolling forward selected data (last-years data will be added to a newly created calendar).
- Copy data into Existing Calendars

 At the bottom of the form, there are two buttons: '< Back' and 'Next >'. The 'Next >' button is highlighted with a red box.

2. Select the **year** to create, ex: 25-26. The name template should remain **[year] [schoolname]**
3. Enter the number for the school calendar as follows:
  - o **292 - OEC**
  - o **293 - LEP**
  - o **294 - OMP**
  - o **296 - NCDPI**
  - o **297 - OHP**
4. Enter the Start date of **07/01/YYYY**.
5. Enter the End Date of **06/30/YYYY**.
6. Select the **calendar** to roll forward and click **Next**.

7. Select the data to copy. Include the following:
  - o **Calendar attributes**
  - o **Schedule structures**
  - o **Grade Levels**
8. Click **Run Wizard** to create the calendar.
9. The calendar will display the new year YY-YY and NCDPI. Navigate to the future year and select the NCDPI school.
10. Select the **calendar** and navigate to *Scheduling & Courses > Calendar Setup > Calendar Information*.
11. Locate the **Number** to ensure it matches with the list above. Change the "**NCDPI**" name to the corresponding **calendar name**. Ex: 25-26 NCDPI would be updated to 25-26 LEP for school number 293.
12. Click **Save** to update the name.

13. **Repeat** Steps 1-12 for each program calendar.

### Period Setup for Program Calendars

At least one period schedule must exist in a calendar. If a period schedule did not copy into the new calendar, a new period schedule must be created.

**Navigation: Menu > Scheduling & Courses > Calendar Setup > Period Setup**

The screenshot shows the 'Period Setup' interface with the following sections:

- Period Setup** ☆
- Buttons: Save Period Schedules, New Period Schedule, Delete Period Sched/Periods, Copy Period Sched/Periods
- Period Schedule/Periods Editor**: A table with columns for Name and Periods.
- Period Schedule Placement**: A table with columns for Periods and Periods.
- PeriodSchedule Info**: Fields for \*Name, \*Sequence (1), Exception/Special Day (checkbox), Instructional Minutes (0), and School Day (0).
- Period Info**: Fields for \*Name, \*Sequence (1), Start Time, End Time, Lunch Time (0), Non-Instructional (checkbox), and Responsive (checkbox). Includes an 'Add Period' button.
- Instructional Minutes Preference for 26-27 School Year**:
  - Exclude non-instructional periods
  - Exclude non-instructional minutes
  - Exclude time gaps between periods
- School Day Preference for 26-27 School Year**:
  - Exclude non-instructional periods
  - Include non-instructional minutes
  - Include time gaps between periods

**Day Setup for Program Calendars**

A Day Reset is required at the start of the school year and creates the calendar days. On a newly created calendar, before the Day Reset is done, the calendar displays all days in gray; after the Day Reset is completed, days within the date range of the calendar in white, unless it has been modified to not be a school day.

**Navigation: Menu > Scheduling & Courses > Calendar Setup > Day Setup**

1. Click on **Day Reset**.
2. Enter the start date of **07/01/YYYY**.
3. Enter the end date of **06/30/YYYY**.
4. Duration for program schools is **0**.
5. Check **Fill Missing Days Only**.
6. Check **Monday - Friday**.
7. Click **Create Days**.

Day Setup ☆

**Auto Create Calendar Days**

**Day Reset**  
 This tool will generate a Day record for each day in the Calendar. If your calendar dates are year-round, or longer than the days you need to track, enter a smaller date range to only create Day records for days that have instructional meaning for this Schedule Structure. If this function is performed on an existing calendar, all days and day events will be lost outside the range you choose (Unless you choose 'Fill Missing Days Only').

\*Start Date  
 07/01/2026

\*End Date  
 06/30/2027

Duration  
 0


Fill Missing Days Only

Mon  
  Tue  
  Wed  
  Thu  
  Fri  
  Sat  
  Sun

Create Days

## Central Office Calendar

The Central Office Calendar will also need to be rolled forward; however, the calendar name will not have to be updated. Follow the [Program Calendar](#) section to roll forward the calendar.



**You've completed this section.**

Choose where to go next.

← Return to End of Year Overview

Continue to Create Future Enrollments →

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