

Create Future Enrollments

04/21/2026 6:13 am EDT

Student Enrollments must be rolled forward for the next school year for all calendars including program calendars. Enrollments must be rolled forward prior to ending the current year enrollments. The Enrollment Roll Forward Wizard tool is used to roll enrollments into the next school year. For more information on how the roll forward logic works, review the [Enrollment Roll Forward Wizard | Infinite Campus](https://kb.infinitecampus.com/help/enrollment-roll-forward#enrollment-roll-forward-logic) (<https://kb.infinitecampus.com/help/enrollment-roll-forward#enrollment-roll-forward-logic>) article.

Future Calendar data can be set on the current enrollment record and used as an override forcing a student's enrollment to be set to a specific calendar. This field can be manually updated on a student's current enrollment record or imported using the [Future Enrollment Import](https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/future-enrollment-import) (<https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/future-enrollment-import>). Use the import option prior to rolling forward enrollments or if student's future enrollments change after the initial roll forward process.



Future enrollments must be created prior to ending student's current enrollment for the school year.

The articles below provide guidance on how to use the future enrollment import and rolling enrollments into future calendars.

Future Enrollment Import

This Data Import option is an **OPTIONAL** tool for importing Future Enrollment information into the current year's enrollment line, enabling next year's placement data to be added. If the Enrollment Roll Forward process has already been completed, there is no need to use this import.



This process deletes future enrollment records and updates the future enrollment fields in a student's current enrollment record. Future year schedules are deleted when future enrollment records are deleted.



A template has been created and is available [here](https://docs.google.com/spreadsheets/d/1GEvoQkBB2FWUzZnr68MQjmookaqEy234jEDeXH011/copy?gid=0#gid=0)

(<https://docs.google.com/spreadsheets/d/1GEvoQkBB2FWUzZnr68MQjmookaqEy234jEDeXH011/copy?gid=0#gid=0>).

The above link will require a forced copy of a Google Sheet. The Google Sheet can

be downloaded into Excel.

Based on the data in the import template, Future Enrollment information will be set on the **Current Year** line of enrollment in Infinite Campus. From there, the Enrollment Wizard can be used to create next year enrollments.

The future enrollment import file includes the following fields:

studentNumber
NextCalendar
NextScheduleStructure
NextGrade
CRDCSchoolofAccountability
AdmissionStatus
Resident District
Resident School
Serving District
Serving School

Including values in the above fields will update the corresponding fields on a student's current enrollment record. If a field is left blank, it will not overwrite the existing information in the student's record.

Navigation: System Settings > Data Utilities > Data Import Wizard

1. Choose ***PSU_Future_Enrollment_Import*** from the **Import Type** drop list.
2. Choose **Local**, then **Browse** and select your file.
3. Click **Run Import**.

Data Import Wizard ☆

Data Import

Set up one-time or scheduled data imports.

Import Type:

 Layout:

 File Type: Excel 97-2003, 2007

Protocol:

 Local

 FTP

 FTPS

 SFTP Legacy (Being Deprecated)

 SFTP

 HTTP

 SMB

Settings:

 *File Name: No file selected.

Import Schedule:

Frequency:

 Start Date:

 Start Time:

Import History:


Date/Time	File Name	Rows	Test/Run	Result
02/25/2025 09:38:00 AM	GCPS Future Enrollments Import for SY25-26.xlsx		Run	Accepted - Warnings
02/25/2025 08:34:24 AM	GCPS Future Enrollments Import for SY25-26.xlsx		Run	Accepted - Warnings
02/25/2025 08:33:19 AM	GCPS Future Enrollments Import for SY25-26.xlsx		Test	Accepted - Warnings
02/24/2025 04:16:36 PM	GCPS Future Enrollments Import for SY25-26.xlsx		Run	Accepted - Warnings

Following the import, a result screen will appear:

02/25/2025 10:06:59 AM

Data Import Report

PSU_Future_Enrollment_Import Layout



File Name: GCPS Future Enrollments Import for SY25-26.xlsx/SGHS_25_26_Future_Enrollments_1
Date/Time: 02/25/2025 09:38:00 AM
Status: Accepted - Warnings
Physical Lines In File: 1762
Data Records In File: 1761
Records With No Errors: 1761
Records Accepted With Errors: 0
Records Rejected: 0
Weighted Result: 100.0%

Errors/Warnings [Back To Top](#)

Line	Type	Code	Message
1	Informational	MOC	The optional column "NextScheduleStructure" is missing. The file will still be processed.
1	Informational	MOC	The optional column "Admission Status" is missing. The file will still be processed.
5625	Informational	CCE	Student #: does not have active line of enrollment for current year - nothing to import
6308	Informational	CCE	Student #: does not have active line of enrollment for current year - nothing to import
6978	Informational	CCE	Student #: has NextCalendar of "" which does not exist

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Data Changes [Back To Top](#)

Line	Table	Action	Values
2	Enrollment	Update	Set future enrollment information for: Malcyn / #831 to 25-26 South Granville High Main Grade 10
3	Enrollment	Update	Set future enrollment information for: Kaliynn # to 25-26 South Granville High Main Grade 10
4	Enrollment	Update	Set future enrollment information for: Agular Santana #3 to 25-26 South Granville High Main Grade 12
5	Enrollment	Update	Set future enrollment information for: Anthony #126 to 25-26 South Granville High Main Grade 10
6	Enrollment	Update	Set future enrollment information for: Canales #124 to 25-26 South Granville High Main Grade 12

The results will show you the following things:

1. Students who do not exist (no match on student #)
2. NextCalendar in import does not exist in Campus
3. NextScheduleStructure in import does not exist in Campus
4. NextGrade in import does not exist in Campus for the next calendar
5. **Student has enrollment in future year for different school – enrollment will be removed.
6. Set future enrollment information

****NOTE:** If student already has that next year line of enrollment and **ANY** information exists with it (enrollment/rosters/requests), it will be **REMOVED** with this process and the Future Enrollment Information will be updated to what is in the file.

Below is an example of how the future enrollment import will update a student's enrollment.

BEFORE IMPORT

AFTER IMPORT

Once the future enrollment has been updated, use the **Enrollment Roll Forward Wizard** (<https://kb.infinitecampus.com/help/enrollment-roll-forward>) to roll forward student enrollments with the updated future school.

Create Future Enrollments

Use the information below to roll student enrollments to future calendars.

School Calendar Enrollments

Use the **Enrollment Roll Forward Wizard | Infinite Campus** (<https://kb.infinitecampus.com/help/enrollment-roll-forward>) tool to roll enrollments to the future calendar.

Navigation: Student Information > General Student Administration > Enrollment Roll Forward Wizard

- Roll current student's enrollments to the future year.
 - The Start Date should be the **First Instructional Day** of the future calendar.
 - The Local Start Status should be **E1: Init enroll - this year**.
- The enrollment roll forward process can be done multiple times without risk of creating multiple enrollments for students.
- As new students enroll in the current year, use this tool to roll forward their enrollment.



Do not roll forward Graduate enrollments. They do not require a future enrollment.

Enrollment Roll Forward Wizard ☆ Student Information > General Student Administration > Enrollment Roll Forward Wizard

Enrollment Roll Forward

The Enrollment Roll Forward tool assists in the promotion, retention or demotion of currently enrolled students into the next calendar and next grade level.

This tool is safe to run repeatedly. Each student is rolled only once. If a student already has an existing enrollment in the next calendar, that student is not included in the enrollment roll again.

Before using this tool, ensure calendars have been rolled forward using the Calendar Wizard.

NOTE: If you are using School Boundary settings on your households, different logic is used. For more information, click here.

Select Source Calendars

- 24-25 Wilson School ES
- Buchanan School 2025 A
- Cleveland School 2025 A
- Eisenhower School 2025 A
- Filmore School 2025 A
- Garfield School 2025 A
- Grant School 2025 A
- Harding School 2025 A
- Hayes School 2025 A
- Hoover School 2025 A
- Jefferson School 2025 A
- Johnson School 2025 A
- Kennedy School 2025 A
- Lincoln School 2025 A
- McDermott School 2025 A

CTRL-click and SHIFT-click for multiple

Select Source Grades

1 10 11 12

13 2 3 4

5 6 7 8

9 ABE IT KG

OS PK PR TK

UG

Select Local Start Status

E1: Init enroll - this year (Valid 93-94 thru current)

(OPTIONAL)

Select Destination Calendar

Select Destination Grade

Select Destination Structure

Start Date Override

If school days for the next school year have been finalized and Calendar Days have been set, this date does not have to be entered. The first term date of the next school year is automatically selected. If Calendar Days have not been set, enter the Start Date Override as the first instructional day of the next school year.

Allow Duplicate Primary Enrollments

Totals Only

Show Warnings

Include students whose enrollments end on the last day of the last term

Source Ad Hoc Student Filter

Source Service Type

Primary

Partial

Special Ed Services

Select Source Structure

Charter School Enrollments

- Students promoted from the final grade level in the school, do not need a future enrollment.
 - For example, if the school only has K-8 grade levels, the grade 8 students do not need to have a future enrollment.

Program Calendars Enrollments

Use the **Enrollment Roll Forward Wizard | Infinite Campus** (<https://kb.infinitecampus.com/help/enrollment-roll-forward>) tool to roll enrollments to the future calendar.

Navigation: Student Information > General Student Administration > Enrollment Roll Forward Wizard

- Roll program student's enrollments for the **OEC, LEP, and OMP** calendars to the future year.
 - The Start Date can be **07/01/20yy**.
 - The Local Start Status should be **N1: Initial Enroll into a Program School**.
 - This can be done multiple times without risk of creating multiple enrollments for a student if necessary.

The screenshot shows the 'Enrollment Roll Forward Wizard' interface. The 'Select Local Start Status' dropdown is highlighted with a red box and contains the text 'N1: Initial Enroll into a Program School (Valid 03-34 thru cu)'. Other visible fields include 'Select Source Calendars', 'Select Destination Calendar', 'Select Destination Grade', 'Select Destination Structure', 'Start Date Override', and 'Source Ad Hoc Student Filter'.



Enrollment records roll based on the sequencing of the grade in grade level setup. If sequencing is not in order, select the source grade and the use the select destination grade to force the enrollment to have the chosen grade level.

OHP Calendar Enrollments

- Students are reassessed each year for the program, so a future enrollment is not required.
- Students can be enrolled in the calendar at a later date if needed.

Pre-Register Students



Make sure the calendar context is the future year.

- Student's may be pre-registered in an NC Public or Charter school if they have a current year enrollment.
- **DO NOT request or release** transfer record requests in the NCSIS prior to **July 1st**.
- DO NOT release records in NCSIS after July 1st unless all data entry is complete for a student (including summer school data).
- Start Date should be the **first instructional day** of the future school year.
- Entry Status should be **E1: Init enroll - this year**.

Enrollment Cleanup Wizard (<https://kb.infinitecampus.com/help/enrollment-cleanup-wizard>)

Navigation: Student Information > General Student Administration > Enrollment Cleanup Wizard



Make sure the calendar context is the future year.

- Use this tool to clean up future enrollments for students that have withdrawn prior to the end of the current school year.
- Choose **Delete** Enrollments to remove future enrollments for students that have an end date prior to the end of the school year.
- Choose **Update** enrollments to adjust future enrollment dates and/or attributes that were not set to copy forward.
- Run the Delete wizard **weekly** to ensure future enrollments are cleaned up in the future year.

Enrollment Cleanup Wizard ☆

Enrollment Cleanup Wizard

The Enrollment Cleanup Wizard contains two distinct modes:

- **Delete Enrollments**
This mode DELETES enrollments in future calendars for students who have left the school before the end of the year and have not re-enrolled in the same school year, OR who no longer meet the Student Assignment requirements for enrollment in the next school year.
- **Update Enrollments**
This mode UPDATES attributes and start dates for enrollment records, 9th grade entry dates on graduation records, transportation records, and course section rosters. Enrollments can be updated to the first instructional date of the selected calendar or backdated to a date prior to the first instructional date of the selected calendar. Enrollment attributes in the selected calendar that are marked as "Copies Forward" can also be updated to match previous year values.

Note: The Delete mode and Attribute update method of the Update mode only modifies or deletes enrollments that were created using the Enrollment Roll Forward tool. The start date method of the Update mode modifies any enrollment in the selected calendar and student ad hoc regardless of how that enrollment was created.

Delete Enrollments

Update Enrollments

1. Calendar to Update *

25-26 Monroe High School

2. Student Filter *

All Students

3. Service Type *

Primary

Partial

Special Ed Services

4. Method *

Update Enrollment and related record Start Dates to first instructional day of the selected Calendar (First Instructional Day: 6/25/2025)

Update Date First Entered 9th Grade on Graduation Records for 9th Grade Enrollments

Update Roster Start Dates for affected students

Update Transportation Record Start Dates for affected students

Update Enrollment Start Dates to date before first instructional day of the selected Calendar

Start Date *

Update "Copies Forward" enrollment attributes to match previous year values

Show Warnings

5. RUN TEST

6. RUN CLEANUP



You've completed this section.

Choose where to go next.

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