

Change Active Year

04/21/2026 6:39 am EDT

Update Active Year



Before updating the active year, ensure the following steps in the following articles have been completed:

1. **Future Year Setup** (<https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/create-future-year>)
2. **Future Enrollments** (<https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/create-future-enrollments>)
3. **Close Out School Year** (<https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/close-out-school-year>)

Once all tasks above have been completed, follow the steps below to change the active school year. Active school years must be updated by July 1st each year.

Navigation: Scheduling & Courses > Calendar Setup > School Year Setup

1. Select the **future** year.
2. Check the **Active** Checkbox.
3. Click **Save** to make the future year active.

School Year Setup ☆

Label	Start Year	End Year	Active
25-26	2025	2026	
24-25	2024	2025	X
23-24	2023	2024	
22-23	2022	2023	
21-22	2021	2022	
20-21	2020	2021	
19-20	2019	2020	

School Year Detail

*Label: 25-26
 *Start Year: 2025
 Start Date: 07/01/2025

Active:
 *End Year: 2026
 End Date: 06/30/2026


School Year:

Instructional Minutes Preference


- Exclude non-instructional periods
- Exclude non-instructional minutes
- Exclude time gaps between periods

School Day Minutes Preference

- Exclude non-instructional periods
- Exclude non-instructional minutes Max non-instructional minutes per period
- Exclude time gaps between periods Max non-instructional minutes for period gaps

 When the active year is updated, the scheduling trial that is active will lock automatically.

 **NCDPI will switch the active year for the State Edition on July 1st.**

 **You've completed this section.**
Choose where to go next.

[← Return to End of Year Overview](#)