

Change Active Year

08/05/2026 10:44 am EDT

Update Active Year

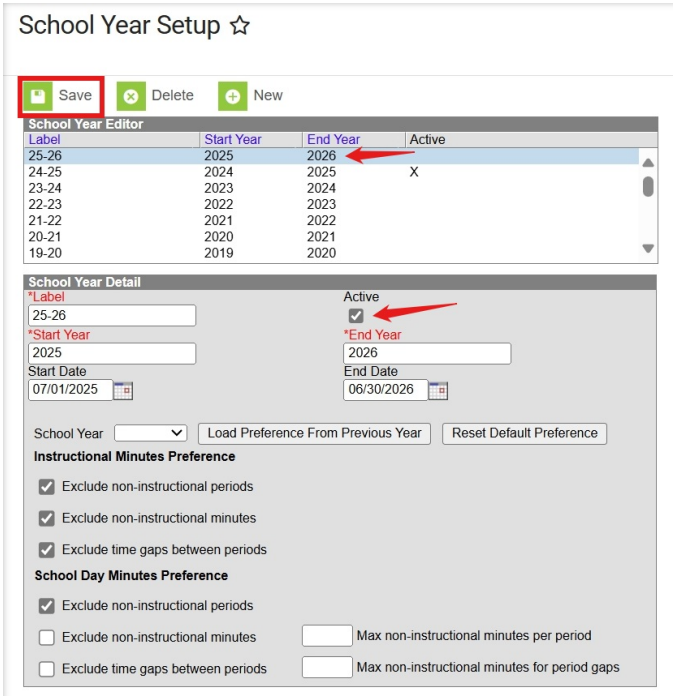
Before updating the active year, ensure the following steps in the following articles have been completed:

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 before the first instructional day of the school 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.



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

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