

Create Summer Calendar High School

04/20/2026 9:33 pm EDT

For students completing graduation requirements after the last instructional day of the current year or before the first instructional day of the next year, a summer school enrollment is required to document the completion of the student's graduation requirements. A Summer School Calendar is mandatory to ensure proper data tracking and state reporting. While summer school calendars for other purposes are optional, it is required to facilitate an enrollment record with a W6 status while maintaining the end of year status.

PSUs will be able to accurately document the completion of graduation requirements and ensure students are correctly identified as regular or summer graduates.

The Summer School calendar must be associated to the correct school year based on the completion date of the graduation requirements.

- Completion on or before August 7: The student is a Regular Graduate and must have a W6 record associated with the prior school year. (Ex: Student completed July 25, 2026, the calendar should be attached to the 25-26 year)
- Completion after August 7: The student is a Summer Graduate and must have a W6 record associated with the next school year. (Ex: Student completed August 10, 2026, the calendar should be attached to the 26-27 year)

Only minimum setup is required to create the calendar. Below are steps to create a Summer School Calendar.

Create New Calendars

Navigation: Scheduling & Courses > Calendar Setup > Calendar Wizard

- Select **Create New Calendars by Roll Forward Calendars with selected data.**
- Select the **corresponding year** based on the scenario above.
- Choose **Year Schoolname** template
- Enter the day **after the last instructional day of the current calendar** as the Start Date.
- Enter the day **before the first instructional day of the future calendar** as the End Date.
- Select the **calendar** to roll forward.
- Click **Next**.

Calendar Wizard

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.

Select Wizard Mode

- 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

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Edit Calendar Attributes for new Calendars

Year: 25-26

Name Template: [year][schoolname]

Number:

*Start Date: 6/6/2026

*End Date: 8/18/2026

Select Calendars to Roll

- 20-20 Jackson Elementary
- 25-26 Jefferson Middle School
- 25-26 LEP
- 25-26 Lincoln High School
- 25-26 Madison Elementary Sch 1
- 25-26 Madison Elementary Schoo
- 25-26 McKinley Elementary
- 25-26 Monroe High School
- 25-26 Taft Middle School
- 25-26 Wilson School
- 25-26 Wilson School 1
- 24-25 Arthur High School
- 24-25 Coolidge School
- 24-25 Harrison High School
- 24-25 Homeless
- 24-25 Jackson Elementary
- 24-25 LEP

CTRL-click and SHIFT-click for multiple

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- Select the following data to copy:
 - **Schedule Structures**
 - **Grade Levels**

Pick the Data to Copy

Calendar Attributes

Schedule Structures

- Term Schedules
(NOTE: Term dates will not roll if they fall outside of the calendar start and end dates.)
- Period Schedules
- Days
 - Day Events
- Section Templates
- Portal Calendar and Term Settings

Grade Levels

- Click **Run Wizard**.
- When the wizard is complete, refresh the browser to see the updated calendar in the context dropdown.

Update Calendar Information

Navigation: Scheduling & Courses > Calendar Setup > Calendar Information

Make sure the calendar context is the Summer School calendar.

- Update the Name to include "YY-YY xxxxxx **Summer School**" (30 character limit so "**SS**" can be used as needed)
 - If more than one summer school calendar is created for the same school year, use an extension of the name to identify different calendars. (i.e. SS1, SS2 or SS26, SS27)
- Enter a **sequence** to determine the order of the calendar in the context dropdown. (Optional)
- Verify the **start** and **end** dates are correct.
- Check the box for **Summer School**.
- Select **S: Summer School** from the Type dropdown.
- Click **Save** to update the calendar information.

Calendar Info

Calendar ID 698	Parent Calendar ID 697	School 20 Arthur High School (schoolID:20)
*Name 25-26 Arthur High School SS	Number	Sequence
*Start Date 06/06/2026	*End Date 08/18/2026	Summer School <input checked="" type="checkbox"/>
Student Day (instructional minutes)	Teacher Day (minutes)	Exclude <input type="checkbox"/>
Whole Day Absence (minutes)	Half Day Absence (minutes)	School Choice <input type="checkbox"/>
Track ▼		
Type S: Summer School ▼		
Require Student Assignment <input type="checkbox"/>	External LMS Exclude <input type="checkbox"/>	
Ignore Master Push <input type="checkbox"/>		
Comments rolling 04/15/2026 11:19 AM		

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