Beginning of Year

06/29/2026 2:34 pm EDT

Beginning of Year Overview

The Beginning of Year (BOY) process ensures that Public School Units (PSUs) are operationally ready for students and staff on the first day of school. This process begins after the new school year has been marked as **Active** in NCSIS. The majority of BOY activities focus on verifying, adjusting, and finalizing data to support accurate attendance, grading, scheduling, and state reporting throughout the school year.

Beginning of Year activities are organized into several key areas, including **New School Year Setup**, **Course Masters & Grading**, **Scheduling**, **Student Information**, **Census Information**, **Staff Information**, **Administrative Tasks**, **Summer School Processes**, and **Access Management**.

The **New School Year Setup** tasks must be completed first, as they establish the foundation for all other BOY activities. Once the required setup is finalized, PSUs may complete the remaining sections in the order that best supports local processes and timelines.

Use the navigation links below to access the procedures and resources for each Beginning of Year area. Select a section to view detailed guidance, required tasks, recommended verification steps, and related resources. In addition to completing the NCSIS Beginning of Year procedures, PSUs should perform any locally established processes and validations necessary to ensure students, staff, schedules, courses, and operational data are fully prepared for the start of school.

After all, Beginning of Year activities have been completed, proceed to the **Start of School** section to prepare for daily school operations and the arrival of students and staff.

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New School Year

Course Masters & Grading

Scheduling



Student Information

Census Information

Staff Information

Administrative Tasks

Summer School

Access Management

Checklists

Recorded Webinars

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