


# Administrative Tasks

06/29/2026 2:04 pm EDT

## Administrative Beginning of Year

### Grading Window Setup

*Navigation: Menu > Grading & Standards > Grading & Standard Administration > Grading Window*

- Grading windows for the year can be setup at the beginning of year. Follow the Grading Window | Infinite Campus (https://kb.infinitecampus.com/help/grading-window) article for guidance on setting the grading windows.
- Be sure to set after all grading tasks and/or standards have been updated and pushed to courses/sections.

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### Update Reports

*Navigation: Menu > System Settings > System Preferences > Report Setup*

- **Reports** such as report cards, schedules, etc. were rolled forward in one of the Closing Out the Year steps (Administrative End of Year (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/administrative-eoy)). Some reports may need to be updated to reflect the current school year information.
- See the Report Setup | Infinite Campus (https://kb.infinitecampus.com/help/report-setup) article for information about modifying reports.
- Check any local **Data Validations** and/or **Ad Hoc** reporting to update information to the current year as needed. If the "activeToday" field was changed for summer usage, be sure to update this value to ensure reports pull as expected when used during the school year.
- Review any **Letters** created in Attendance Letters or Letter Designer and update information to the current year as needed.

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### Restore Automated Tasks

Communicate with third party vendors on dates for restarting tasks for the upcoming school year.

### Task Scheduler

*Navigation: System Settings > System Processes > Task Scheduler*

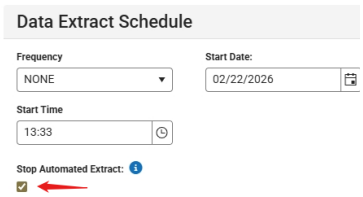
- Uncheck the **Stop/Pause Execution** checkbox for any automated Task Scheduler tasks when ready to begin processing for the new school year.




## Data Extract Utility

*Navigation: System Settings > Data Utilities > Data Extract Utilities*

- Uncheck the **Stop Automated Extract** checkbox for any automated Data Extract Utility extracts when ready to begin processing for the new school year.

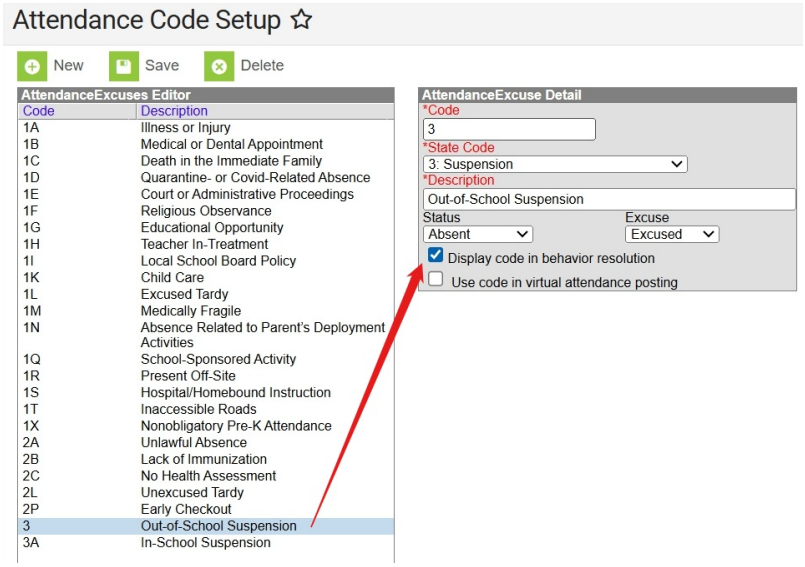



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## Verify Attendance Codes

*Navigation: Menu > Attendance Office > Settings > Attendance Code Setup*

- Use Attendance Code Setup (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/attendance-code-setup-d1b6608) article to confirm attendance codes are setup correctly.
- Ensure that the appropriate attendance codes are checked to display in behavior resolutions. (i.e. 3 Out-of-School Suspension, 3A In-School Suspension)
- The **(NC) Attendance Code Audit** Validation report can be used in the All Schools context to see attendance code setup for all calendars at one time. (*Navigation: Menu > Reporting > Data Validation > Data Validation Report*)

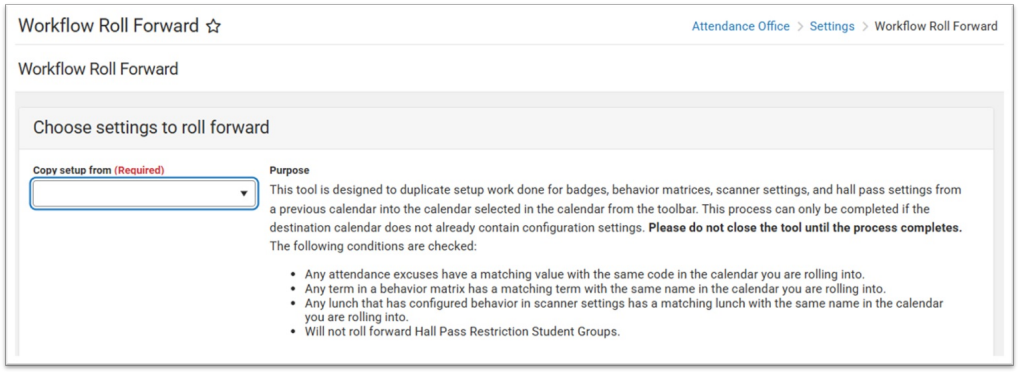



## Workflow Roll Forward (if applicable)

*Navigation: Menu > Attendance Office > Settings > Workflow Roll Forward*

The Workflow Roll Forward tool duplicates the setup for Hall Pass, Badges, Behavior Matrices, and Scanner Settings for Check In/Check Out.

- See the Workflow Roll Forward | Infinite Campus (https://kb.infinitecampus.com/help/workflow-roll-forward-article)article for more information.




Do not close this screen until the entire process has completed.

## Fees (if applicable)

*Navigation: Menu > Fees*

- Add or update fees for the school year as applicable.
- See the Fees | Infinite Campus (https://kb.infinitecampus.com/help/fees-e62810c) articles for more information.

## Transportation Tips (if applicable)

- **Verify Household Connections for First-Time Students**
  - Before completing enrollment for a first-time student, confirm the student is properly linked to a household record. Blank or missing addresses in TIMS or other third party transportation programs are usually caused by students not being connected to a household during enrollment.
- **Review and Correct Household Addresses Early**
  - After new student addresses are uploaded, use TIMS or other third party transportation programs to identify and correct common address issues such as typos, incorrect street types, or apartment/lot numbers entered in the wrong fields. Data managers and SIS Coordinators should work closely with Transportation staff to resolve address discrepancies before the first day of school. This process is important year-round, but especially critical during June, July, and August when the majority of new student enrollments occur.
- **Enter Day One Bus Requests Using the Actual Request Date**
  - When creating or updating transportation requests on the Student Transportation Screen, always use the actual date the request is entered, not the date transportation service should begin. For example, if a day one bus request is entered in July, the request date should reflect the July entry date. Using the first day of school as the request date delays the request from appearing to Transportation staff until that date, which can prevent timely routing and scheduling.

## Graduate Data Verification (GDV)

- Ensure all graduate data information is correct before the report is due.
- See the Graduation Data Verification Report (GDV) (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/graduation-data-verification-report-gdv) article for more information.

**You've completed this section.**

Choose where to go next.

Return to Beginning of Year Overview | Continue to Summer School Processes