

Administrative Beginning of Year

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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.

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.

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.

Scheduled Task Detail

Name: (Required)

Start Date/Time (Required)

Stop/Pause Execution

Recurring Frequency:

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.

Data Extract Schedule

Frequency

Start Date:

Start Time

Stop Automated Extract:

Verify Attendance Codes

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

- Use [Attendance Code Setup](https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/attendance-code-setup-d1b6608) (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*)

Attendance Code Setup ☆

+ New Save Delete

AttendanceExcuses Editor	
Code	Description
1A	Illness or Injury
1B	Medical or Dental Appointment
1C	Death in the Immediate Family
1D	Quarantine- or Covid-Related Absence
1E	Court or Administrative Proceedings
1F	Religious Observance
1G	Educational Opportunity
1H	Teacher In-Treatment
1I	Local School Board Policy
1K	Child Care
1L	Excused Tardy
1M	Medically Fragile
1N	Absence Related to Parent's Deployment Activities
1Q	School-Sponsored Activity
1R	Present Off-Site
1S	Hospital/Homebound Instruction
1T	Inaccessible Roads
1X	Nonobligatory Pre-K Attendance
2A	Unlawful Absence
2B	Lack of Immunization
2C	No Health Assessment
2L	Unexcused Tardy
2P	Early Checkout
3	Out-of-School Suspension
3A	In-School Suspension

AttendanceExcuse Detail

*Code: 3

*State Code: 3 Suspension

*Description: Out-of-School Suspension

Status: Absent Excuse: Excused

Display code in behavior resolution

Use code in virtual attendance posting

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) (https://kb.infinitecampus.com/help/workflow-roll-forward-article) article for more information.

Workflow Roll Forward ☆ Attendance Office > Settings > Workflow Roll Forward

Workflow Roll Forward

Choose settings to roll forward

Copy setup from (Required) Purpose

This tool is designed to duplicate setup work done for badges, behavior matrices, scanner settings, and hall pass settings from a previous calendar into the calendar selected in the calendar from the toolbar. This process can only be completed if the destination calendar does not already contain configuration settings. **Please do not close the tool until the process completes.**

The following conditions are checked:

- Any attendance excuses have a matching value with the same code in the calendar you are rolling into.
- Any term in a behavior matrix has a matching term with the same name in the calendar you are rolling into.
- Any lunch that has configured behavior in scanner settings has a matching lunch with the same name in the calendar you are rolling into.
- Will not roll forward Hall Pass Restriction Student Groups.

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) (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) (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/graduation-data-verification-report-gdv) article for more information.



You've completed this section.

Choose where to go next.

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[Continue to Summer School Processes](#)

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