

Before Day One

07/27/2026 9:03 pm EDT

The **Before Day One** process includes the final checks that should be completed before students arrive. Verify that students, staff, schedules, attendance, grading, and other important information are ready for the first instructional day. Various staff may be responsible for these areas. This information is provided as a guide and may not include all tasks. Follow local procedures for additional guidance and to prepare for the start of school.

Schedule Readiness

- Ensure all sections are created and teachers are assigned.
 - Ensure rooms are assigned and correct as applicable.
 - See the [Beginning of Year Master Schedule](https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/master-schedule-boy) (<https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/master-schedule-boy>) article for guidance and more information.
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Student Readiness

- Ensure all students are enrolled with correct grade level, start date and start status.
 - Ensure students are withdrawn using the [Summer No Show Process](https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/no-show-summer) (<https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/no-show-summer>).
 - Address any overlapping enrollments.
 - Use the [Beginning of Year Student Information](https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/student-information-boy) (<https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/student-information-boy>) articles for guidance and reports for reviewing enrollment information.
 - Ensure students have full schedules. See the [Beginning of Year Student Schedules](https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/student-schedules-boy) (<https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/student-schedules-boy>) article for helpful reports.
 - Ensure portal templates and information visibility are updated for the correct year and enabled when appropriate.
 - Ensure student access is enabled when appropriate.
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Staff Readiness

- Ensure staff are able to log in for the correct year.
- Ensure teachers have all the information needed to take attendance, view rosters, and enter grades. See the [Teacher Resources](https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/teacher-resources) (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/teacher-resources) article for links to available training information.
- See the [Beginning of Year Staff Information](https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/staff-information-boy-staff-information) (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/staff-information-boy-staff-information) articles for more information.
- Review/update staff census information as applicable.

Section Roster Report

A **Class Roster** may be helpful to provide information as needed. This report displays student rosters for each section and teacher(s) or course(s) selected. The Effective Date is used to determine both the active Teachers assigned to the Course-Section and which students to include on the roster. The sections can be sorted by Course Name, Course Number or Period for each teacher selected.

Navigation: Menu > Scheduling & Courses > Reports > Section Rosters Report

- Select **Term**.
- Select **Period Schedule(s)**.
- Select **Period(s)**.
- Select **Teacher(s)**.
- Select Effective **Date**. (Date must be at least the first instructional day)
- Choose **printing, output** and **extra options**.
- Select **Sorting** preference.
- **Generate Report**. Use Submit to Batch for large selections.

Section Rosters Report ☆

Section Rosters

This report displays student rosters for each section for each teacher or course selected. The Effective Date is used to determine both the active Teachers assigned to the Course-Section and which students to include on the roster. The sections can be sorted by Course Name, Course Number or Period for each teacher selected.

* Term

Q1

* Effective Date

07/06/2026

Period Schedule

All Period Schedules

A

B

C

D

E

CTRL-click or SHIFT-click to select multiple

Period

All Periods

1

2

3

4

5

6

10

CTRL-click or SHIFT-click to select multiple

Page Printing Options

☒ Shade Alternate Rows
 ☒ Add Page Break After Each Section
 ☐ Print Homeroom Courses Only

Display Options

☐ Course State Code
 ☒ Staff Number
 ☒ Show Section Placement
 ☒ Show Incoming Students
 ☐ Show Dropped Students
 ☐ Show Blended Learning Group Summary

Student Options

☒ Student Number

☒ Local Number
 ☐ State ID

☒ Student Picture

☒ Small
 ☐ Large

☐ Household Phone and Address
☐ Guardians
☒ Show Guardian Contact Information
☐ Counselor Name
☐ Graduation Cohort Year
☐ Race/Ethnicity

☒ Federal
 ☐ State

☐ Date of Birth
☐ Gender Identity
☐ Health Conditions
☐ Programs/Flags

☐ Flags
☐ IEP
☐ PLP

☐ Blended Learning Group
☐ Locker

Teacher

All Teachers

Abee, Hang #125514

ABERNATHY, LEAH #126162

Adcock, Sara #89619

Afford, Linda #124382

Allen, Karen #125607

Altvaer, MICHELLE #126378

Armstrong-Stone, SCOTT #120570

BAILEY, Barbie #65343

Bailey, EMILY #81162

BAKER, Lisa #125680

BARBER, LAUREN #125195

Barker, Anabela #125965

Beauchamp, Paige #125703

CTRL-click or SHIFT-click to select multiple

Sort By

☒ Number
 ☐ Name

Course

All Courses

0A027X0 AP Computer Sci Prin

0A027X0VA AP Computer Sci Prin - VA

0A027X0VPS AP Computer Sci Prin - VPS

Sort Sections By

☒ Teacher / Course Name
 ☐ Teacher / Course Number
 ☐ Teacher / Period

Generate Report

Submit to Batch

26-27

Monroe High School

4321 109th Ave NE, Blaine, NC 55449

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Section Rosters

Teacher: ABERNATHY, LEAH Staff Number: 126162

Period Schedule: All Period Schedules

Effective Date: 08/19/2026 - Courses: 1 Sections: 1

Active Students: 1 Active Grade Levels: 11:1

Course: 0A027X0-1 AP Computer Sci Prin

Room: 201

Term(s): Q1, Q2, Q3, Q4

Period: 3 11:13AM-1:05PM (8)

Grade Levels: 11:1

Active Students: 1

Student	Start Date	End Date	Phone and Address
11 Argyleon, Frankie #9783	(999)555-9577	144 73rd Street Rd	Blaine, NC 55449
	(999)555-0532	5298 79th Street Rd	Blaine, NC 55449

Incoming Students: 0

Student	Start Date	End Date	Phone and Address
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Attendance Readiness

- Ensure periods in period schedules are set to the correct instructional or not instructional option.
- Ensure the periods have the correct time as applicable.
- See the [Beginning of Year New School Year](https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/new-school-year) (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/new-school-year) articles for more information on Period Setup.
- Ensure all staff know local attendance procedures. See the [Teacher Resources](https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/teacher-resources) (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/teacher-resources) article for links to available training information.

Below are some reports that may help prepare for attendance on day one of school.

Attendance Register Report

This report prints blank columns for multiple days.

Navigation: Menu > Attendance Office > Reports > Attendance Register

- Select **Course Section Attendance Register**.
- Enter the **Start** and **End Date**. (Tip: Select the first ten instructional days.)
- Choose **Portrait** or **Landscape** orientation.
- Select **teacher(s)**. To select multiple teachers, hold control while selecting the teacher(s).
- Select **section(s)**. To select multiple sections, hold control while selecting the section(s).
- Check to **Print copy for the Primary Teacher only**.
- Select **sort** option.
- **Generate Report**.

Attendance Register ☆

Attendance Register

The Course Section Attendance Register prints student attendance records by course-section. 1 page per section. Each student reports total periods Present, Tardy, Absent Unexcused, Absent Excused, and Off Roll. A register will print for the Primary Teacher and any other Teachers who are active in the date range unless "Print a copy for the Primary Teacher only" is selected. This is a complex report, please try to limit the number of teachers and sections selected per batch.

What report type would you like?
☐ Student Daily Attendance
☒ Course Section Attendance Register

What attendance dates would you like to include in the report?
☒ By Date
Start Date 8/19/2026
End Date 09/01/2026
☐ By Term

How would you like the report oriented?
☐ Portrait
☒ Landscape

What students would you like to include in the report?
☒ Select Teachers and Sections
☐ Select an Ad Hoc Filter

Teachers
All Teachers
BAIR, William
Baldwin, JAN
BAUGUESS, SARA
Bishop, TAMMY
BOLICK, Bobbie
BRYDEN, TINA
Bumgarner, Chelesa
BUMGARNER, Kathleen
BURCH, BRIAN
CANTER, ANGIE
Carlisle, EVAN
CHAPMAN, Brandy
CUMMINGS, James
DeHart, Eric
CTRL-click or SHIFT-click to select multiple

Sections
All Sections
43032Y0VA-91 World History-VA-HSCred
43032Y0VA-94 World History-VA-HSCred
99329Y0Y-1 Homeroom
99329Y0Y-10 Homeroom
99329Y0Y-41 Homeroom
99329Y0Y-42 Homeroom
99329Y0Y-43 Homeroom
99329Y0Y-44 Homeroom
99329Y0Y-45 Homeroom
99329Y0Y-46 Homeroom
99329Y0Y-91 Homeroom
99329Y0Y-93 Homeroom
99329Y0Y-95 Homeroom
99329Y0Y-701 Homeroom

Sort by ☒ Number ☐ Name

What options would you like to use for printing?
☒ Print a copy for the Primary Teacher only
☐ Include only Instructional Days
☐ Include Non-Instructional Periods
☐ Use District Attendance Codes
☐ Print Classroom Monitor Attendance
☐ Print Period Schedule
☐ Print District Attendance Codes

How would you like to sort students?
☒ Teacher
☐ Course

Report Format: PDF

Generate Report

26-27 Jefferson Middle School
4321 109th Ave NE Blaine, NC 55449
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Course Section Attendance Register
99329Y0Y-41 Homeroom Teacher: Fogle, VICTORIA (Primary)
Date Range: 8/19/2026 - 09/01/2026
Period: ATT Students: 6

Student #	Student Name	W0819	R0820	F0821	Sa0822	Su0823	M0824	T0825	W0826	R0827	F0828	Sa0829	Su0830	M0831	T0901	Present	Tardy	ABS UNEX	ABS EX	Off Roll
24254	Bernal Santos, Logan (8)															10	0	0	0	0
17251	Bolin, Vaden (8)															10	0	0	0	0
32919	Castro Ramos, Krista (8)															10	0	0	0	0
22127	Coffey, Zae'Den (8)															10	0	0	0	0
26774	Dietrich, Nayeli (8)															10	0	0	0	0
127497	Donovan, Elizabeth (8)															10	0	0	0	0

To the best of my knowledge, the information contained on this attendance record is verified as accurate and complete
Signature: _____ Date: _____

Sub Attendance Roster

This report prints blank columns for a single day.

Navigation: Menu > Attendance Office > Reports > Sub Attendance Roster Report

- Select **effective** date.
- Select **period(s)**.
- Select **teacher(s)**. To select multiple teachers, hold **control** while selecting the teacher(s).
- Select **Display** and **Student Options** to include.
- Add a **comment** if needed.
- Click **Generate Report**.

Sub Attendance Roster Report ☆

Substitute Attendance Rosters

This tool prints section rosters with additional information intended to allow substitute teachers to take attendance on paper for future entry. Enter the date for which attendance is being taken in the Effective Date field.

Day Selection
Effective Date: 08/19/2026
Period: All
1
2
3

Course Selection
Teacher: All Teachers
BAIR, William #125815
Baldwin, JAN #123897
BAUGUESS, SARA #124993
Bishop, TAMMY #126059
BOLICK, Bobbie #126210
BRYDEN, TINA #124921
BUMGARNER, Kathleen #125000
Bumgarner, Chelesa #124873
BURCH, BRIAN #128074
CANTER, ANGIE #126087
Carlisle, EVAN #125125
CHAPMAN, Brandy #125420
CUMMINGS, James #53828
CTRL-click or SHIFT-click to select multiple
Sort By: Number (selected) Name
Course: All Courses
0A007X0 AP Research
43032Y0VA World History-VA-HSCred
99329Y0Y Homeroom

Display Options
☒ Show Tardy Column
☒ Show Time In/Out Columns
☒ Shade Alternate Rows
☐ Primary Teachers Only
☐ Show Period Schedule Name

Student Options
☒ Student Picture
☐ Gender
☒ Student Number
☐ Nickname

School Comment (printed on all)
Report Format: PDF
Generate Report

26-27
Jefferson Middle School
4321 109th Ave NE, Blaine NC 55449
Generate on 07/06/2026 12:18:14 PM Page 1 of 1

Teacher: Fogle, VICTORIA
Effective Date: 08/19/2026

Course: 99329Y0Y-41 Homeroom
Period: ATT
Time: 07:30 AM-02:45 PM Students: 6 M: 3 F: 3

Student	P	A	T	Time in	Time out	Comments
8 Bernal Santos, Logan #24254						
8 Bolin, Vaden #17251						
8 Castro Ramos, Krista #32919						

Grading Readiness

- Ensure grading tasks and grade calc options have been updated and pushed to course/sections as applicable.
- Ensure teachers have information needed for grading procedures. See the [Teacher Resources](https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/teacher-resources) (<https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/teacher-resources>) article for links to available training information.
- See the [Beginning of Year Course Masters & Grading](https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/course-masters-grading-boy) (<https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/course-masters-grading-boy>) articles for information on grading.

Parent Communication Readiness

- Ensure portal templates and information visibility are updated for the correct year and enabled when appropriate.
- See the [Beginning of Year Access Management](https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/access-management-boy) (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/access-management-boy) articles for more information.
- Review Census data and ensure guardians, emergency contacts, and household information is correct.
- See the [Beginning of Year Census Information](https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/census-information-boy) (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/census-information-boy) for more information.
- Ensure information is correct for use with Messenger. See the [Messenger | Infinite Campus](https://kb.infinitecampus.com/help/9300a24) (https://kb.infinitecampus.com/help/9300a24) article for more information.

Transportation Readiness

- Ensure students' census information is up to date for bus routes.
- Ensure bus assignments are added with correct dates as applicable.

Health and Special Programs

- Verify students needing updates for health/medical information.
- Ensure programs and flags are reviewed and added as applicable to ensure students receive needed services.



You've completed this section.

Choose where to go next.

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[Start of School Day One](#)

(<https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/day-one>)

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