

Day One

07/27/2026 9:03 pm EDT

The **Day One** process focuses on supporting the first instructional day of the school year. Monitor attendance, enrollment, scheduling, and other daily activities. Resolve issues as they are identified to help ensure students and staff have the information they need for a successful first day.

Tasks during this phase may be completed by different staff based on local roles and responsibilities. This article provides general guidance and may not include all local processes.

Attendance Monitoring

Monitor teacher attendance to ensure all attendance is completed in the NCSIS. This is critical to ensure which students were in membership on the first day of school. See the [Attendance Entry Wizard | Infinite Campus](https://kb.infinitecampus.com/help/attendance-entry-wizard) (<https://kb.infinitecampus.com/help/attendance-entry-wizard>) article for information on entering attendance for students as needed. The [Attendance \(Student Information\) | Infinite Campus](https://kb.infinitecampus.com/help/attendance-student) (<https://kb.infinitecampus.com/help/attendance-student>) article is also helpful for entering an individual student's attendance.

Classroom Monitor

Use this tool to determine which teachers/sections are not complete. Course/sections display red when attendance has not been taken and green when attendance has been taken.

Navigation: Menu > Attendance Office > Classroom Monitor

- Select **Date** and click **Refresh**.
- Check "**Primary Teachers Only**" box.

Classroom Monitor ☆						
Classroom Monitor						
This tool monitors classroom attendance.						
Date: 08/19/2026 Refresh Incomplete Teacher Attendance ☐ Primary Teachers Only Last Refreshed: 03:06						
Teacher	Dept	Contact	1	2	3	4
ABERNATHY, LEAH	ELA					
Adcock, Sara	World Lang			11012X01-2 (~/1)		
Armstrong-Stone, SCOTT	Soc Stud					
BAILEY, Barbie					52312X01IN-1 (~/3)	
Bailey, EMILY	ELA					
BAKER, Lisa						9213BX0VPS-1 (~/1)
Barker, Anabela	ELA			10215X01-1 (9/9)		
Beauchamp, Paige			10232X0-1 (32/32)	10232X01-2 (~/1)		
BELANGER, Brandon	Electives					

Daily Attendance Processing

Use this tool to view students that were marked absent on a specific day. Results display in a summary report of all students absent/tardy on the date chosen. It is a good practice to maintain copies of the Summary Report for each day during the first ten days to confirm students that have not attended.

Navigation: Menu > Attendance Office > Daily Attendance Processing

- Enter **Date**.
- Choose **Summary Report**.

Daily Attendance Processing ☆

Summary Report

Caller Report

Daily Attendance

Date: 08/19/2026UnknownExcusedUnexcusedExempt

Day: Wednesday - Period Schedule: A

Ad Hoc Filter

Note: For additional section detail hover over a period in the grid below.

Cross-Site Enrollment

Student	Number	Grade	1	2	3	4	5	6
Details Young, Rhylee	19826	11	2A	2A	2A	2A		

26-27

Monroe High School

4321 109th Ave NE, Shaine, NC 99449

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Daily Attendance Summary Report

Date: 08/19/2026

Report generated for Green, Marissa

Grade	Student	Number	1	2	3	4	5	6	Period	10	11	12	15
11	Young, Rhylee	19826	2A	2A	2A	2A							

Scheduling Adjustments

- Ensure student's schedule changes are reflected in NCSIS so teacher's rosters are updated and attendance can be taken.
 - Be sure section start and end dates reflect the time frame the student was in the sections. No dates should be entered when a student starts the section on the first day of the term.
- Update Section Staff History as teacher changes occur.
- Create/update sections as changes occur.

Enrollment Adjustments

As new students arrive, ensure they are enrolled with the correct grade level, start date and start status. Add students to rosters as appropriate.

Some students may not attend on their scheduled enrollment start date. PSUs may use different processes to manage these students during the first ten instructional days. Users should follow **local processes** for documenting students who have not attended and determining when a student should be processed as a No Show. The options below are methods that may be used when a student has not attended school. See the [No Show Start of School](https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/no-show-process-start-of-school) (<https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/no-show-process-start-of-school>) article for details of each process.

There is a State Published Ad Hoc, Student Absent on First Day of Enrollment that can be used to search and select students that were absent on their first day of enrollment. Please note that ad hoc will not display students until attendance is refreshed overnight or manually. When using this ad hoc, ensure the students listed were absent for their first day of enrollment before processing any enrollment adjustments. See the [Student Absent First Day of Enrollment Filter](https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/no-show-process-start-of-school#student-absent-first-day-of-enrollment-filter) (<https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/no-show-process-start-of-school#student-absent-first-day-of-enrollment-filter>) for more information on the filter and refreshing attendance aggregation.

- **Option 1: No Show Students on the Enrollment Start Date Beginning Day One**
 - Process the student as a **No Show** (<https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/no-show-process-start-of-school#noshow>) on the first instructional day or the student's scheduled enrollment start date if the student does not attend.
- **Option 2: Keep the Enrollment Active Until Attendance is Verified**
 - Leave the student's enrollment active and record absences until one of the following occurs:
 - The student attends school for at least half of the instructional day.
 - The student does not attend within the first ten instructional days and is processed as a no show.
 - If the student returns within the first ten instructional days, follow the [Enroll a No Show Student Returning Within Ten Instructional Days](https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/no-show-process-start-of-school#enroll-a-no-show-student-returning-within-ten-instructional-days) (<https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/no-show-process-start-of-school#enroll-a-no-show-student-returning-within-ten-instructional-days>) process to update the enrollment.
- **Option 3: Move Enrollment Start Date Forward**
 - Update the student's enrollment start date until the student attends school. Follow the steps in the [Move Enrollments Forward](https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/no-show-process-start-of-school#move-enrollments-forward) (<https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/no-show-process-start-of-school#move-enrollments-forward>) process for each day the student does not attend.
 - When updating the enrollment start date:
 - Remove attendance entered before the updated enrollment start date
 - Update the enrollment start date.
 - Update the section roster start dates.
 - If the student does not attend within the first ten instructional days, process the student as a No Show.

When a student is no showed and the record remains a no-show during the nightly sync, the student will

automatically be removed from third-party applications (i.e. TIMS, Clever, Canvas, ECATS).

Family Support

Common requests from families that may require support may include:

- Parent Portal Access
- Student schedules
- Bus assignments
- Contact information updates



You've completed this section.

Choose where to go next.

Return to Start of School

Start of School Days Two Through Nine

<https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/days-two-through-nine>

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