



CALENDARS IN INFINITE CAMPUS

Calendars set the stage for all other collections in Infinite Campus and include: Calendar Information with start and end dates, calendar types for all schools, grades, and configurations, Grade Levels served, Terms by grading period, Period Schedules (including early release or alternate days), Days for student instruction and state required pupil instruction related (PIR) days. Calendar information is used for calculating aggregate hours, course minutes and PIR time for Accreditation, School Finance, and Career and Technical Education (CTE).

School Year Setup

School years must be set up prior to creating calendars for the year. Only Label, Start Year, and End Year are required. Under Instructional Minutes Preference, ensure that **Exclude time gaps between periods** is **un-checked**. If this box is checked, Aggregate Hours will not include passing time.

Label	Start Year	End Year	Active
27-28	2007	2008	
28-29	2008	2009	X
29-30	2009	2010	
30-31	2010	2011	
31-32	2011	2012	
32-33	2012	2013	

School Year Detail

Label: 27-28
 Start Year: 2007
 End Year: 2008
 Start Date: [calendar icon]
 End Date: [calendar icon]
 Active: ☐

Instructional Minutes Preference

☒ Exclude non-instructional periods
☒ Exclude non-instructional minutes
☐ Exclude time gaps between periods
☐ Max non-instructional minutes for period gaps

School Day Minutes Preference

☒ Exclude non-instructional periods
☐ Exclude non-instructional minutes
☐ Exclude time gaps between periods
☐ Max non-instructional minutes per period
☐ Max non-instructional minutes for period gaps

Calendar Creation

Calendars are the defining elements for a school, or portion of a school. Calendars are created based on attendance (grade levels that attend at different times), students (part-time, extracurricular), or program (preschool, alternative). Follow these steps to create the calendar(s) for a school:

- ✓ Roll Calendars from the prior year or create new Calendars.
- ✓ Create Calendars for separate programs (e.g., alternative schools, offsite locations, or extracurricular participation).
- ✓ Enter Calendar information.
- ✓ Verify grade levels (for the calendar, properly mapped to state grade).
- ✓ Enter Terms and term dates.
- ✓ Create period schedules (for regular and alternative days).
- ✓ Create Days (map to appropriate period schedules, identify PIR dates).

Collection Implications:

- Districts must meet the minimum aggregate hours requirements in 20-1-101 and 20-1-301, MCA.
- Districts must meet the in-service requirements in ARM 10.55.714.

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September 2025

Calendar Wizard

PATH: *Scheduling & Courses>Calendar Setup>Calendar Wizard*

It is recommended to roll calendars forward from the prior year, unless there are significant changes that require starting with blank calendars.

1. Select *Create new Calendars by rolling forward selected data* to copy a calendar from a prior year.

The screenshot shows the 'Calendar Wizard' window with the title 'Copy, Rollforward, or Create new Calendar-linked Data'. Below the title is a note: 'This wizard will walk you through the creation of new school calendars by rolling data forward, or copying an existing calendar. Days will only roll forward if there are matching schedule structures and period schedule names in the new calendar. Note: Creating calendars is a database intensive procedure. It can take a long time to complete, and may slow down the system while it runs. Please try to run this tool during off-peak hours.' Under the heading 'Select Wizard Mode', there are three radio button options: 'Create new blank Calendars', 'Create new Calendars by rolling forward selected data (last-years data will be added to a newly created calendar).', and 'Copy data into Existing Calendars'. The second option is selected. At the bottom are '< Back' and 'Next >' buttons.

2. Enter the information for the new year on the left side of the screen. Select the prior year calendar to copy from the right side of the screen (you may copy a single calendar or multiple calendars).

The screenshot shows the 'Calendar Wizard' window with the title 'Copy, Rollforward, or Create new Calendar-linked Data'. Below the title is a note: 'This wizard will walk you through the creation of new school calendars by rolling data forward, or copying an existing calendar. Days will only roll forward if there are matching schedule structures and period schedule names in the new calendar. Note: Creating calendars is a database intensive procedure. It can take a long time to complete, and may slow down the system while it runs. Please try to run this tool during off-peak hours.' The screen is divided into two main sections. On the left, 'Edit Calendar Attributes for new Calendars', there are fields for 'Year' (set to '25-26'), 'Name Template' (set to '[year][schoolname]'), 'Number' (empty), '*Start Date' (set to '07/01/2025'), and '*End Date' (set to '06/30/2026'). A green callout bubble points to these fields with the text: 'Enter the information for the new school year. Start/End Dates are for the new Fiscal Year.' On the right, 'Select Calendars to Roll', there is a list of calendars with checkboxes. A purple callout bubble points to this list with the text: 'Select the prior year calendar to copy to the new school year.' At the bottom are '< Back' and 'Next >' buttons.

3. To ensure that data is properly copied from one year to the next, check all the boxes under Pick the Data to Copy. Click Run Wizard.

The screenshot shows the 'Calendar Wizard' window with the title 'Copy, Rollforward, or Create new Calendar-linked Data'. Below the title is a note: 'This wizard will walk you through the creation of new school calendars by rolling data forward, or copying an existing calendar. Days will only roll forward if there are matching schedule structures and period schedule names in the new calendar. Note: Creating calendars is a database intensive procedure. It can take a long time to complete, and may slow down the system while it runs. Please try to run this tool during off-peak hours.' Under the heading 'Pick the Data to Copy', there is a list of checkboxes for various data elements. A green arrow points to this list with the text: 'Check the boxes to copy from one year to the next. Check all unless there are significant changes.' The 'Run Wizard' button is at the bottom left, and '< Back' and 'Next >' buttons are at the bottom right.

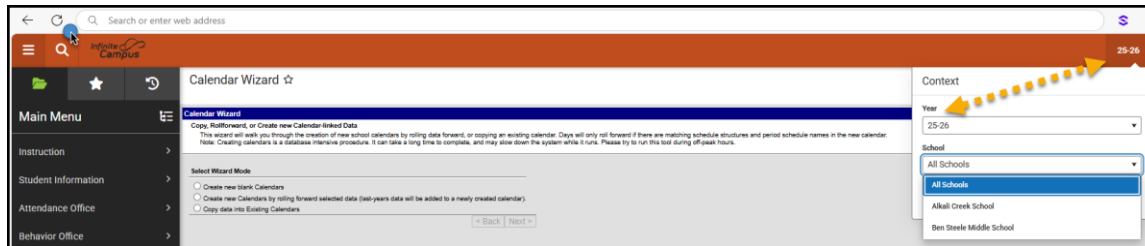
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August 2025

- Refresh the screen and navigate to the next year's calendar.



Calendar Information Tab

- Select Start and End Dates to reflect the fiscal year.
- Select the appropriate type:
 - I: Instructional** – Regular school calendar.
 - A: Alternative** – Alternative education programs that don't follow the regular instructional calendar (different terms, periods, days).
 - F: Offsite** – Programs that are not held at the same location as the school the calendar is associated with (e.g., Attendance Centers).
 - O: Other** – Extracurricular Participation, Educational Savings Account, Home-Based Early Targeted Intervention, etc.
- Select the appropriate Days Per Week.
 - Select **Traditional 5-Day Week** for consistent Monday-Friday schedules.
 - Select **4-Day Week** for consistent 4-day school week schedules.
 - Select **Modified 4-Day Week** if there are regularly scheduled Fridays throughout the year (other than making up a Monday holiday).
 - Example 1: One week a month is 5 days, and the rest of the weeks are 4 days would be a Modified 4-Day Week schedule.
 - Example 2: The first half of the semester is 5-day weeks, and the second half is 4-day weeks would be a Modified 4-Day Week schedule.
 - Example 3: For weeks with a Monday holiday, (i.e. Labor Day) going to school that Friday instead of Monday would **NOT** be a Modified 4-Day Week schedule.
 - Select **Other (Preschool/Kindergarten/SPED Only)** if students attend less than 4 days per week OR for non-instructional calendars.

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Grade Levels

- Grade Levels must match the OPI approved grade levels for the school. Note: The grade levels for a calendar may be a range with the approved grade level if separated for instructional time purposes (e.g., this calendar may be split into separate KF-02 and 03-05 calendars due to differences instructional time – but the grade levels must still be within the approved range).
- Verify that the grade level Name matches an approved State Grade Level Code.

Grade Level Setup ☆

New Save Delete

Grade Level Editor

Name	Seq
G6	7
G7	8

Districts may have different grade names, but they should be mapped to an appropriate State Grade Level Code.

Grade Level Detail

*Name: G8

*Sequence Number: 8

*State Grade Level Code: 08: Grade 8

Standard Day

Maximum Membership Days

Whole Day Absence (minutes)

Half Day Absence (minutes)

Maximum Approved School Choice Applications

Grade Code

Terms

Districts must enter the grading period terms for the selected calendar.

Term Setup ☆

Save Term Schedule/Terms New Term Schedule/Terms Delete Term Schedule/Terms

Term Schedule/Terms Editor

Name	Semester

Term Schedule Detail

*Name: Semester Primary ☒

Term Detail

Name	Sequence	Start Date	End Date
X S1	1	08/27/2025	01/18/2026
X S2	2	01/19/2026	05/05/2026

Add Term

Periods

The requirements for Periods depend on the level of the Calendar and the Accreditation of the school. District Edition applications may have some deviations based on the needs of the school. This is the minimum required for state reporting:

- Elementary K-6 and Elementary K-8, where the 7-8 is not separately accredited – single attendance period with a non-instructional period for courses (e.g., “specials” that must be recorded separately when they are taught by separate instructors).
- Elementary 7-8 where the 7-8 is separately accredited – must report an accurate period schedule to reflect the student’s participation and hours in the additional program requirements of an accredited middle school.
- High School – must report an accurate period schedule to reflect the student’s participation and hours in the program requirements of an accredited high school. The calendar will look very similar to the middle school calendar.
- Lunch, recess, and any other non-instructional time that happens during the regular school day is to be added in the Lunch Time field. Only use the Non-Instructional check box for periods that occur before or after the regular school day.

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Period Schedule Info						
*Name	*Sequence	Exception/Special Day	Instructional Minutes	School Day		
Main	1	<input type="checkbox"/>	630	630		

Period Info						
*Name	*Sequence	Start Time	End Time	Lunch Time	Non-Instructional	Responsive
X EB Period	1	07:30 AM	08:18 AM	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>
X 1st Period	2	08:18 AM	09:30 AM	0	<input type="checkbox"/>	<input type="checkbox"/>
X 2nd Period	3	09:30 AM	10:30 AM	0	<input type="checkbox"/>	<input type="checkbox"/>
X 3rd Period	4	10:30 AM	11:30 AM	0	<input type="checkbox"/>	<input type="checkbox"/>
X 4th Period	5	11:30 AM	01:00 PM	30	<input type="checkbox"/>	<input type="checkbox"/>
X 5th Period	6	01:00 PM	02:00 PM	0	<input type="checkbox"/>	<input type="checkbox"/>
X 6th Period	7	02:00 PM	03:00 PM	0	<input type="checkbox"/>	<input type="checkbox"/>
X 7th Period	8	03:00 PM	03:55 PM	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>
X MHSA Act	9	04:00 PM	06:00 PM	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Add Period

If there are days with other schedules (e.g., early out) create additional Period Schedules for those days.

Days

The Days tab is used to designate days as school days (regular or shortened), PIR (in-service), or non-school days for the year.

- Select Day Reset. Enter Start Date (first instructional school day), End Date (last instructional school day), and check the Day boxes (M-TH for a 4-day week, M-F for a 5-day week).

Day Setup ☆
Scheduling & Courses > Calendar Setup > Day Setup
Related Tools ^

Day Reset
Day Rotation
Print
Print Rotation
Multi Day Event
MT Calendar Report

August 2025

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					01	02
03	04	05	06	07	08	09
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Auto Create Calendar Days

Day Reset
This tool will generate a Day report for each day in the Calendar. If your calendar dates are year-round, or longer than the days you need to track, enter a smaller date range to only create Day reports for days that have instructional meaning for this Schedule Structure. If this function is performed on an existing calendar, all days and day events will be lost outside the range you choose (unless you choose "Fill Missing Days Only").

Start Date: 08/27/2025
End Date: 09/05/2025
Duration: 7

Fill Missing Days Only

Mon Tue Wed Thu Fri Sat Sun
☒ ☒ ☒ ☒ ☐ ☐ ☐

Create Days

- To enter a Pupil Instruction Related Day:
 - Choose the day by clicking the blue number.
 - Choose a Period Schedule (choose any schedule).
 - Check the School Day box.
 - Under Day Events, click Add Day Event.
 - Choose Type IS: In-Service (name may be other than In-Service, but should align to code IS).
 - Enter Duration in minutes (e.g., 6 hour day (full day) is 360 minutes).
 - Click Save Day/Day Events.

Day Setup ☆
Scheduling & Courses > Calendar Setup > Day Setup
Related Tools ^

Save Day/Day Events
Delete Day/Day Events
Day Reset
Day Rotation
Print
Print Rotation
Multi Day Event
MT Calendar Report

August 2025

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					01	02
03	04	05	06	07	08	09
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Event on this Day

Day Setup ☆
Scheduling & Courses > Calendar Setup > Day Setup
Related Tools ^

Save Day/Day Events
Delete Day/Day Events
Day Reset
Day Rotation
Print
Print Rotation
Multi Day Event
MT Calendar Report

August 2025

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					01	02
03	04	05	06	07	08	09
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

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Note: There may be other codes for PIR/Parent Teacher Conference days in the MT/District Edition, but the event must be entered with the code IS: In Service and a Duration not less than 120 minutes to be counted for state reporting.

- To change a Day:
 - From a Regular Day to Shortened Day/Alternative Day (A/B): Select a Day and change the Period Schedule by selecting a new schedule.

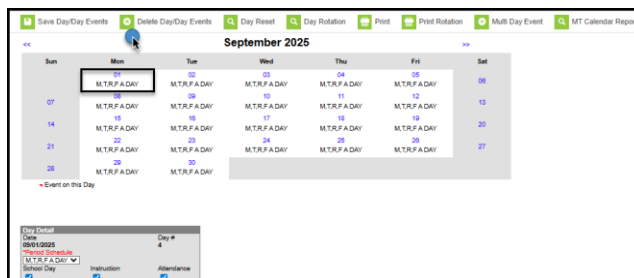
- To enter a PIR/Parent Teacher Conference Day: Select a day, check School Day, enter a Day Event for IS: In Service or PT: Parent Teacher Conference, and enter Duration (360 is a full day). Day Event, with Duration, must be entered to count for state reported PIR time.

Note: For Days with both PIR (In-Service) or Parent Teacher Conference (PT) and Instruction (School Day/Attendance) leave School Day, Instruction, Attendance checked and enter the PIR (In-Service) with the Duration of the PIR. Day Event, with Duration, must be entered to count for state reported PIR/PT Conference time.

- To enter a Non-Instructional Day (Option 1): Select a day, un-check School Day, Instruction and Attendance. Enter a corresponding Day Event.

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- To enter a Non-Instructional Day (Option 2): Select a day and click Delete Day/Day Events.



Note: For more complicated Day setups (e.g., A/Day, B/Day), contact the EDUCATE unit for assistance.

Copying Data to Another Calendar

Districts that have multiple elementary, middle, or high school calendars where the calendar information is the same across the district may copy calendar information from one calendar to another using the Calendar Wizard. The Copy function is most useful for copying Terms and Days between Calendars. Term names must be the same between calendars before copying Terms (e.g., copy Trimesters between all calendars with Trimester terms). Period Schedule names must be the same between Calendars before copying Days (e.g., both Calendars have “Regular Day” and “Early Release”).

PATH: *Scheduling & Courses>Calendar Setup>Calendar Wizard*

- Select Copy data into Existing Calendars.

Select Copy/Append Other Data Elements or Overwrite Terms/Days:

- Select the Source Calendar and the Destination Calendar(s)

- Select elements to copy and click Run Wizard. Refresh page.

Student Demographics and Enrollments

Student Demographics and Enrollments are the basis for all state reporting. Demographic information, for example, is used to create subgroups for Assessment and Dropout, Graduate, and Cohort reporting. Enrollments track the time period for student enrollment in a district as well as the type of enrollment. Enrollment Start and End Dates and Service Type affect, for example, inclusion in Federal reporting, requirements for assessment, and eligibility for ANB counts (financial reporting).

Steps:

- ✓ Roll enrollments forward from a prior year.
- ✓ Use the Student Locator to find students enrolled in another Montana district or facility.
- ✓ Use the MT Data Upload tool to import Student Demographics and Enrollments from a 3rd party Student Information System.
- ✓ Verify accuracy of student race/ethnicity, date of birth, home primary language (EL or Immigrant) and/or Language of Impact (EL).
- ✓ Exit students who have transferred or are no longer receiving educational services.

Collection Implications:

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- Student enrollment information is used for both State and Federal Reporting:
 - Enrollments drive budget limits for districts – Average Number Belonging (ANB).
 - Enrollments determine funding for special State programs (e.g., State Major Maintenance Aid, Transformational Learning, Indian Language Immersion Program).
- Student enrollment information is also used for both State and Federal Reporting:
 - Students identified as American Indian are eligible for additional State Funding (e.g., American Indian Achievement Gap payment).
 - Student race/ethnicity is a subgroup for assessment.

Enrollment Roll Forward

PATH: *Student Information>General Student Administration>Enrollment Roll Forward Wizard*

Create new enrollment records by rolling student enrollments from the prior year using the Enrollment Roll Forward Wizard.

- Select prior year calendar(s), grades to roll forward, Service Types, Schedule Structure from the fields on the left.
- Select current year Local Start Status, Destination Calendar, and Destination Structure from the right.
- If rolling multiple grades at once, leave Destination Grade and Start Date Override blank. Next grade is determined by the sequence of grades in the grade levels tab.
- Start Date is the first date in the Term Schedule (first day of school for students).
- Click Run Test to test the roll forward and Run to complete the task.

Note: If Student Enrollments are already ended, but not rolled forward, check the box “Include students whose enrollments end the last day of the term” before clicking Run Test or Run.

Enrollment Roll Forward Wizard ☆

This tool is safe to run repeatedly. Each student is rolled only once. If a student already has an existing enrollment in the next calendar, that student is not included in the roll forward.

Before using this tool, ensure calendars have been rolled forward using the Calendar Wizard.

NOTE: If you are using School Boundary settings on your households, different logic is used. For more information, [click here](#).

Select Source Calendars

25-26 Elder Grove 4-5
25-26 Elder Grove 6-8
25-26 Elder Grove K-3
24-25 Elder Grove 6-8
24-25 Elder Grove School
23-24 Elder Grove 7-8
23-24 Elder Grove School
22-23 Elder Grove 6-8
22-23 Elder Grove School
21-22 Elder Grove 7-8
21-22 Elder Grove School
20-21 Elder Grove 6-8
20-21 Elder Grove School
19-20 Elder Grove 6-8
19-20 Elder Grove School

Prior Year

Current Year

Select Source Grades

☒ 01 ☒ 02 ☐ 03 ☐ 04
☐ 05 ☐ 06 ☐ 07 ☐ 08
☒ KF ☐ KH ☐ P1 ☐ PK
☐ UE ☐ UM

Select Local Start Status

02: Continued enrollment same school, no interruption (Va)

(OPTIONAL)

Select Destination Calendar

25-26 Elder Grove K-3

Select Destination Grade

Select Destination Structure

Main

Start Date Override

08/27/2025

Allow Duplicate Primary Enrollments

☐

Totals Only

☒

Show Warnings

☐

Include students whose enrollments end on the last day of the last term

☐

RUN TEST

RUN

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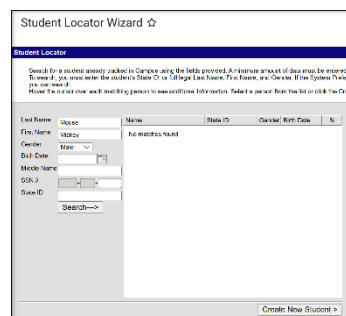
Student Locator

PATH: *Student Information>Student Locator Wizard*

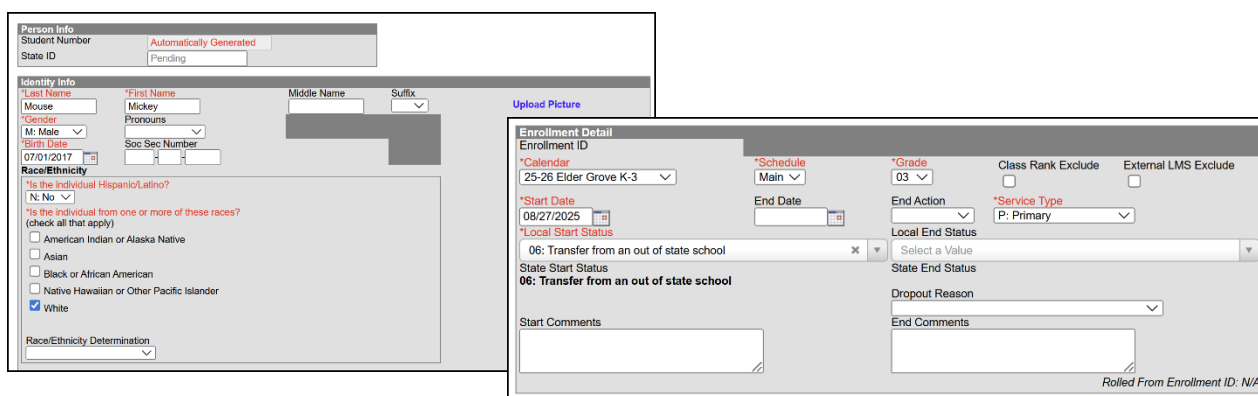
New students may be added using the *Student Locator* tool. Enter the student's Last Name, First Name and Gender. Matches will appear in the search results.

- If there is a potential match, hover over the result to see additional information and verify the match.
- If there's no match, click Create New Student.

* If there's no match and you are sure that the student was previously enrolled, try other names, nicknames, or contact the AIM Unit for Assistance.



Student Last Name, First Name, Gender, Birthdate, Race/Ethnicity, Calendar, Schedule, Grade, Start Date, Local Start Status and Service Type are required (fields in red).



Person Info
Student Number: Automatically Generated
State ID: Pending

Identity Info
Last Name: Mouse, First Name: Mickey, Middle Name: [Redacted], Suffix: [Redacted]
Gender: M: Male, Birth Date: 07/01/2017, Soc Sec Number: [Redacted]
Race/Ethnicity: [Redacted]
Race/Ethnicity Determination: [Redacted]

Enrollment Detail
Enrollment ID: [Redacted]
Calendar: 25-26 Elder Grove K-3, Schedule: Main, Grade: 03
Start Date: 08/27/2025, End Date: [Redacted], End Action: [Redacted]
Local Start Status: 06: Transfer from an out of state school
State Start Status: 06: Transfer from an out of state school
Local End Status: [Redacted], State End Status: [Redacted]
Dropout Reason: [Redacted], End Comments: [Redacted]

File Upload Process

PATH: *Reporting>MT State Reporting>MT Data Upload*

Districts that use a 3rd party Student Information System (SIS) may use the file upload process to enroll students. Upload the Student Demographics file, followed by the Enrollment file.

Extract the upload file from the district's SIS or create a text, tab delimited file from one of the AIM templates. Instructions for using the templates are embedded in the template file.

Select the Import Type, the Work to Perform and choose the file to be uploaded. Click Submit to Batch.

Review the Validate and Test results file located in the Batch Queue List located at the bottom of the page to identify and correct import errors and/or warnings. Select Refresh on the Batch Queue to retrieve the latest status of the Batch. When the Batch has completed processing, select "Get the report" to retrieve the Import Results Summary file.

For Student Demographic Uploads ONLY: Review New Student State ID File to ensure Student State IDs have been provided for students who previously did not have one. After the Import Results have been reviewed, please click the Refresh State ID File button, and select the New Student State ID file that

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corresponds to the date/time the Import completed processing. Click Generate to retrieve the new Student State ID file.

This process is not complete until a Batch Resync is triggered:

PATH: *System Settings > Data Interchange Administration > Resync State Data - Batch*

☒ Import Data

*Import Type

Student Enrollments

*Work to Perform

Validate and Test File

*File

Choose File

EN_0466_08172023.tsv

Submit to Batch

Review the **Validate and Test results file** located in the Batch Queue List located at the bottom of the page to identify and correct import errors and/or warnings. Select Refresh on the Batch Queue to retrieve the latest status of the Batch. When the Batch has completed processing, select "Get the report" to retrieve the Import Results Summary file.

THIS PROCESS IS NOT COMPLETE UNTIL a Batch Resync is triggered.
New Look: *System Settings > Data Interchange Administration > Resync State Data - Batch*
Old Look: *System Administration > Data Utilities > Resync State Data*

☐ Retrieve New Student State ID File

Refresh State ID File

Generate

For Student Demographic Uploads ONLY: Review New Student State ID File to ensure Student State IDs have been provided for students who previously did not have one. After the Import Results have been reviewed, please click the Refresh State ID File button and select the New Student State ID file that corresponds to the date/time the Import completed processing. Click Generate to retrieve the new Student State ID file.

Refresh

Show top 50 tasks submitted between 08/10/2023 and 08/17/2023

Batch Queue List

Queued Time	Report Title	Status	Download
08/17/2023 06:46:16 AM	MT Data Upload	Completed	Get the report