Beginning of Year Process

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System Administration | Calendar | Census | Student Information | Scheduling | Instruction | Fees | Grading and Standards

The following information can be used as a checklist of things to do before the beginning of the school year. Links are provided to more detailed documentation.

> In addition to these tasks, it is recommended that all users be aware of updates that have been made to Infinite Campus since the end of the school year for new functionality and any state reporting related modifications. See the Campus Release Notes and the Campus Release Pack Enhancements for more information.

System Administration

Done	Task
	Verify the Active Year has been updated to the new school year (i.e, 2012-13 to 2013-14).
	Review the School Information and District Information for accuracy.
	Ensure Calendar Rights have been updated for users.
	Review the selected Display Options and Self Service Options for Campus Student and Campus Parent.
	Add Attendance Codes and map accordingly to attendance statuses and state attendance codes, if needed.
	Verify Behavior Events and Resolutions are entered.
	Run the Locker Combination Rotation Wizard.
	Confirm Calendar Groups have been updated to allow staff to work in the current year.
	Review assigned tool rights for staff.

Calendar

Done	Task
	Enter the correct Calendar Start and End Dates, with extra days at the beginning (before the first day of school) and the end (after the last day of school).
	Review that the Term Start and End Dates are correct.
	Reset the Calendar Days to account for in-service days, holidays, day rotation, etc. and ensure attendance can be taken on the first day of school.

Census

Done	Task
	Check teachers' District Assignment records, verifying the Teacher checkbox is marked.
	Verify all staff have District Employment Records and District Assignment Records.
	Review Households, addresses, communication and other demographic and contact information is up-to-date by generating the Census Verification Report.
	Verify Guardian and Household checkboxes are accurate.

Student Information

Done	Task
	Review student Enrollment Records for the current school year, checking for the correct start date (first day of school) and the correct start status.
	Verify Enrollment Records for past school years have end dates (if needed for state reporting).
	Verify that lockers used by last year's graduating seniors have been end dates and are available for reassignment.
	Check that Lockers have been assigned to students.
	Run the Student Gap Scheduler to find empty periods in students' course schedules.
	Ensure Transcripts are up-to-date through the end of the last school year.

Done	Task
	Review all district-defined and state information has been rolled from the last school calendar into the new school calendar.

Scheduling

Done	Task
	Verify the appropriate Scheduling Trial has been set to active.
	Verify all Courses for the current school year are active and have sections created and teachers are assigned to those sections.
	Mark the Attendance checkbox on all courses that track attendance.
	Ensure the Sections of the course are marked to meet in the correct period and term.
	Make sure Course Sections have students scheduled on the first day of class.
	Verify State Reporting Codes have been entered on appropriate courses.
	Mark the Lunch Count and Milk Count checkboxes marked, if applicable, on Course Sections.

Instruction

Done	Task
	Ensure teachers can view information for each of their assigned course sections.
	Verify teachers can take attendance for their courses. Teachers cannot take attendance until the first day of school, but make sure the Attendance checkbox is marked on the course editor and that the teacher checkbox is marked on the staff person's District Employment record and the teacher is assigned to the course section.

Fees

Done	Task
	Verify fees have been created and assigned to students.
	Assign Course Fees to courses.
	Set Fee Maximums.

Grading and Standards

Done	Task
	Verify Grading Tasks and Standards have been assigned to courses and the appropriate task/standard is marked for posting to the student's transcript.
	Review the entered GPA weight for courses contributing to the student transcripts.
	Ensure Score Groups/Rubrics and Grading Scales are accurate.