



# Calendar and Enrollment Roll Forward

Cheri Meadows  
Office of Administrative Support  
Division of District Support

# Calendar Roll Forward

- ▶ Can be done before the calendar for next year is approved.
- ▶ Campus will update the start date on all enrollments one time at no cost, after the calendar is approved.
- ▶ KDE recommends watching the Infinite Campus University (ICU) WebEx for a review of the process.

# New Calendar Codes

- ▶ N: Non-traditional Instruction
  - Never used on original calendars
  - Can only be used if the district has been approved for non-traditional days.
  - It must be entered on each calendar when a non-traditional day is used.
  - Day event setup
    - School Day – Checked
    - Instruction – Checked
    - Attendance – Not Checked

# New Calendar Codes

- ▶ Z: Health and Safety Low Attendance
  - Never used on original calendars
  - Similar to Low Attn Weather Days
  - Used only if attendance is less than last year's AADA
  - Limited to 10 per school year
  - Documentation of the health/safety issue must be retained
  - Only entered on one calendar in the district
  - Will replace that day's attendance with last year's AADA when the SAAR is calculated at KDE

# Enrollment Roll Forward

- ▶ Can be done when you are ready to schedule for next year
- ▶ Can be done before the end of school year
- ▶ Must be done after calendar is rolled forward
- ▶ Students who do not pass must have their enrollment record updated
- ▶ KDE recommends watching the ICU WebEx for a review of the process.

# Resources

## ▶ Infinite Campus

- [ICU](#) Course: SC 5116–Scheduling Part 1: Calendar and Student Roll Forward
  - Live WebEx sessions – Jan 11, Feb 9, Mar 10, Apr 11, June 6, July 5
  - [Recorded WebEx](#)

### Campus Community

<https://content.infinitecampus.com/sis/1549/documentation/roll-calendars-forward/>  
<https://content.infinitecampus.com/sis/1314/documentation/enrollment-roll-forward/>

## ▶ KDE Resources

- Sheila Harned([Sheila.Harned@education.ky.gov](mailto:Sheila.Harned@education.ky.gov))
- Ruth Wilkes([Ruth.Wilkes@education.ky.gov](mailto:Ruth.Wilkes@education.ky.gov))
- Scott Rose([Scott.Rose@education.ky.gov](mailto:Scott.Rose@education.ky.gov))