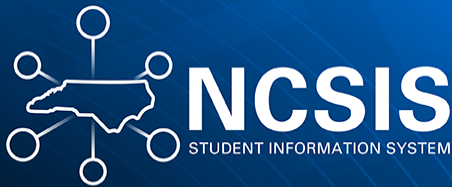


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January 8, 2026

NCSIS Bulletin

WHAT'S NEW!

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**indicates new or updated information*

WHAT'S NEW!

Important Wizard "Read-Only" Access Allows Data Changes*

Please note that within Infinite Campus, granting read-only access to wizard tools does *allow* users to modify data. Wizard read-only access is not view-only and should not be treated as such.

With the current Infinite Campus functionality, users assigned wizard read-only rights are able to interact with the wizard in a way that can update or change records, even though the access level is labeled as read-only.



What this means for PSUs:

- Wizard read-only access provides editing capability
- Staff with this access may unintentionally modify data
- This access level should be considered operational access, not observational access

Recommended action:

- Only assign wizard access to users who are authorized and trained to make data changes
- Do not grant wizard access for “view-only” or informational purposes
- Review current user tool rights to ensure they align with intended job responsibilities

Until Infinite Campus introduces a true view-only option for wizard tools, PSUs should assume that any wizard access has the potential to alter data.

If you need assistance reviewing or adjusting user access, please contact your SIS support consultant.



Important: Sandbox Refresh Requests*

Important: Planning Considerations for Sandbox Refresh Requests

During the Sandbox refresh process, the Production environment must be taken offline to maintain data integrity and ensure a successful refresh. **Users will not**

have access to Production for the duration of the refresh window, this includes parent and student portal access.

While downtime is typically minimal, please note that on rare occasions it **may extend beyond one hour**. To minimize disruption, **staff, students, and parents should be notified in advance**.

What PSUs Should Do

- **Plan refresh requests carefully:** Schedule Sandbox refreshes outside of critical operational periods.

Communicate proactively: Inform staff, students, and parents ahead of time about the expected Production downtime.

Upcoming Training Information*

Upcoming Training Sessions & Webinars:

Scheduling Lunch and Learn Series! All webinars start at 12 pm. Get your tickets now!

- Monday, January 12: [NCSIS Lunch & Learn: Course Planner](#)
- Monday, January 26: [NCSIS Lunch & Learn: Staff Planner](#)
- Wednesday, January 28: [NCSIS Lunch & Learn Scheduling Board Overview](#)
- Tuesday, February 3: [NCSIS Lunch & Learn Scheduling Board Part 1](#)
- Tuesday, February 17: [NCSIS Lunch & Learn Scheduling Board Part 2](#)
- Wednesday, February 18: [NCSIS Lunch & Learn Scheduling Reports](#)
- Tuesday, February 24: [NCSIS Lunch & Learn Final Steps for Scheduling](#)

Additional Training Session Opportunities

- Wednesday, January 14: [NCSIS Mid-Year Review Webinar](#)

Be sure to review the DTL Signature Events Calendar and Eventbrite for upcoming in-person and virtual regional meetings, webinars, and training sessions. These opportunities are designed to keep staff connected, informed, and supported throughout the school year.

- [DTL Signature Events Calendar](#)
- [Eventbrite-NCSIS](#)

*In the DTL Signature Events Calendar, use the arrows at the bottom of the screen to scroll to monthly event calendars, including upcoming NCSIS webinars!



Charter School Virtual Office Hours are offered twice a month to provide ongoing support and answer your questions.

 **When:** 2nd & 4th **Thursday** of each month (**Date change started in August**)

 **Time:** 9:00 AM – 10:00 AM

 **Join us for** [Bi-Monthly Charter School Support Virtual Office Hours!](#)

NCSIS Teacher Training Information:

Please use the link below to access teacher training resources for NCSIS. Additional details can also be found at ncsis.gov.

[Infinite Campus Training Resources](#)

If you have any questions, please contact Erin Wolfhope at erin.wolfhope@dpi.nc.gov with questions!

REMINDERS:



PMR FATAL Error 26

As part of NCDPI's ongoing work with Infinite Campus to address PMR Fatal Error 26, the PMR validation FATAL-26 has been reclassified from a fatal error to a warning. Although it will no longer halt processing, it still requires careful review. Please monitor all warnings regularly to maintain strong data quality.

SY 26.27 Master Course Code List Available

The SY 2026-2027 Master Course Code List V1 is now available to Public School Units (PSUs).

- www.dpi.nc.gov/2026-2027-course-code-master-list

On Thursday, Dec. 18, 2025, NCDPI will be

- Enabling 2026-2027 new courses that have Start Year 2026
 - o PSUs will need to create Course Masters
- Disabling 2025-2026 courses with an End Year 2026
 - o This does not affect current year storing of grades or posting to transcripts.

Note: Reminder to all PSUs that **all courses in the NC-SIS, Infinite Campus, must be linked to a Course Master using an official NC State Course Code.**

This applies to **all courses**, including local electives, advisory periods, remediation, enrichment, and responsive scheduling. Using State Course Codes ensures accurate data reporting, compliance with state accountability standards, and interoperability across systems.

Other course updates will be processed on July 1, 2026 after SY 25.26 End of Year completes on June 30, 2026. Those updates are listed on separate tabs in the Master Course list:

- Name Changes Post EOY 25-26
- Credit Changes Post EOY 25-26

There are resource links on the master list notes tab that will be updated at a later date and a new version of the course master list will be posted. Please bookmark the course master list link and check back often.

Resources:

- NCSIS Knowledgebase -
 - o [Course Master Information](#)

- o [Disabled Course Codes](#)
 - o [Understanding GPA](#)
-



Inclement Weather Day Setup

Please refer to the article below to update your Day Setup in the event of inclement weather.



<https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/calendar-setup>

SADLS Validation Suite—Report Temporarily Unavailable for PSU Use

This information was shared in last week's bulletin; however, while the State-Automated Driver's License System (SADLS) Validation Suite report is currently available in the system, it is **not ready for PSU use** at this time. The functionality is currently undergoing review and improvement.

We will send an update in the bulletin as soon as the report is approved and ready for PSU use.



Join Us for the NCED CONNECT Symposium 2026!

We invite you to **join us in Greensboro** as we connect, learn, and lead together—now with an even stronger focus on keeping our systems and communities secure.

Event Details

- **Event:** NCED Connect Symposium
- **Dates:** February 9–11, 2026
- **Location:** Koury Conference Center, Greensboro, NC
- 📍 go.ncdpi.gov/ncedconnect2026

See Where You Fit in Our Leadership Pathway

Discover how your current role—and your future goals—align with our **Leadership Pathway**.

- 📍 go.ncdpi.gov/nced26leaderpathway

Take a sneak peek at featured sessions, speakers, and experiences in our **NCED Connect Symposium Highlights Flipbook**.

- 📍 go.ncdpi.gov/26NCEDhighlights

We look forward to seeing you at the NCED Connect Symposium 2026!

Ticket Categories & Pricing:

General Registration (Dec. 23–Jan. 13)

- Individual: \$350
- Group: \$350 each (invoiced together)

Late Registration (Jan. 14–Feb. 9): \$450 each

Presenter Registration: Please see separate email.

***Invoices are automatically emailed upon registration and should be paid within two weeks.*

Hotel Information

The event will be held at the **Koury Convention Center** in Greensboro. Discounted room rates and booking links will be shared upon registration. Teams purchasing the *Buy 8, Get 2 Free + 1 Hotel Room* package will receive details for their complimentary stay via email for the first attendee registered. Hotel information and registration is located [HERE](#).

Learn More & Register

Registration is still OPEN! Full details [Here](#).

We can't wait to connect with you in Greensboro, where innovation meets collaboration!

January DLE Content Moving to Webinars & NCED Connect Symposium

The Virtual January DLE is being consolidated into our scheduled webinars and the NCED Connect Symposium to streamline content and reduce overlap.



Campus Digital Repository (CDR)—Review for Budget Planning

Digital Repository Preferences

Use this page to manage document upload settings, cache options, and file-size limits. It also provides a detailed cost overview of your district's Digital Repository usage, including a helpful pie chart showing usage by location.

Pathway: *System Settings > Digital Repository > Digital Repository Preferences*

Digital Repository Data Usage Reports

These reports display both current and historical storage trends, helping you monitor file counts and storage growth across your district.

Pathway: *System Settings > Digital Repository > Digital Repository Data Usage*

As you prepare next year's budget, please review these tools to understand storage needs—especially if usage is increasing or you expect additional upload demands.

Budget Reminder:

Per Infinite Campus procedures, each PSU receives 1 MB of free storage per student. Any usage beyond that allotment is billed at \$2.50 per GB per year.

- PSUs using Campus Learning (LMS) in the 2025–26 school year will have CDR costs capped at \$1,000 for that year (applies to all premium products using CDR).
- PSUs not using Campus Learning will be charged the standard \$2.50 per GB/year above the free allotment.

Please review your current usage to ensure you are staying within—or planning for—your district's expected storage needs and costs for next year.

Premium Product Training—Requests Due February 11th

Premium Product training is available for both Phase I and Phase II PSUs. If you have not yet done so, please submit your training requests for all Premium Products as soon as possible.

Important Deadline:

- All training requests must be submitted by February 11th.
- This deadline applies only to submitting the requests—the actual training does not need to be completed by February 11th.

Additional reminders:



- All Premium Product training must be completed by June 30, 2026.
- We encourage PSUs to request training even if you are not implementing the product immediately, as all recordings can be downloaded for future use.
- If your PSU has already completed a training, please ensure you download and save all training recordings for ongoing reference.



Knowledge Owl

[NCSIS Knowledge Base | NC Department of Public Instruction](#)

New Articles—

- [Community College Adult High School Program \(CCAHS\)](#)
- [Lunch & Learns | NC Department of Public Instruction](#) (Scheduling Series)

Revised Articles—

- [RtA Program Entry - Individual Reading Plan \(IRP\) | NC Department of Public Instruction](#) (updated to show interventions and supports as optional)
- [About Legal and Preferred Name | NC Department of Public Instruction](#) (updated how SchoolNet receives names)
- [Professional Learning | NC Department of Public Instruction](#) (previous webinar recordings located here)

Tips to Improve PMR Performance

To help improve PMR performance across all PSUs, please keep the following best practices in mind:

- **Avoid duplicate submissions.** PMR runs sequentially, so multiple submissions create delays. Check Batch Queue Admin before resubmitting.
- **Use priority settings consistently.** Either mark all PMRs as high priority or none to maintain fairness and predictability.
- **Limit excessive queuing.** Allow jobs to fully complete before submitting again; consider internal expectations or monitoring if needed.
- **Run large jobs during off-peak hours.** PMRs and other heavy batch processes (such as graduation validations) perform best when traffic is low.



Following these steps helps keep PMR processing efficient for everyone.

Teacher Tips



New Bulletin Category: Teacher Toolbox

Campus Learning Updates: Check this space for ongoing updates about Campus Learning feature updates and improvements. Check it out here: [Campus Learning Updates](#)

Spotlight This Week: [Transition to Campus Learning](#) – Resources and information comparing Canvas and Campus Learning, exporting Canvas cartridges, and importing into Campus Learning.

Charter School Corner

Important Notes for Charter Schools Using Third-Party Lottery Vendors

As charter schools prepare for the upcoming school year and utilize third-party vendors for their lottery and registration processes, please keep the following in mind:

- If your vendor collects student registration data, do not import household or census data directly into Infinite Campus. This can lead to data integrity issues. Importing data into Infinite Campus should only be done with direct assistance from Infinite Campus support or an Infinite Campus channel partner.
- Due to North Carolina's Student UID system, students cannot be imported into Infinite Campus using external files.
- Instead, each student who has accepted a seat must be enrolled using the Student Locator Wizard within Infinite Campus to ensure proper identity matching and compliance.



Please feel free to reach out to your NCSIS Professional Learning Consultant with any questions.

Charter School Virtual Office Hours

- Held the 2nd and 4th Thursday of each month at 9am, please register in [Eventbrite](#)
-

Charter schools now have a dedicated SIS professional contact!

Jennifer Fogleman is your dedicated NCSIS Professional Learning Consultant for Charter Schools. Jennifer brings a wealth of experience in the Student Information System (SIS) and is committed to providing you with the same high level of service you've come to expect from our team.

To reach Jennifer: jennifer.fogleman@dpi.nc.gov

The NCSIS Professional Learning Consultant team is here to support you. Please don't hesitate to contact Jennifer if you have any questions or concerns.



CTE Updates

Important:

At this time, schools should not complete any steps related to concentrator calculation or run CTE reports.

Please do not:

- Assign CTE Academic Programs (last year's programs remain and have not been updated for 25–26)
- Update Student Status
- Run or use the NC CTE Extract Report

Further guidance will be shared once the updates are in place. Until then, no action should be taken on concentrator status in Infinite Campus.

NCSIS Resources

PSUs have access to the Campus Community, where they can acquire product knowledge, glean tips and tricks, and engage in networking opportunities with other districts. The Campus Community offers convenient single sign-on access from the Campus system to a wealth of resources, including the knowledge base, forum discussions, learning tools, support site, upcoming events, and more.



Campus Community—contains the information you need to learn how to use Infinite Campus through product documentation, videos & simulations, study guides, forums, and much more. Whether you are a teacher, data manager, or Infinite Campus user, you will find the learning resources in a clearly defined pathway for a seamless transition from PowerSchool.

Campus Passport—is on-demand, self-paced courses that can be assigned to new and existing staff. Accessed through the Campus Community, you will find Instructor-Led Training, specific E-Learning courses, or select a learning plan based on your district role.

KnowledgeOwl—KnowledgeOwl will include articles (QRDs) that are created and updated by the SIS Professional Learning team.

[NCSIS Knowledge Base | NC Department of Public Instruction](#)

GitHub Vendor Integrations Repository: 3rd party extract formats can be found below.

[GitHub Vendor Integrations Repository](#)

Ad Hoc Filter Sharing Community: Shared Google folder for Ad Hoc filters PSUs have created. [Ad Hoc Community](#)

- o **Naming Convention:** Ad Hoc Name - PSU Name
- o You're welcome to include your email address within the document (optional).
- o **Permissions:** You have editing access—please proceed with caution!
- o **PII:** Do not upload any PII to the shared folder

NCSIS Crosswalk Document—will contain Infinite Campus and PowerSchool terms with their meanings to assist users with learning the new NCSIS terminology. This is a working document and will be updated regularly. [NCSIS Crosswalk Document](#)

IC Role Specific Resources—can be viewed by clicking on <http://ncsis.gov>, go to the Phase I PSU's tab and scroll to the IC Role Specific Resources section. It Includes information for specific staff roles, as well as a guide for parents & students.

Webinar Recording Links and FAQs—can be found at <http://ncsis.gov> under the **Professional Learning** tab. Please check for recently added webinars.



Requesting Technical Support Points of Contact

Please review the information below on how to submit support tickets:

Contact Infinite Campus for assistance with:

NCSIS Application/Support Issues

Submit a case: <https://support.infinitecampus.com>

Infinite Campus Enhancement Requests- Please use the link below to share the areas of the product your PSU would most like to see improved, suggest new functionality, and indicate whether you'd like to participate in future discussions.

[Infinite Campus Enhancement Requests](#)

Contact DPI for assistance with:

- NCDPI Business Questions
- Duplicate Students
- Amplify/Missing Students
- PMR Deletes in Infinite Campus

Submit a request: <https://go.ncdpi.gov/help>

For additional technical support contacts, please refer to the document below: **Requesting Help**

- [Requesting Help](#)

Want to Stay in the Loop?

NCSIS Bulletin Sign-Up

Want to stay in the loop? Click on the link below to learn how to sign up to receive the weekly NCSIS bulletin.

[How to Subscribe to a NC DPI DTL Bulletin/Newsletter](#)

Stay informed with the latest NCSIS news and information by visiting-

<http://ncsis.gov>