

School

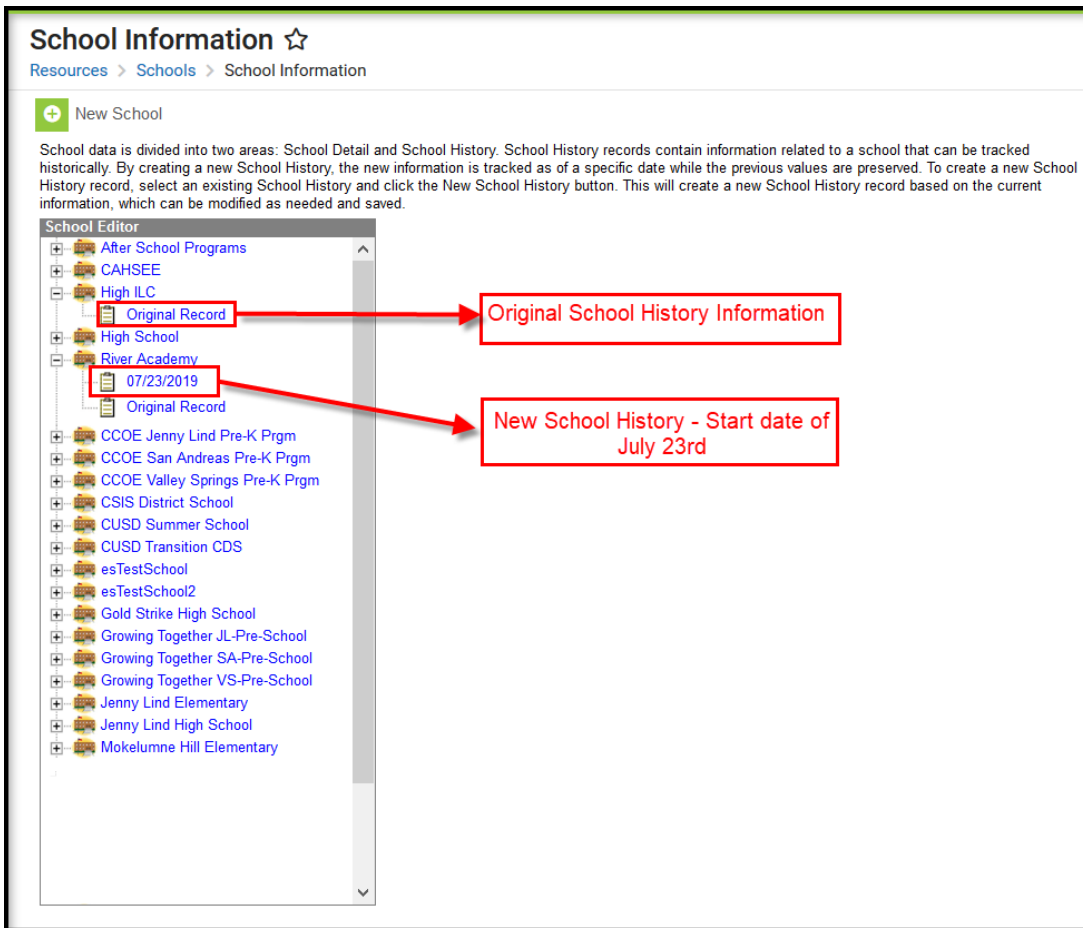
Last Modified on 05/22/2024 11:11 am CDT

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Classic View: *System Administration > Resources > School*

Search Terms: School Information

The School tab lists all of the schools within the district. School data is divided into two areas - **School Detail** and **School History**. School History records contain information related to a school that can be tracked historically. By creating a new School History, the information is tracked as of a specific date, while preserving previous values.



School Resources Tab

Note to District Users Operating within an Infinite Campus State Edition Installation:

Districts that are part of an Infinite Campus State Edition installation may not have the ability to add a new school. A district that does not have rights to add a new school should contact its

State Department of Education.

- To add a new school to a State and appropriate District Editions, submit a ticket to Infinite Campus Support detailing your request. Infinite Campus Support staff will implement the changes in both applications as appropriate.
- To modify the name of a school in the State and appropriate District Editions, submit a ticket to Infinite Campus Support detailing your request. Infinite Campus Support staff will implement the changes in both applications as appropriate.

When first accessing the School information, a list of all schools in the district appears. To view information about a school, select the appropriate school name from the School Editor list. A School Detail editor will appear to the right.

School Information ☆
 Resources > Schools > School Information

Save School Delete School New School

School data is divided into two areas: School Detail and School History. School History records contain information related to a school that can be tracked historically. By creating a new School History, the new information is tracked as of a specific date while the previous values are preserved. To create a new School History record, select an existing School History and click the New School History button. This will create a new School History record based on the current information, which can be modified as needed and saved.

School Editor	School Detail
<ul style="list-style-type: none"> After School Programs CAHSEE High ILC High School River Academy CCOE Lind Pre-K Prgm CCOE West Pre-K Prgm CCOE Valley Springs Pre-K Prgm CSIS District School CUSD Summer School CUSD Transition CDS 	<p>*Name High School</p> <p>NCES School Number 0606870 - 22223</p> <p>Standard Code (SIF StatePrId) []</p> <p>Course Catalog - Master List High School</p> <p>*Phone (555) 555 - 5555 x []</p> <p>Fax (555) 555 - 5555 x []</p> <p>Email []</p> <p>URL []</p> <p>Principal Name []</p>
	<p>*State School Number 111111</p> <p>Type 01: Public School</p> <p>CEEB Number []</p> <p>External LMS Exclude <input type="checkbox"/></p> <p>Exclude <input type="checkbox"/></p> <p>Dual Enrollment <input checked="" type="checkbox"/></p> <p>Principal Title []</p>

School Editor, School Detail

Click the Plus sign next to the school name to see historical school information.

New School Creation

When a new school is organized for a district, basic contact and location information will need to be created. Schools will be listed in alphabetical order.

School Information ☆

Resources > Schools > School Information

School data is divided into two areas: School Detail and School History. School History records contain information related to a school that can be tracked historically. By creating a new School History, the new information is tracked as of a specific date while the previous values are preserved. To create a new School History record, select an existing School History and click the New School History button. This will create a new School History record based on the current information, which can be modified as needed and saved.

School Editor

- After School Programs
- CAHSEE
- High ILC
- High School
- River Academy
- CCOE Lind Pre-K Prgm
- CCOE West Pre-K Prgm
- CCOE Valley Springs Pre-K Prgm
- CSIS District School
- CUSD Summer School
- CUSD Transition CDS
- esTestSchool
- esTestSchool2

School Detail

***Name**

NCES School Number

Standard Code (SIF StatePrId)

Secondary District Number

Secondary District Name

Course Catalog - Master List

***Phone**

Fax

Email

URL

Principal Name

***State School Number**

Type

CEEB Number

External LMS Exclude

Exclude

Dual Enrollment

Principal Title

New School Entry

The following table defines the fields on the School Detail editor.

Field	Description
Name <i>Required entry</i>	Name of the school. This name will appear in the School dropdown list in the Campus toolbar.
State School Number <i>Required entry</i>	Number assigned to the school by the state's department of education.
NCES School Number	Number assigned to the school by the National Center for Education Statistics and the U.S. Census Bureau. This is also referred to as the NCES School ID. <div style="background-color: #fff9c4; padding: 10px; border: 1px solid #ccc;"> <p>Montana Users: As of Release Pack .2235, this field is read-only and controlled by the State. All values and modifications are pushed down from the state to your district.</p> </div>
School Type	Name of field varies by state. Type of education institution as classified by its primary focus (for example, Elementary, Secondary) according to the ordinary or special instructional needs of students.

Field	Description
Standard Code (SIF StatePrId)	In schools of districts using SIF Data Exchange, this field should contain a school-specific number for SIF identification and reporting purposes. Please refer to the Setup School SIF Codes article for more information.
Ed-Fi School ID	In schools of districts using Ed-Fi, this field should contain a school-specific number for Ed-Fi reporting.
CEEB Number	The College Entrance Exam number assigned to the school. This is required when using eTranscript functionality.
Legal Entity	The legal entity for the school. <div style="background-color: #e1f5fe; padding: 5px; margin-top: 10px;">This is a Montana-specific field.</div>
State Classification	Indicates the type of students or instruction provided by the school. <div style="background-color: #e1f5fe; padding: 5px; margin-top: 10px;">Kentucky Users: This field can only be modified at the State level. Values are entered within the Kentucky State Edition of Campus and published down to all districts.</div>
Course Catalog - Master List	If the school is using a standard set of courses, the catalog would be selected here. This selection indicates that only those courses included in it will be available to students for scheduling purposes.
External LMS Exclude	If a district is sharing Campus data with an external learning management system, this checkbox can be used to exclude specific records from being shared. This designation also applies to all Calendars, Schedule Structures, Grade Levels, Courses, District Assignments, and Enrollments associated with this School, although the External LMS Exclude checkbox for those items is not marked automatically.
Phone <i>Required entry</i>	Main phone number of the school.
Fax	Main fax number of the school.
Email	Main email address of the school.
Dual Enrollment	This checkbox indicates the school allows students to be enrolled in multiple schools within the district at the same time.
URL	The URL to the homepage of the district website or the link to the specific school website. When populated, this displays on the Campus Parent and Campus Student in the More section as a link to the district's website. <div style="background-color: #e1f5fe; padding: 5px; margin-top: 10px;">The URL must begin with http:// or https://</div>
Principal Name	Name of the principal.

Field	Description
Principal Title	Title of the principal.
Principal Email	Principal's email address.
Agency	This field is used in different ways in different states: <ul style="list-style-type: none"> • Entry refers to a separate governing agency that is used by a group of districts for special education services. • Used in AYP Reports for accountability information • Reported in BIE reports - BIE Certification Status and Student Waiver Request
Address	Mailing address (street or Post Office box) of the school building.
City	City in which the school building or Post Office box of the school is located.
State	State in which the school building is located.
Zip	Zip code of the school building.
Physical Address	Physical address of the school building.
Physical City	City in which the school building is located.
Physical State	State in which the school building is located.
Physical Zip	Zip code of the school building.
Comments	Any notes necessary that further describe the school building or anything of importance viewers of this page should be aware.
Food Service Site ID	This field is no longer used.
Alternate School Number	For Pennsylvania Schools Only Indicates a different number the school uses for state reporting.

Additional School Detail Editor Fields

The following fields are site-specific or localized fields.

Field	Description	State
File Sequence Number	School level transactions for Arizona State reporting have their own sequence number. The sequence number must be added to this field to build school level transactions. The transaction builds one number higher than the number in this field. For example, if the File Sequence number is set to 1001, the Transaction builds sequence 1002.	AZ

Field	Description	State
CTDS	The CTDS code is a school identifier used in Arizona State reporting . If a value is set, it will report in all Arizona reports as the Entity ID. If this field is left blank, the Entity ID in the state reports will use the District number + School number.	AZ
FRYSC Center	Indicates the Kentucky district's FRYSC Center. Available FRYSC Centers are created and synced via the FRYSC Center (Kentucky) tool.	KY
Exclude	When checked for a school, the school will be excluded from reporting within Ed-Fi data and records or other state reporting.	AZ
CDS Number	The CDS number is a school identifier used in California State Reporting . This is the County-District-School code and is used in state reports, instead of the State School Number.	CA
NCES District Override	This field is used to override the NCES School Number when reporting NCES data within reports. This field is needed for schools who have an NCES LEA ID which differs from their district's NCES LEA ID. As of Release Pack .2235, this field is read-only and controlled by the State. All values and modifications are pushed down from the state to your district.	MT

Create a New School

When creating a new school, information on the **School Detail Editor** and on the **School History** editor are entered at the same time.

1. Select the **New School** icon at the top of the School tab. A **School Detail** editor will appear.
2. Enter the **Name** of the school.
3. Enter the **State School Number**.
4. Enter the **Phone Number** of the school.
5. Enter the other non-required data elements as defined in the above table that are applicable to the new school.
6. Click the **Save** icon when finished. The new school will be listed in the School editor.

Some of the fields on the School Detail editor are necessary for state reporting extracts. Consult the [State Specific Information](#) area for additional details on these fields.

School History

Below the School Detail editor is a **School History** editor. These options are saved as the school's original record when the School Detail information is saved. If changes to these options need to be made after the school information and original record are first saved, a new School History record needs to be created in order to preserve the original data for reference. See the **Adding School History Information** section for instructions. If data in the Original Record or another existing school history record was not entered correctly, the record can be changed. A new record will not be made in that case.

School History Editor

The following tables define the fields on the School History editor.

General Information

Field	Description
Magnet Status	<p>Indicates whether or not the school is a magnet school or has a magnet program within the school. This field is only available in State Editions of Infinite Campus. The following describes each field value:</p> <ul style="list-style-type: none"> • MAGYES: Magnet Yes: Indicates the school is a magnet school. • MAGNO: Magnet No: Indicates the school is not a magnet school. • NA: Magnet is Not Applicable in the SEA : Indicates the state does not allow magnet schools.

Field	Description
Shared Time Status	Indicates the school offers vocational/technical education or other educational services in which some or all students are enrolled at a separate school of record and attend the shared-time school on a part-time basis. This field is only available in State Editions of Infinite Campus.
Operational Status	<p>Indicates the school's Operational Status. Options include:</p> <ul style="list-style-type: none"> • 1: Open: Indicates the school is in operation. • 2: Closed: Indicates the school reported as operational in the previous school year but is no longer in operation and is not expected to operate in the future. • 3: New: Indicates the school was not reported in the previous year or was reported with an Operation Status of Future. This status often indicates a newly created or constructed school. • 4: Added: Indicates the school is in operation but was not reported, for any status, in the previous school year. • 5: Changed Agency: Indicates the school reported in the previous school year but internal organization or significant boundary changes were made. • 6: Inactive: Indicates the school reported in the previous year but is temporarily closed and is expected to re-open at some point in time. • 7: Future School: Indicates the school is scheduled to be operational within the next two years. • 8: Reopened: Indicates the school was previously reported as Closed but has since reopened. <p style="text-align: center;">This field is only available in a State Edition of Campus.</p>
Grade Levels Offered	Indicates which grade levels are offered at the school. Establishing grade levels offered is important for properly reporting data within EdFacts files and functionality. This field is only available in State Editions of Infinite Campus.

Program Participation

Field	Description
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Field	Description
Title 1	<p>Indicates the school's Title 1 status. Options include:</p> <ul style="list-style-type: none"> • Targeted Assistance Eligible - No Program : Indicates the school is eligible to receive Title 1 funds but does not have a Title 1 program. • Targeted Assistance Program: Indicates the school is eligible to receive Title 1 funds. All funds are reported per student. • Schoolwide Eligible - Targeted Assistance : Indicates the school is eligible to receive Title 1 funds for all students who participate in a Title 1 program however, funds are reported per student. • Schoolwide Eligible - No Program: Indicates the school is eligible to receive Title 1 funds for all students who participate in a Title 1 program however, the school does not have a Title 1 program. • Schoolwide Program: Indicates the school is eligible to receive Title 1 funds for all students who participate in a Title 1 program and the school offers Title 1 programs. • Not a Title 1 School: Indicates the school is not eligible to receive Title 1 funds and does not have a Title 1 program.
Title III	This checkbox indicates whether the school participates in Title III programs.
Title III BIE	This checkbox indicates whether the BIE school participates in Title III programs. (Only appears for BIE users)
McKinney-Vento BIE	This checkbox indicates whether the BIE school receives McKinney-Vento funding for homeless shelter programs. (Only appears for BIE users)
RCCI School	<p>This field indicates that whether the Residential Child Care Institution (RCCI) school is a <i>RCCI Day</i> or <i>RCCI Non-Day Assistance Program</i>.</p> <p>RCCI schools report in the Verification report.</p>

USDA Programs

See the [Choose USDA Program Settings for Individual Schools](#) article for more information.

Field	Description
School Breakfast Program (SBP)	This checkbox indicates whether the school participates in the School Breakfast Program . This field must be selected for some state reports and for the FRAM Verification Final Summary Report .
National School Lunch Program (NSLP)	This checkbox indicates whether the school participates in the National School Lunch Program . This field must be selected for some state reports and for the FRAM Verification Final Summary Report .

Field	Description
Provision	<p>This field indicates the Provision in which the school is participating. The National School Lunch program includes the following provisions.</p> <ul style="list-style-type: none"> • Provision 1: Reduces application burdens by allowing schools where at least 80% of the children enrolled are eligible for free or reduced price meals to certify children eligible for free meals for a 2 year period. Schools continue to take daily meal counts of the number of meals served to children by type as the basis for calculating reimbursement claims. • Provision 2: Requires that the school serve meals to participating children at no charge but reduces application burdens to once every 4 years and simplifies meal counting and claiming procedures by allowing a school to receive meal reimbursement based on claiming percentages. Additional 4-year extensions to Provision 2 are possible when certain conditions are met. • Provision 3: Requires that the school serve meals to participating children at no charge but reduces application burdens, meal counting and claiming procedures by allowing a school to receive a comparable level of Federal cash and commodity assistance as the school received in the last year in which free and reduced price eligibility determinations were made, adjusted for enrollment, inflation and operating days if applicable, for a period up to 4 years. Additional 4-year extensions to Provision 3 are possible when certain conditions are met. <div style="background-color: #e1f5fe; padding: 10px; margin: 10px 0;"> <p>For more information on Provisions 1-3, see the United States Department of Agriculture website.</p> </div> <ul style="list-style-type: none"> • Provision 4: Not available to most users. • CEP: CEP (Community Eligibility Provision) allows schools that predominantly serve low-income children to offer free, nutritious school meals to all students through the National School Lunch and School Breakfast Programs. The CEP uses information from other programs, including the Supplemental Nutrition Assistance Program (SNAP) and the Temporary Assistance Program for Needy Families (TANF) instead of traditional paper applications.
Provision Type	These checkboxes indicate if the Provision is for the School Breakfast Program (SBP), the National School Lunch Program (NSLP), or both.
Provision Base Year	Indicates the base year in which the Provision began.
Provision End Year	Indicates the year in which the Provision will end. If the year entered in this field is a current or future school year, the Educational Benefits Applications preference becomes available for selection on the FRAM Preferences tab.

Modify School History Information

1. Click the Plus sign next to the school name to display the **Original Record** option.
2. Select the appropriate checkboxes that relate to Program Participation for the selected school.
3. Click the **Save School History** icon.

School

Save School History
 New School History

School data is divided into two areas: School Detail and School History. School History records contain information related to a school that can be tracked historically. By creating a new School History, the new information is tracked as of a specific date while the previous values are preserved. To create a new School History record, select an existing School History and click the New School History button. This will create a new School History record based on the current information, which can be modified as needed and saved.

School Editor

- [-] Daniel F. Mahoney Middle School
 - Original Record
- [+] Dora L Small Elementary School
- [+] Dyer Elementary School
- [+] Frank I Brown Elementary School
- [+] James Otis Kaler Elementary School
- [+] Memorial Middle School
- [+] South Portland High School
- [+] Waldo T Skillin Elementary School

Daniel F. Mahoney Middle School (1403) School History

Original Record

General Information

Magnet Status

Shared Time Status

Operational Status

Grade Levels Offered

UG PK KG 01 02
 03 04 05 06 07
 08 09 10 11 12
 13 AE

Program Participation

Title 1 Title III

RCCI School

USDA Programs

School Breakfast Program(SBP) National School Lunch Program(NSLP)

Provision Provision Type SBP NSLP Provision Base Year Provision End Year

- Modified by: Unknown 12/17/2013 10:15

Original School History Record

Add School History Information

1. Select the **Original Record** from the School Editor.
2. Click the **New School History** icon.
3. Enter an **Effective Date** in *mmdyy* format, or use the calendar icon to select a date.
4. Select the appropriate **Program Participation** options for the school.
5. Click the **Save School History** icon. New Program Participation selections will be saved and recorded as of the entered effective date.

School

Save School History **New School History**

School data is divided into two areas: School Detail and School History. School History records contain information related to a school that can be tracked historically. By creating a new School History, the new information is tracked as of a specific date while the previous values are preserved. To create a new School History record, select an existing School History and click the New School History button. This will create a new School History record based on the current information, which can be modified as needed and saved.

School Editor

- Daniel F. Mahoney Middle School
 - Original Record
- Dora L Small Elementary School
- Dyer Elementary School
- Frank I Brown Elementary School
- James Otis Kaler Elementary School
- Memorial Middle School
- South Portland High School
- Waldo T Skillin Elementary School

Daniel F. Mahoney Middle School (1403) School History

Effective Date

General Information

Magnet Status

Shared Time Status

Operational Status

Grade Levels Offered

UG PK KG 01 02
 03 04 05 06 07
 08 09 10 11 12
 13 AE

Program Participation

Title 1 Title III

RCCI School

USDA Programs

School Breakfast Program(SBP) National School Lunch Program(NSLP)

Provision Provision Type Provision Base Provision
 SBP NSLP Year End Year

- Modified by: Unknown

New School History Record

School Deletion

Users have the ability (based on assigned tool rights) to delete a school within Campus. A school cannot be deleted if other records (calendars, enrollments, etc.) are tied to it. Original records cannot be deleted. These are required for schools to ensure there are values that date back as far as possible for reporting purposes. An original record can only be deleted when the entire school is deleted.

Tool rights to delete a school should be given to a limited number of users.

School Information ☆

Resources > Schools > School Information

School data is divided into two areas: School Detail and School History. School History records contain information related to a school that can be tracked historically. By creating a new School History, the new information is tracked as of a specific date while the previous values are preserved. To create a new School History record, select an existing School History and click the New School History button. This will create a new School History record based on the current information, which can be modified as needed and saved.

School Editor	School Detail
<ul style="list-style-type: none"> 2/3 Day Preschool - EC (Non Rpt) 2/3 Day Preschool - ZLE (Non Rpt) 5 Day Preschool - EC (Non Rpt) High School Middle School KG-3 Elementary Credit Recovery Crystal Learning Center (Non Rpt) Early Adventures Early Adventures Early Childhood (ECSE) ECFE - EPA (Non Rpt) ECFE - FLT (Non Rpt) 	<p>*Name</p> <p>Credit Recovery</p> <p>NCES School Number</p> <p>Standard Code (SIF StatePrId)</p> <p>Ed-Fi School ID</p> <p>Course Catalog - Master List</p> <p>*Phone</p> <p>(555) 555 - 5555 x</p> <p>Fax</p> <p>(555) 555 - 7694 x</p> <p>*State School Number</p> <p>123</p> <p>Site Classification</p> <p>41: ALC</p> <p>CEEB Number</p> <p>External LMS Exclude</p> <p><input type="checkbox"/></p> <p>Exclude</p> <p><input type="checkbox"/></p>

School Delete

Modification Alerts

The School tab contains sensitive data related to a school's contact information. Because of this, a notification is available that indicates which user modified the information. When a change is made, the username of the person and the date of the change will display below the Comments field on the School Detail editor and at the bottom of the School History Editor.

Jordan-Small Middle School (1365) School History

***Effective Date**

01/13/2014

Program Participation

Title 1

Not a Title I School

Title III

RCCI School

USDA Programs

School Breakfast Program(SBP)

National School Lunch Program(NSLP)

Provision

Provision Type

SBP

NSLP

Provision Base

Year

Provision End Year

- Modified by: Administrator, System 01/13/2014 15:33

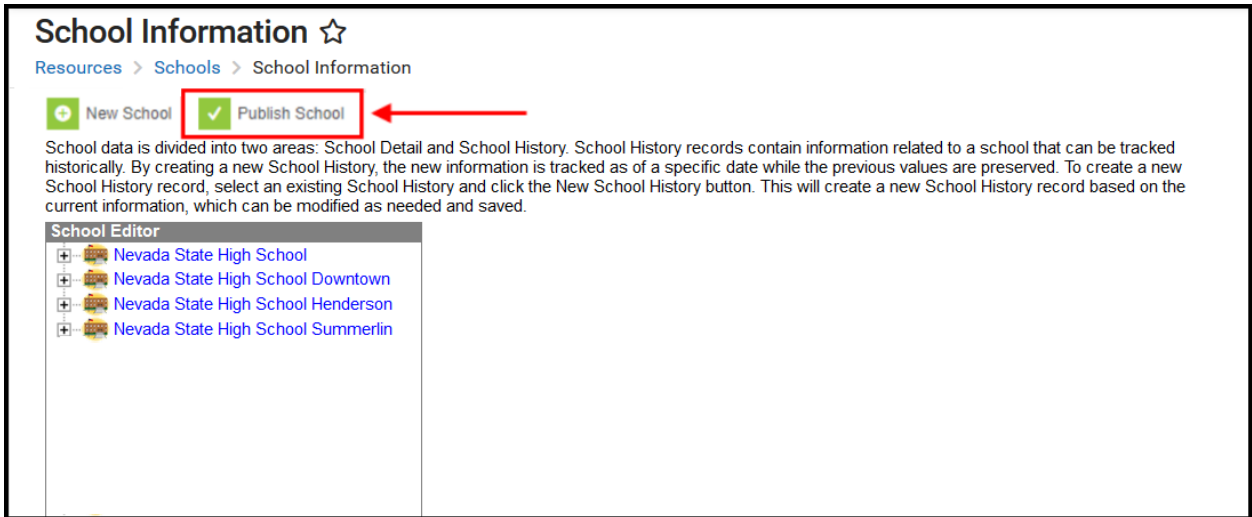
School Editors - Modification Alerts

Publish Schools from State to DIS-Linked Districts

Newly created schools can be manually published down from the State Edition to all DIS-linked District Editions of Campus by selecting the **Publish School** button. Once selected, all information

associated with all newly created schools (including Original History data and all district-owned fields) will sync from State to Districts.

This functionality is only available in the Nevada State Edition of Campus.



School Information ☆

Resources > Schools > School Information

School data is divided into two areas: School Detail and School History. School History records contain information related to a school that can be tracked historically. By creating a new School History, the new information is tracked as of a specific date while the previous values are preserved. To create a new School History record, select an existing School History and click the New School History button. This will create a new School History record based on the current information, which can be modified as needed and saved.

School Editor

- Nevada State High School
- Nevada State High School Downtown
- Nevada State High School Henderson
- Nevada State High School Summerlin

Publish School to Districts

School Mode of Instruction (Montana Only)

Montana users have an additional School Mode of Instruction tool available. For more information on how to use this tool, please see the [School Mode of Instruction \(Montana\)](#) article.