

Code Defining

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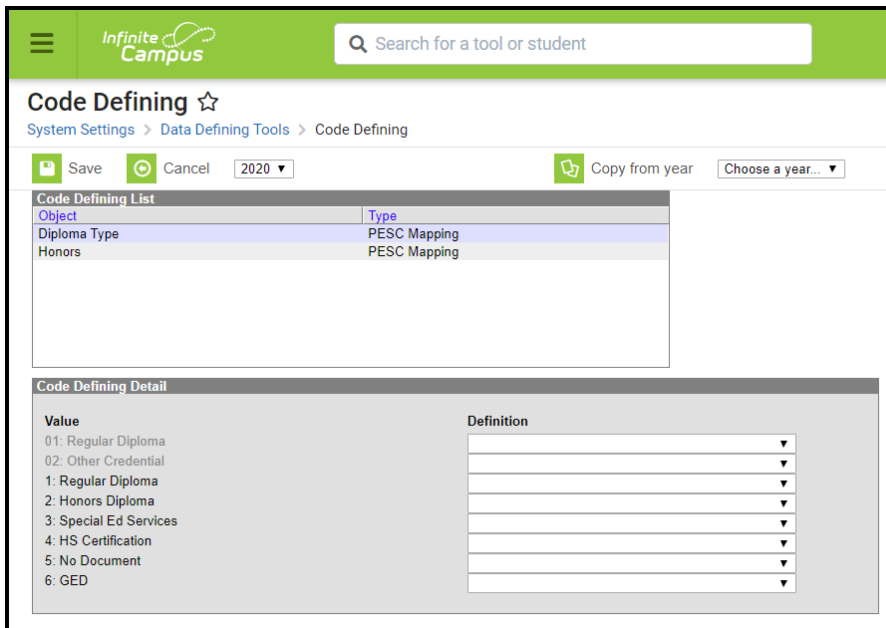
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The Code Defining tool is used to track the meaning of a field value so that Infinite Campus can utilize codes from various locations throughout the product to aid in logic used for reports and/or calculations.

For districts linked to a State Edition of Infinite Campus, the values assigned at the state level take precedence.



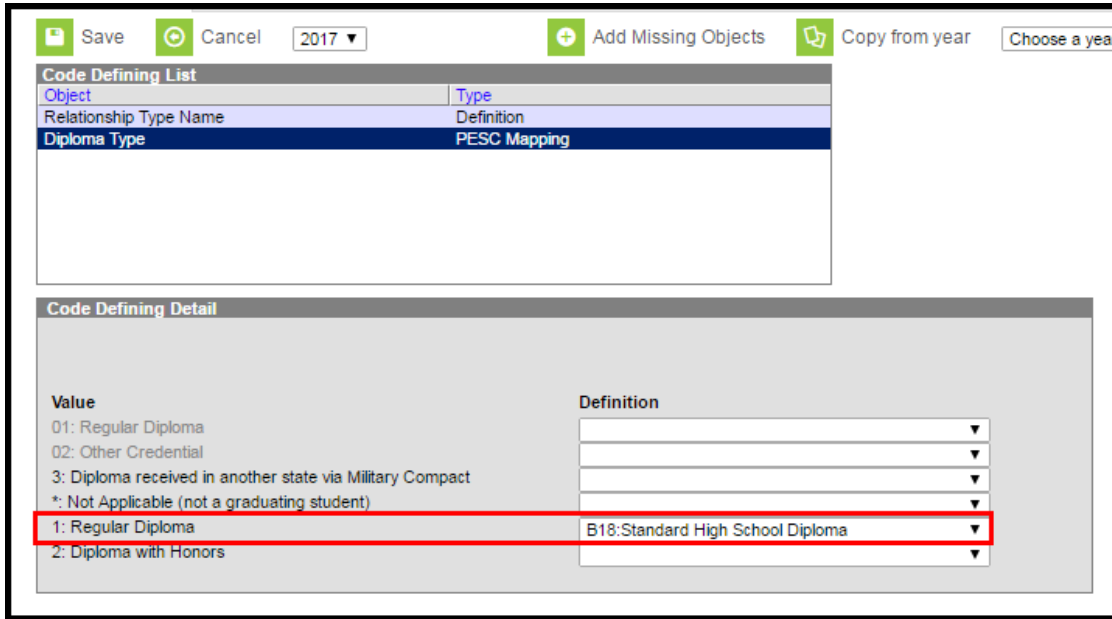
Code Defining

For example, in the image above, local Start Status values are displayed on the left in the **Value** section. In order for other Campus tools to understand what these field values mean, each local value is aligned to a **Definition**. By properly aligning local field values, users are able to create and manage these values without breaking or impacting various Campus tools and calculations.

Active values display in black text, meaning definitions can be mapped to those options. Inactive values display in grey text.

The Definition field displays the code assigned to the description, as well as the description. When

assigning PESC mapping values, the selected definition for a regular diploma (1: Regular Diploma in the Value list), the selected Definition would be B18: Standard High School Diploma.



Code and Name Selection

Tool Rights

The following describes tool rights required for the Code Defining tool.

R(ead)	W(rite)	A(dd)	D(elete)
Users can view existing code defining values.	Users can view, copy, modify and publish code definitions.	Users can view, copy, modify and publish code definitions.	Users can view, copy, modify and publish code definitions.

Define Object Values

Users should read the [Add Missing Objects](#) section prior to performing these steps.

1. Select the year being assigned code definitions. This is the dropdown list found in the upper left-hand corner.
2. If the **Add Missing Objects** button appears, select the button. See the [Add Missing Objects](#) section for more information.
3. If code definitions are to remain the same from a previous year, select the previous year in the dropdown list next to the **Copy from year** button. To copy previous year definitions to the year selected in Step 1, click the **Copy from year** button followed by selecting the Save icon.

4. Select an object under the Object column in the Code Defining window. An editor will appear below.
5. Map each field **Value** with a **Definition** by selecting a code within the corresponding Definition dropdown list. For more information about each Definition, refer to the tables below.
6. Select the **Save** icon. Code definitions are now saved for the year selected.

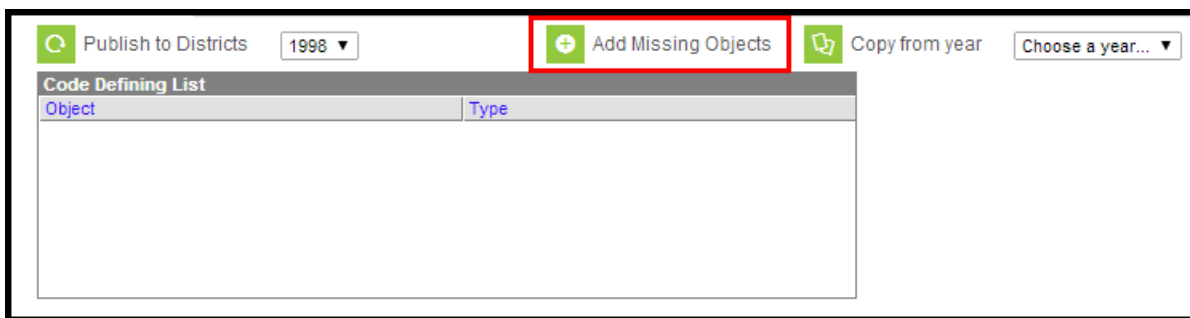
For state edition users: Once Code Definition values have been saved, select the **Publish to Districts** button to have new Code Defining values pushed to all state-linked districts.

Add Missing Objects

The Add Missing Objects button allows users to define objects for undefined years as well as add missing objects to existing years. The following describes both uses of button:

Undefined Year

Users may define codes for an undefined year by selecting the **Add Missing Objects** button. This button allows users to define object values for a year without having to copy values from a previous year.



Undefined Year

In the example above, the year selected (1995) has no objects defined. Users have the option of either copying from an existing year or selecting the **Add Missing Objects** button to individually set each definition for each object. Selecting the Add Missing Objects button will populate all objects within the Code Defining List window.

Object	Type
Diploma Period	Definition
Diploma Type	Definition
Diploma Type	PESC Mapping
Eligibility	Definition
End Status	Definition
Homeless	Definition
LEP	Definition

Define the elements by selecting the appropriate definition for each value.

Value	Definition
EA: Early	<input type="text"/>
SP: Spring	<input type="text"/>
SU: Summer	<input type="text"/>
01: Early Graduate less than 7 semesters	<input type="text"/>
02: Early Graduate - 7 semesters	<input type="text"/>
03: Four years or with EP allowing for longer	<input type="text"/>
04: Graduated in more than four years	<input type="text"/>

Add Definitions to Undefined Objects

Select each object and set each **Definition** accordingly. Once all definitions have been set for an object, select the **Save** icon. Repeat this process until all objects have been defined.

Add Missing Objects to Defined Years

Because of system updates and other improvements, objects within the Code Defining tool may differ per year. Selecting an already defined year but receiving the **Add Missing Objects** button indicates the year selected does not contain the most current set of objects.

Users are **HIGHLY** encouraged to select the Add Missing Objects button and enter definitions for any and all undefined and new objects that may be added. Failure to update objects and definitions **WILL** impact tools which use Code Defining functionality.

Object	Type
Diploma Type	PESC Mapping

Add Missing Objects to a Defined Year

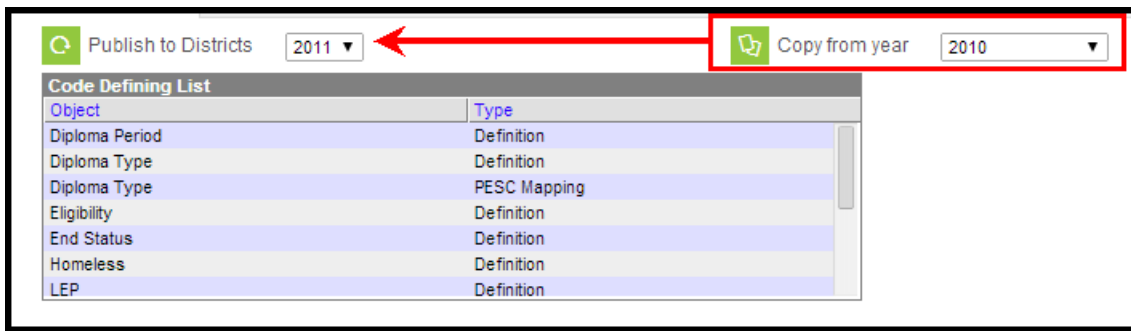
In the example above, the year (2009) already has objects added but the Add Missing Objects

button is available. Selecting the Add Missing Objects button will add missing objects to the Code Defining List window, making them available for definitions to be entered and saved for the year.

Copy Code Definitions From Another Year

To copy code definitions from one year into another, select the year receiving the code definition values in the field to the right of the Publish to Districts field, select the year being copied in the field to the right of the Copy from year field and click the **Copy from year** button.

For example, all values entered for 2010 will be copied and inserted as the values for 2011.

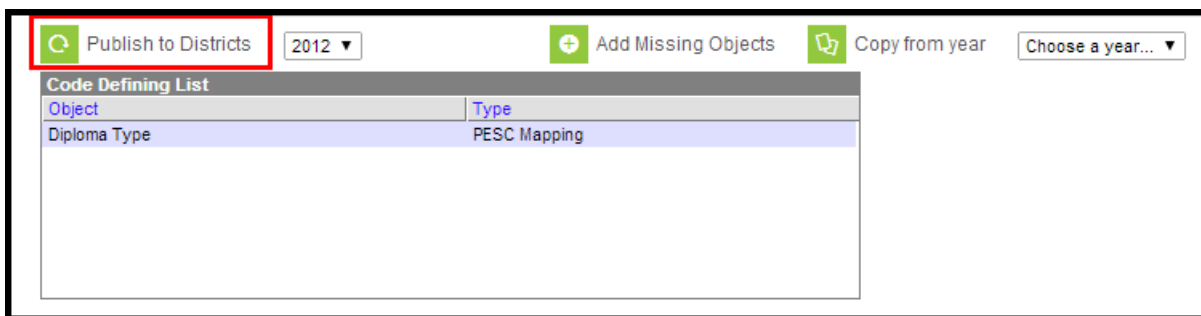


Copy Code Definition Values from Another Year

Publish Code Definitions Down to Districts

This feature is only available for State Edition.

Once code definition values are finished being modified and/or entered, select the **Publish to Districts** button to sync these values to all DIS-linked districts.



Publish Code Definitions Down to Districts

Object Value Definitions

The following tables describe each Definition:

Start Status

Definition	Explanation
ESC: Enrollment Status Change	Used to identify student enrollments created because of a status change. These students should have a new enrollment started without a gap between the current and previous enrollment records. Examples would include grade level changes or beginning Special Education services.
SOY: Start of the Year	Used to identify student enrollments created with the start of the school year.
TIN: Transfer In	Used to identify students who transferred into the school from another school.

End Status

Definition	Explanation
DED: Cohort Deduction	Used to identify students who are deceased or students who emigrated to another country.
DRP: Dropped Out	Used to identify students who have an ended enrollment record and did not re-enroll or did not graduate with a regular diploma within four years. Examples of this would include jailed students, students who graduated with a certificate of completion, students who received a GED, expelled students, drop outs, etc.
EOY: End of Year	Used to identify student enrollment records that have ended with the end of the school year.
ESC: Enrollment Status Change	Used to identify student enrollments that ended because of a status change. These students should have a new enrollment started without a gap between the current and previous enrollment records. Examples would include grade level changes or beginning Special Education services.
GRD: Graduated	Used to identify students who graduated with a regular diploma within four years of entering 9th grade for the first time.
TOT: Transferred Out	Used to identify students who transferred out of the school, but are known to have reenrolled in another school.

Eligibility

Definition	Explanation
ECODIS: Economically Disadvantaged	Used to identify students who are considered economically disadvantaged.
NECODIS: Not Economically Disadvantaged	Used to identify students who are not considered economically disadvantaged.

Homeless

Definition	Explanation
NH: Not Homeless	Indicates the student is not considered homeless.
H: Homeless	Indicates the student is considered homeless.

English Learners (EL) Status

Definition	Explanation
EL: English Learners	Indicates the student is considered to be an English Learners.
NELP: Non-English Learners Proficient	Indicates the student is not considered to be an English Learners

Migrant Indicator

Definition	Explanation
MS: Migrant	Used to identify migrant students.
NMS: Not Migrant	Used to identify non-migrant student.

Special Education Status

Definition	Explanation
WODIS: Not Receiving Services	Used to identify students who are not receiving Special Education Services.
WDIS: Receiving Services	Used to identify students who are receiving Special Education Services.

Title I

Definition	Explanation
TGELGBNOPROG: Title I TAS Eligible School - No Program	Indicates the school is a Title I TAS eligible school but has no active Title I programs.
TGELGBTGPROG: Title I TAS School	Indicates the school is a Title I TAS school.
SWELIGTGPROG: Title I Schoolwide Eligible - Title I TAS Program	Indicates the school is considered Title I Schoolwide Eligible and has active Title I TAS programs.
SWELIGNOPROG: Title I Schoolwide Eligible School - No Program	Indicates the school is considered Title I Schoolwide Eligible but has no active Title I programs.
SWELIGSWPROG: Title I Schoolwide School	Indicate the school is a Title I Schoolwide school.
NOTTITLE1ELIG: Not a Title I School	Indicates the school is not a Title I school.

Diploma Type (Definition)

Definition	Explanation
OTHCOM: Other High School Completer	All diploma types that are not regular 4-year diplomas.
REGDIP: Regular High School Diploma	Diploma type(s) considered to be regular 4-year diplomas.

District edition and State Edition users can map diploma types, given proper tool rights.

Diploma Type (PESC Mapping)

In order to properly report Diploma Type values on student [eTranscripts](#), local Diploma Type values must be assigned to PESC Diploma Type definitions.

For more information about mapping local Diploma Type codes to PESC values, see the [PESC Diploma Type Mappings](#) section.

Definition	PESC Value
Advanced or honors diploma	Reports a PESC Diploma Type value of B19.
Canadian diploma plus one year of college	Reports a PESC Diploma Type value of CEGEP.
Certificate of completion or attendance	Reports a PESC Diploma Type value of B22.

Definition	PESC Value
Did not complete secondary school	Reports a PESC Diploma Type value of B17.
French Bacculaureate	Reports a PESC Diploma Type value of FrenchBacculaureate
General Education Diploma (GED)	Reports a PESC Diploma Type value of B24.
International diploma or certificate	Reports a PESC Diploma Type value of B26.
Met all requirements except for required test	Reports a PESC Diploma Type value of B28.
Other high school equivalency diploma	Reports a PESC Diploma Type value of B25.
Special cert of completion or attendance	Reports a PESC Diploma Type value of B23.
Special Education Diploma	Reports a PESC Diploma Type value of B21.
Standard High School Diploma	Reports a PESC Diploma Type value of B18.
Standard High School Diploma 3 yr curriculum	Reports a PESC Diploma Type value of B27.
Vocational diploma	Reports a PESC Diploma Type value of B20.

District edition and State Edition users can map diploma types, given proper tool rights.

Diploma Period

Definition	Explanation
ERL: Early	Identifies students who received a high school diploma during the beginning/fall semester of a school year.
SPG: Spring	Identifies students who received a high school diploma during the spring semester of a school year.
SMR: Summer	Identifies students who received a high school diploma during the summer.

Educational Environment

Definition	Explanation
CF: Correctional Facilities	Indicates the student's educational environment is a correctional facility.
H: Home	Indicates the student's educational environment is his/her home.
HH: Homebound/Hospital	Indicates the student's educational environment is a hospital or the student is homebound.
PPPS: Parentally Placed in Private Schools	Indicates the student was parentally placed in a private school.
REC09YOTHLOC: Other Location Regular EC Prog less than 10 Hours	Indicates the student's educational environment is outside the school and the student participates in an Early Childhood program at the location for less than 10 hours a week.
REC10YOTHLOC: Other Location Regular EC Prog at least 10 Hours	Indicates the student's educational environment is outside the school and the student participates in an Early Childhood program at the location for at least 10 hours a week.
REC09YSVCS: Services Regular EC Prog less than 10 Hours	Indicates the student attends a regular Early Childhood program for less than 10 hours a week.
REC10YSVCS: Services Regular EC Prog at least 10 Hours	Indicates the student attends a regular Early Childhood program for at least 10 hours a week.
RECNNY: Children Attending a Regular EC Prog	Indicates the student attends a regular Early Childhood program.
RC80: Inside regular class 80% or more of the day	Indicates the student is in a regular classroom educational environment for 80% or more of a school day.
RC79TO40: Inside regular class 40% through 79% of the day	Indicates the student is in a regular classroom educational environment for 40% to 79% of a school day.
RC39: Inside regular class less than 40% of the day	Indicates the student is in a regular classroom educational environment for less than 40% of a school day.
RF: Residential Facility	Indicates the student's educational environment is a residential facility.
SC: Separate Class	Indicates the student's educational environment is a separate class.

Definition	Explanation
SPL: Service Provider Location	Indicates the student's educational environment is a service provider location.
SS: Separate School	Indicates the student's educational environment is a separate school

Disability Status

Definition	Explanation
AUT: Autism	Indicates the student is autistic.
DB: Deaf - Blindness	Indicates the student is deaf/blind.
DD: Developmental Delay	Indicates the student is developmentally delayed.
EMN: Emotional Disturbance	Indicates the student is emotionally disturbed.
HI: Hearing Impairment	Indicates the student is hearing impaired.
MR: Intellectual Disability	Indicates the student has an intellectual disability.
MD: Multiple Disabilities	Indicates the student has more than one disability.
OI: Orthopedic Impairment	Indicates the student has an orthopedic impairment.
SLD: Specific Learning Disability	Indicates the student has a specific learning disability.
SLI: Speech or Language Impairment	Indicates the student has a speech or language impairment.
TBI: Traumatic Brain Injury	Indicates the student has a traumatic brain injury.
VI: Visual Impairment	Indicates the student is visually impaired.
OHI: Other Health Impairment	Indicates the student has other health impairments.