

# Synchronization Field Settings

Last Modified on 10/22/2022 10:08 am CDT

**PATH:** *System Administration > Data Utilities > Synchronization Field Settings*

The Synchronization Field Settings tool displays state and district ownership of all fields within a specific product area.

State-owned fields are locked at the district and can only be modified by the state. When the state makes changes to a state-owned field, a sync event is triggered which pushes new field values down to all DIS-linked districts.

To do a complete or partial resync of fields within Campus, use the Resync State Data ([District](#) and [State](#)) tool.

This article includes the following topics:

- [Tool Rights](#)
- [Viewing Ownership Per Product Area](#)
- [Understanding District vs. State Ownership](#)

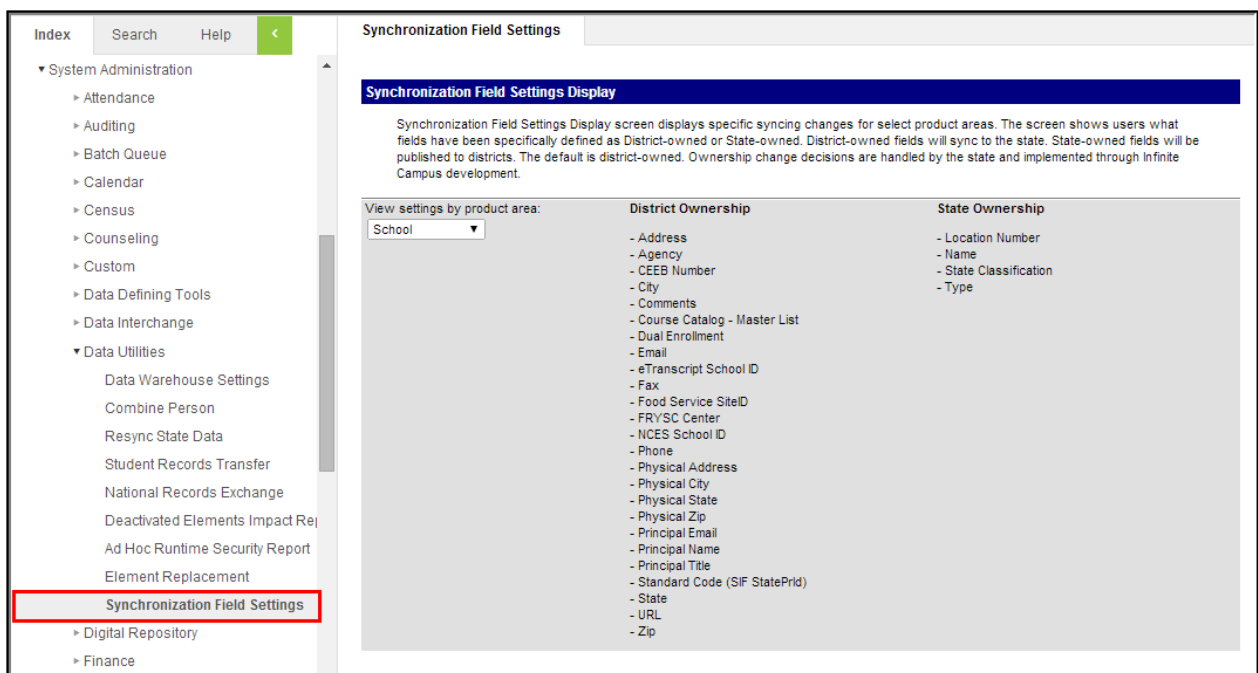


Image 1: Synchronization Field Settings

By default, all product area fields are set to District Ownership (unless the field was already locked for district users).

To have field ownership changed within the tool, the state must:

- Submit a Campus Sugar ticket.
- Indicate in the ticket that the case needs to be directed to Localization and you must specify the fields for which ownership should be changed within the tool.

## Tool Rights

User must have at least **R**(ead) tool rights in order to view the Synchronization Field Settings tool.

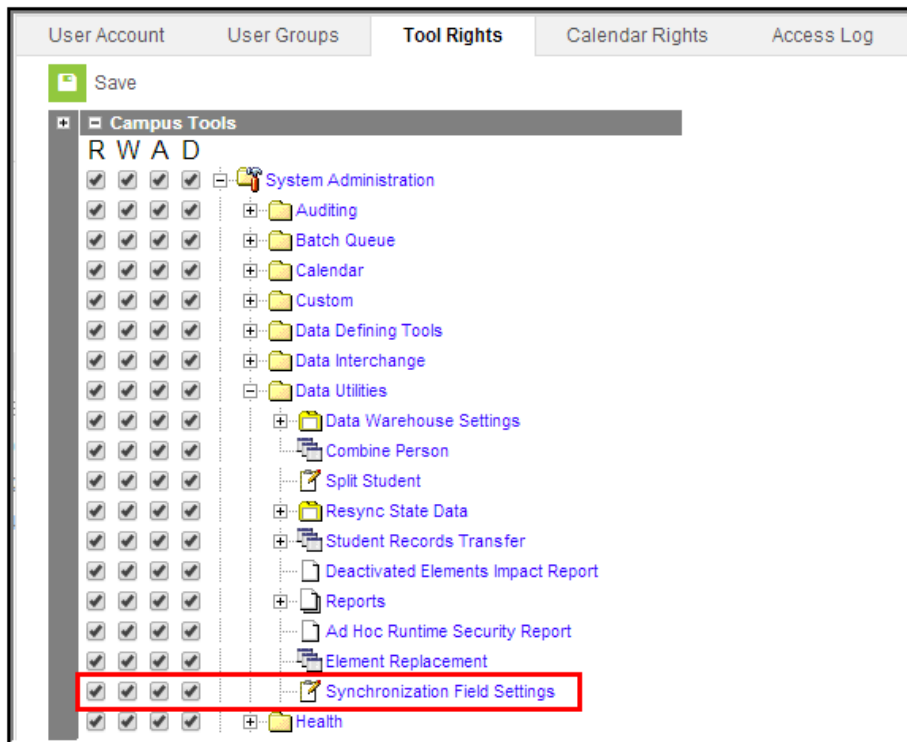


Image 2: Synchronization Field Settings Tool Rights

## Viewing Ownership Per Product Area

To view ownership of each field within a product area, select the product area from the dropdown list. The District Ownership and State Ownership sections will populate on the right.

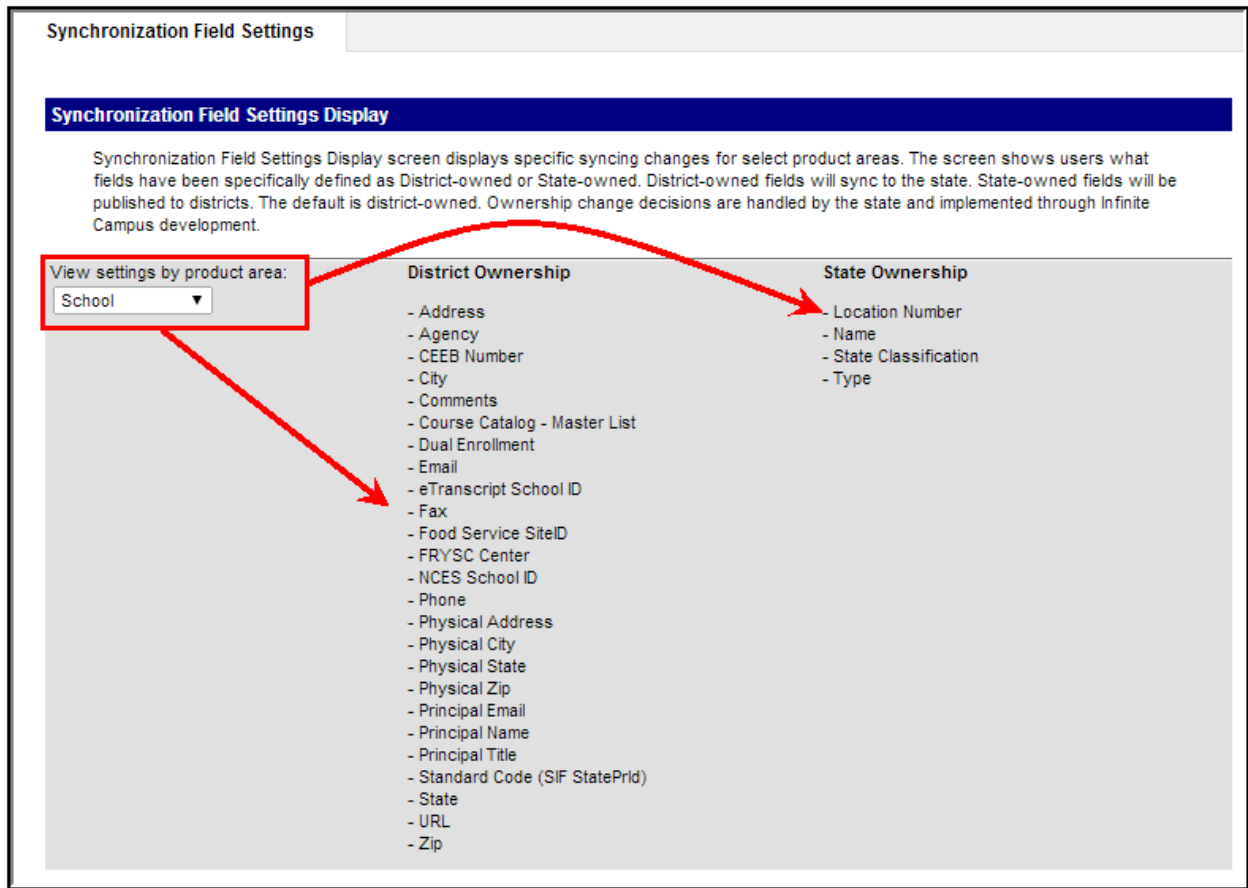


Image 3: Viewing Field Ownership Per Product Area

## Understanding District vs. State Ownership

**State Ownership** means the fields listed for the product area are locked and cannot have their dictionaries and field values modified at the district level. This ensures these fields remain the same at both the state and district level and eliminates the issues/risks caused by out of sync field data. When the state makes a change to any owned field, a sync event is triggered and new data is pushed down to all DIS-linked districts.

If the state gains ownership over a field and pushes down new field values, all dictionary values existing at the district that do not exist at the state will be removed.

State-owned fields will not overwrite BIE-specific properties and field dictionaries.

For example, in the image below (Image 4), the State owns the Location Number, Name and State

Classification fields within the School product area. These fields are modifiable at the State level but read-only at the district level.

**Synchronization Field Settings**

**Synchronization Field Settings Display**

Synchronization Field Settings Display screen displays specific syncing changes for select product areas. The screen shows users what fields have been specifically defined as District-owned or State-owned. District-owned fields will sync to the state. State-owned fields will be published to districts. The default is district-owned. Ownership change decisions are handled by the state and implemented through Infinite Campus development.

View settings by product area:

District Ownership	State Ownership
<ul style="list-style-type: none"> <li>- Address</li> <li>- Agency</li> <li>- CEEB Number</li> <li>- City</li> <li>- Comments</li> <li>- Course Catalog - Master List</li> <li>- Dual Enrollment</li> <li>- Email</li> </ul>	<ul style="list-style-type: none"> <li>- Location Number</li> <li>- Name</li> <li>- State Classification</li> <li>- Type</li> </ul>

**School**

Save School Delete School New School

School data is divided into two areas: School Detail and School History. School Detail 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.

**District Level**

**School Editor**

- Ackerly School test change 2
  - Original Record
- Ackerly/Bingham Guidance Ctr Elem
- Ahrens Educational Resource
- Atherton High School
- Atkinson Academy
- Auburndale Elementary School
- Audubon Traditional Elem
- Audubon Youth Development Center
- Ballard High
- Barret Traditional Middle
- Bates Elementary

**School Detail**

\*Name: Ackerly School test change 2

\*Location Number: 789

\*Type: 01: Elementary

NCES School Number: 2102990 - 01859

Standard Code (SIF StatePrid):

CEEB Number:

State Classification: A3: District operated - special ed school

Course Catalog - Master List: District Catalog

**School**

Save School Delete School New School

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**State Level**

**School Editor**

- Ackerly School test change 2
  - Original Record
- Ackerly/Bingham Guidance Ctr Elem
- Ahrens Educational Resource
- Atherton High School
- Atkinson Academy
- Auburndale Elementary School
- Audubon Traditional Elem
- Audubon Youth Development Center
- Ballard High
- Barret Traditional Middle
- Bates Elementary
- Bellewood Childrens Home

**School Detail**

\*Name: Ackerly School test change 2

\*Location Number: 789

\*Type: 01: Elementary

NCES School Number: 2102990 - 01859

Standard Code (SIF StatePrid):

CEEB Number:

\*State Classification: A5: District operated- alternative school

Course Catalog - Master List:

Image 4: Example of State Field Ownership

**District Ownership** means the fields listed for the product area can be modified at the state and district level. Districts are able to customize these field's dictionaries and all data entered in these

fields is synced up to the state for reporting if the district performs a manual resync of data via the [Resync State Data](#) tool. Making changes to a district owned field does not automatically trigger a sync event. Data entered in a district-owned field overwrites data at the State level once data is synced.

For example, in the image below (Image 5), the district has entered new values for many of the district-owned fields within the School Attribute product area. Once the district performs a manual resync, this data will be saved and appear at the state level. All existing data at the state will be overwritten.

**Synchronization Field Settings**

**Synchronization Field Settings Display**

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View settings by product area: **SchoolAttribute**

District Ownership	State Ownership
- National School Lunch Program(NSLP)	- Magnet Status
- NSLP	- Operational Status
- Provision	- Shared Time Status
- Provision Base Year	
- Provision End Year	
- RCCI School	
- SBP	
- School Breakfast Program(SBP)	
- Title I	
- Title III	

**School**

Save School History + New

**District Level**

08 09 10 11 12  
 13  AE

Program Participation

Title I  Title III

Not a Title I School

RCCI School

USDA Programs

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

Provision  Provision Type  Provision Base Year  Provision End Year

- Modified by: Unknown 07/10/2012 08:47

**School**

Save School Delete School New School

Cane Run Elementary Carrithers Middle School

General Information

Magnet Status

**State Level**

Operational Status

Open ▾

Grade Levels Offered

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

Program Participation

Title I  Title III

Not a Title I School ▾

RCCI School  
▾

USDA Programs

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

Provision  Provision Type  Provision Base  Provision End Year

▾ SBP NSLP Year Year

- Modified by: UNKNOWN 07/10/2012 08:47

Image 5: Example of District Field Ownership