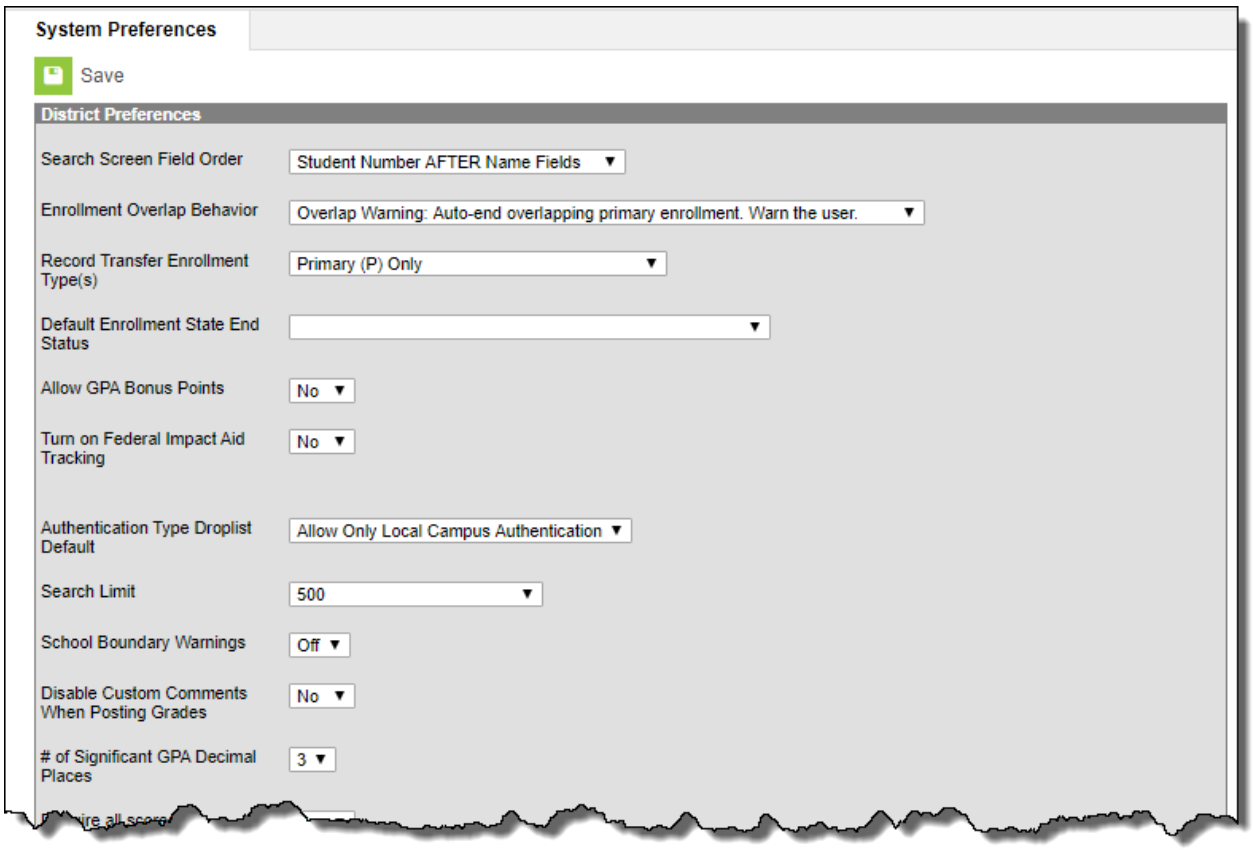
# System Preferences (State Edition)

Last Modified on 05/22/2024 10:16 am CDT

Tool Search: System Preferences

The state-level System Preferences tool allows states to configure settings for general use of Infinite Campus. These preferences should only be modified by a district administrator, as modifications will affect system operations. Additional preferences may be contained within the module to which they relate.

District-level users should refer to the System Preferences (District) page.




*State-Level System Preferences*

The screenshot shown above is for example purposes only; available options may vary.

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# State-Level System Preferences

The following table indicates the state-level System Preferences that may be available. When applicable, click on the name of the preference in the table to view additional information.

| System Preference | Description | Area(s) Affected | Campus Edition |
|---|---|---|---|
| **Search Screen Field Order** | The Search Screen Field Order system preference determines where the Student Number field will be located in relation to name fields when conducting an Advanced Search for students.<br><br>▸ Click here to expand... | Advanced Search | District State |
| **Enrollment Overlap Behavior** | This preference determines how multiple enrollments in the same school year are handled within Campus. These settings are enforced when managing enrollments from anywhere within Campus (Student Enrollment tab, Census Enrollment tab, Student Locator, etc.).<br><br>• **Centralized Enrollment**: **Auto-End Overlapping Primary Enrollments**. This option automatically enters an End Date for the old primary enrollment when a new overlapping enrollment is created. This date is the date before the Start Date of the new enrollment record. When a new non-primary enrollment has the same date as another primary enrollment, both enrollments remain active. If the start dates are the same, a message displays indicating the primary | Enrollments | District State |

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| System Preference | Description | Area(s) Affected | Campus Edition |
| --- | --- | --- | --- |
| | enrollment cannot overlap with another primary enrollment. The existing enrollment ends with the entered start date and is set to No Show.<br><br>• **Decentralized Enrollment**: **Allow Overlapping Primary Enrollment**. Allows primary enrollments to overlap. Red exclamation points will display next to the overlapping enrollments on the Enrollments tab.<br><br>• **Overlap Warning: Auto-end overlapping primary enrollment. Warn the user.** Warns the user when a new primary enrollment overlaps with another primary enrollment. The user may click OK and continue creating the enrollment. The new enrollment's start date is compared to any existing enrollment's start date. If the start dates are the same, a message displays indicating the primary enrollment cannot overlap with another primary enrollment. The existing enrollment ends with the entered start date and is set to No Show.<br><br>• **Strict Prevent and Warn Primary: Prevent overlapping of primary enrollments in any calendar. Warn the User**. **Allow secondary enrollment overlaps.** This option prevents the overlapping of primary enrollment records in any calendar. A warning appears when the user attempts to create a new primary enrollment which overlaps another primary enrollment. The enrollment will not be saved and selecting OK on the warning message will result in an error displaying. **This option DOES NOT allow partial enrollments to exist without there already being a primary enrollment. This** | | |

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| System Preference | Description | Area(s) Affected | Campus Edition |
| --- | --- | --- | --- |
| | **prevents the ability to have two enrollments in the same calendar, even if the enrollments are in separate schedule structures and even if the enrollments are varying service types (primary, secondary, etc.). This option DOES NOT prevent the creation of a new Primary enrollment that overlaps a No Show enrollment.**<br><br>• **Strict Prevent and Warn Non-Primary: Prevent overlapping primary enrollments in any calendar, allow Non-Primary Enrollments with no primary enrollment.** This option prevents primary enrollments from overlapping in any calendar, but non-primary enrollments can overlap if there are no primary enrollments. **This prevents the ability to have two enrollments in the same calendar, even if the enrollments are in separate schedule structures and even if the enrollments are varying service types (primary, secondary, etc.). This option DOES NOT prevent the creation of a new Primary enrollment that overlaps a No Show enrollment.**<br><br>**Maine Users ONLY**: The Enrollment Overlap Behavior preference will not affect non-Primary enrollments.<br><br>• This applies to both State and District Editions of Campus<br><br>• Enrollments where Service Type = N: Special Ed Services may also overlap regardless of System Preferences. | | |

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| System Preference | Description | Area(s) Affected | Campus Option |
|---|---|---|---|
| **Record Transfer Enrollment Type(s)** | This preference allows you to determine which district to send a Records Transfer request to based on the enrollment type of the student's most recent enrollment record(s).<br><br>For example, if this field is set to 'Primary (P) OR Special Ed (N)' and the student has a Primary enrollment in District A and a more recent Special Ed enrollment record in District B, District B would be sent the enrollment record request. Options include:<br><br>• Primary (P) Only - This is the default setting<br>• Primary (P) OR Partial (S)<br>• Primary (P) OR Special Ed (N)<br>• Primary (P) OR Special Ed (N) OR Partial (S) | Student Records Transfer | Option only available in State Edition but impacts District Edition customers. |
| **Default Enrollment End Status** | When the Enrollment Overlap Behavior Preference is set to Centralized Enrollment, this preference displays. The selected enrollment end status is applied to all enrollments upon the ending of the enrollment. | Enrollments | District State |
| **Allow GPA Bonus Points** | Indicates whether or not GPA bonus points are allowed for Score Groups. See the GPA Calculations article for information on Bonus Points. | Score Groups and Rubrics<br><br>Grading Scales | District State |

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| System Preference | Description | Area(s) Affected | Campus Edition |
|---|---|---|---|
| **Turn on Federal Impact Aid Tracking** | If set to 'Yes', the Impact Aid tab and Impact Aid Site field on the Address editor display.<br><br>These fields are used to report Impact Aid information in the Impact Aid and Military Connections Site and Impact Aid Employment Reports.<br><br>If set to 'No', the Impact Aid tab displays with a message indicating the preference is not turned on. The Impact Aid Site field on the Address editor does not display. | Impact Aid<br><br>Address | District State |
| **Search Limit** | The Search Limit system preference allows districts to limit the number of results returned by a search to improve search and system performance.<br><br>▸ Click here to expand... | Advanced Search | District State |
| **School Boundary Warnings** | If set to 'Yes', users will receive a warning when attempting to enroll a student in a school outside of the student's geographical boundary. | Enrollments | District State |
| **Disable Custom Comments when Posting Grades** | If set to 'Yes', teachers will not be allowed to enter individual comments on posted student grades. | Posting by Student<br><br>Posting by Task<br><br>Grading by Student (Section)<br><br>Grading by Task (Section) | District State |
| **# of Significant GPA Decimal Places** | Indicates how many significant decimals (decimals to the right of the period) are allowed for GPA values. | No specific path | District State |

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| System Preference | Description | Area(s) Affected | Campus Edition |
|---|---|---|---|
| **Require all scores for Composite Grading** | If set to 'Yes', teachers are not able to post a composite grade until the child grades that make it up have also been posted. | Grade Calc Options (Course Masters)<br><br>Grade Calc Options (Courses)<br><br>Grade Calc Options (Campus Instruction) | District State |
| **Show Counselor in the Student Header** | If set to 'Yes', the name of a student's Counselor will appear in their information header. | Student Information | District State |
| **Student State ID Method** | The Student State ID Method system preference determines how Student State IDs are generated for new students within Campus.<br><br>Click here to expand... | Demographics<br><br>Student Locator | District State |
| **Student State ID Window** | Minimum and Maximum number range allowed when generating Student State IDs.<br><br>This option is only available when the Student State ID Method is set to 9-digit or 10-digit windowing sequential with leading zeroes. | Demographics | State |
| **Display last known district in Student Locator** | The student's last known district appears within the Student Locator when searching students. | Student Locator | State |
| **Staff State ID Method** | The Staff State ID Method system preference determines how Staff State IDs are generated for new staff within Campus. | Demographics | State |

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| System Preference | Description | Area(s) Affected | Campus Edition |
|---|---|---|---|
| **Staff State ID Window** | Minimum and Maximum Number range for generating Staff State IDs.<br><br>This option is only available when the Student State ID Method is set to 6-digit windowing sequential with leading zeroes. | Demographics | State |
| **Display last known district in Staff Locator** | If set to 'Yes', the staff person's last know district is displayed within the Staff Locator when search staff members. | Staff Locator | State |
| **SSN Staff Search Only** | If set to 'Yes', staff can only be searched by Social Security Number. | Staff Locator | District<br>State |
| **Enable Default Transcript** | When set to Yes, the Campus-provided Default transcript report is available for generation. When set to No, this option is not available. | Transcript | District<br>State |
| **Enable Self Service Auto Approval** | Allows users to self-approve changes made via My Data tools. | My Data | State |
| **Enable Scheduling Validations** | If set to 'Yes', provides users a warning in the Walk-In Scheduler when deleting or end-dating a course if the action results in a gap in the student's schedule.<br>Yes<br>No | Walk-In Scheduler | District<br>State |
| **Allow Multiple Primary Addresses** | If set to 'Yes', users are allowed to have multiple Primary home addresses within Campus. | Census<br><br>Address | District<br>State |

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| System Preference | Description | Area(s) Affected | Campus Edition |
|---|---|---|---|
| **Require Race/Ethnicity Data for** | This setting indicates the type of person record in Campus for which race/ethnicity information is required. Existing settings for this option will become the default - either All Students or No One.<br><br>▸ Click here to expand...<br><br>For Kentucky districts, this field is controlled by the state. Values set at the state level are pushed down to districts. | Demographics<br><br>Add Person<br><br>Student Locator<br><br>Staff Locator | District<br>State |
| **Require Race Selection** | This preference setting indicates when race information is required, based on the answer to the "Is the individual Hispanic/Latino?" question on the Demographics tab. Available selections for this option vary depending on the selection of the Require Race/Ethnicity Data For preference.<br><br>• If the Require Race/Ethnicity Data For preference is set to No One, the Require Race Selection preference will be set to Never.<br><br>• For all other settings of the Require Race/Ethnicity Data For preference, options for Require Race Selection are **Only when Hispanic/Latino = No** and **Always**.<br><br>For Kentucky districts, this field is controlled by the state. Values set at the state level are pushed down to districts. | Demographics<br><br>Add Person<br><br>Student Locator<br><br>Staff Locator | District<br>State |

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| System Preference | Description | Area(s) Affected | Campus Edition |
|---|---|---|---|
| **Require Race/Ethnicity Determination for:** | The Race/Ethnicity Determination preference sets logic for when the Race Determination field needs to be selected. | Demographics<br><br>Add Person<br><br>Student Locator<br><br>Staff Locator | District<br>State |
| **Enable Attendance Auditing** | The Enable Attendance Auditing system preference indicates whether the district is auditing student attendance records. Setting this preference to Yes requires a significant amount of data storage.<br><br>The following reports are available for auditing attendance records.<br><br>• Attendance Change Tracking (Attendance > Reports)<br><br>• Section Change Tracking (Attendance > Reports)<br><br>• Attendance Change Tracking (Campus Instruction > Reports (Attendance))<br><br>These reports are available to users (as long as tool rights are assigned) even when this preference is not set to Yes. If this preference is not turned on, data will not be included in the report.<br><br>Attendance auditing provides a complete history of attendance changes for compliance with electronic signature requirements and other state reporting obligations.<br><br>• **Texas Districts:** This is a **read only** option and cannot be | Attendance | District<br>State |

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|---|---|---|---|
| | modified.<br>• **Kentucky Districts**: This preference and the attendance tracking reports are not available.<br><br>This preference can be turned on and off at any time. Data will only be stored for the time when it is turned on (set to Yes). Reports can still be generated when it is turned off, but only the data stored during the time it is turned on will be returned on the reports. | | |
| **Enable Attendance Check In/Check Out Auditing** | The configuration for this preference is displayed but cannot be changed in System Preferences.<br><br>This preference is specific to one state and is not defined here. | No specific path | State (KY only) |
| **Accept State Excluded Grade Levels and Enrollments** | The Accept State Excluded Grade Levels and Enrollments state system preference indicates whether or not items marked for state-exclusion at the district level will be accepted at the state level.<br><br>The state-level System Preferences tool allows districts to configure settings for general use of Infinite Campus. These preferences should only be modified by a system administrator, as modifications will affect system operations.<br><br>Click here to expand... | Enrollments<br><br>Grade Levels | State |

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|---|---|---|---|
| **Flag Health Conditions** | Flag Health Conditions system preference determines the display of health conditions assigned to students. When set to yes, any condition marked as flagged will appear as checked by default when that condition is assigned to a student and the flag will appear by the student's name. If this preference is turned off, the flag will not display next to the student's name even if the box is checked in the Condition for the student.<br><br>▸ Click here to expand... | Health Conditions | District State |
| **Default Health Conditions** | Default Health Conditions preference will allow users to use the Campus default conditions in addition to their custom conditions, or just the custom conditions.<br><br>• **No -** When the preference is set to No, only custom health conditions display.<br><br>• **ICD-9 Conditions -** When the preference is set to ICD-9 Conditions, the ICD-9 health conditions along with custom health conditions display.<br><br>• **ICD-10 Conditions -** When the preference is set to ICD-10 Conditions, the ICD-10 health conditions along with custom health conditions display.<br><br>**ICD-10 Health Conditions** became the standard set of health conditions on October 1, 2015. See the Community News article for more information. | Health Conditions | District State |

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|---|---|---|---|
| **Learner Planning Copy Plan** | Determines how learner plans are locked after being copied.<br>• Leave the original plan's locking as it was prior to copy<br>• Lock the original plan after copy<br>• Only allow copy of a locked plan<br>See the Plan Copy Wizard article for more information. | Learner Plan Documents | District State |
| **Require Employment Record for District Assignment** | The Require Employment Record for District Assignment preference requires staff members to have a District Employment record before having a District Assignment record. State edition customers and state-linked districts will not have the option to modify this preference. The preference will be determined by the state Department of Education and updated by Infinite Campus. The setting will be view/read-only in those situations.<br>This preference is enabled for users in Maine.<br>A corresponding District Employment Record is defined as such:<br>• The start and end dates for the District Assignment must match or fall within the dates of a single District Employment Record.<br>• A District Assignment record cannot end after the latest District Employment End Date.<br>• A District Assignment record cannot start before the earliest District Employment Start Date. | District Employment<br>District Assignments | District State |

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| --- | --- | --- | --- |
| | A validation will occur when a District Assignment Record is created without the existence of a District Employment Record.<br><br>This preference does not apply to customers using the Human Resources module. The Human Resources module always requires staff to have a District Employment record before having a District Assignment record. (District Assignments are called Work Assignments in the Human Resources module)<br><br>▸ Click here to expand... | | |
| **Batch Queue Expiration Days** | The **Batch Queue Expiration Days** field of the System Preferences allows a system administrator to specify the length of time a Batch Queue report should display on the Batch Queue and Admin Queue tools before it is deleted. This preference is available at both the district and state levels.<br><br>If reports should never be automatically deleted by the Batch Queue Maintenance task, this field should be left blank (null).<br><br>The value entered in the **Batch Queue Expiration Days** field should reflect the maximum number of days a Batch Queue report is allowed to display on the Batch Queue and Admin Queue tools. When a report exceeds the maximum number of days allotted by this field, it will be deleted by the automated Batch Queue Maintenance task executed by the Task Scheduler. | Batch Queue<br><br>Batch Queue (Admin)<br><br>Task Scheduler | District State |

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| --- | --- | --- | --- |
| | A Batch Queue / Admin Queue report will not be deleted if a user has manually designated otherwise it be spared from deletion per one of the following methods:<br><br>• **Keep Until I Delete Option -** This is set when the report is set up and assigned to the Batch Queue by marking the Keep Until I Delete checkbox from the Batch Queue Reporting Options.<br><br>• **Report Never Expires -** This is set in the Expires After and Never Expires fields of the Batch Queue Detail editor of the Batch Queue / Admin Queue tools.<br><br>Click here to expand... | | |
| **Autopay Fees with Surplus Balance** | The Auto-pay Fees with Surplus Balance preference will automatically pay any fee with surplus from another fee.<br><br>Click here to expand... | Fees (Student)<br><br>Fees (Person) | District State |
| **Days to Flag Roster Additions** | The Days to Flag Roster Additions system preference determines the length of time a student's name will appear in green color within a section roster in both the Instruction module and on Course Section rosters. This gives the teacher and any office staff an indication that the student is new to the section.<br><br>A value must be entered for this preference. The default value for this preference is 10 days. | Campus Instruction<br><br>Course Sections<br><br>Attendance | District State |

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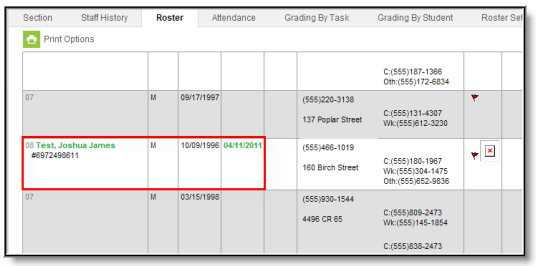
| --- | --- | --- | --- |
| | This preference is based on calendar days.<br><br>Note the following:<br><br>• This preference will determine the number of days the start date is green in roster views.<br><br>• The roster start date is considered Day 0 of the roster flag time period. If the roster start date is in the past, a student may never display in green text.<br><br>• If no roster start date has been entered for a section, the student name will not display in green.<br><br>  <br><br><br>Click here to expand... | | |

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| System Preference | Description | Area(s) Affected | Campus Edition |
|---|---|---|---|
| **NGA Cohort Years after NCLB** | The NGA Cohort Years after NCLB system preference allows users to dictate how many additional years are available for selection when entering NGA Cohort End Year values on the student Graduation tab.<br><br>▸ Click here to expand... | Student Graduation Tab | District State |
| **Lock State Graduation Records** | This preference determines how student graduation records at the state level behave for district-linked installations.<br><br>• If locked, existing state graduation records will not be auto-updated by new graduation records synced from districts. State Graduation records for students who do not already have those records will still be created. State users can manually change the record when the district appeals changes to the student's graduation tab.<br><br>• If not locked (default setting), existing state graduation records will be auto-updated with new graduation records synced from districts. | Student Graduation Tab | State |

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| System Preference | Description | Area(s) Affected | Campus Edition |
| --- | --- | --- | --- |
| **Data Source for Ad Hoc** | This preference allows users to choose what database to use when generating and creating Ad hoc Reporting Filters (using the Filter Designer Query Wizard and Pass-Through Query tools).<br><br>Users can select to query data from the Data Warehouse database (default selection) or the Live Site.<br><br>This preference only displays when the district has a Data Warehouse database available. | Query Wizard<br><br>Letter Builder<br><br>Data Export<br><br>Data Analysis<br><br>Data Warehouse Settings | District State |

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