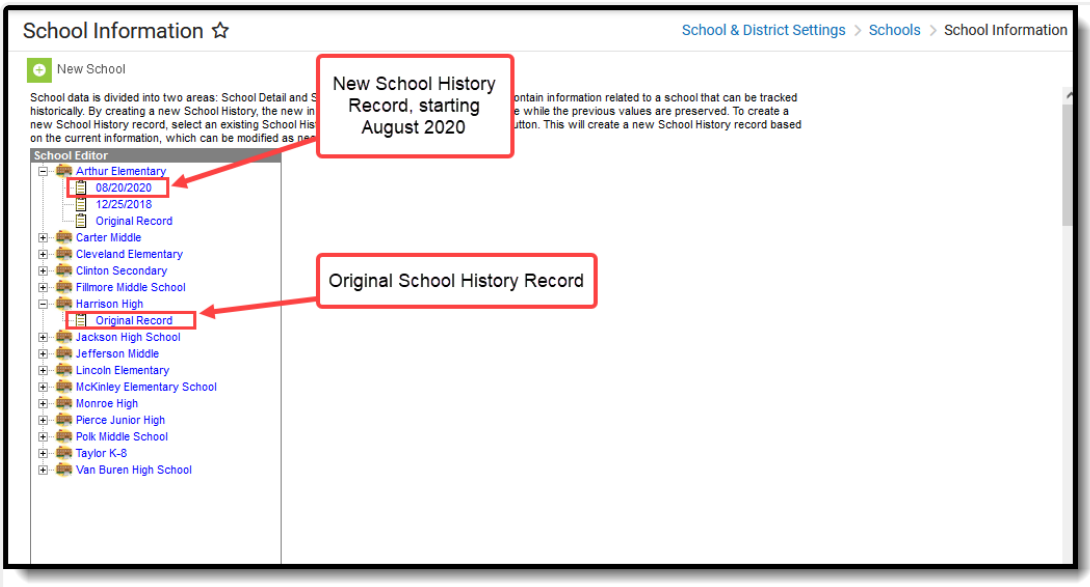
School Information

Last Modified on 09/14/2026 3:35 pm CDT

Tool Search: School Information

School Information 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 about a school that can be traced historically. By creating a new School History, the information is tracked as of a specific date, while preserving previous values.



School Information Editor

See the Schools Tool Rights article for information on available tool rights.

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 be able to add a new school. A district that does not have the right to add a new school should contact its State Department of Education.

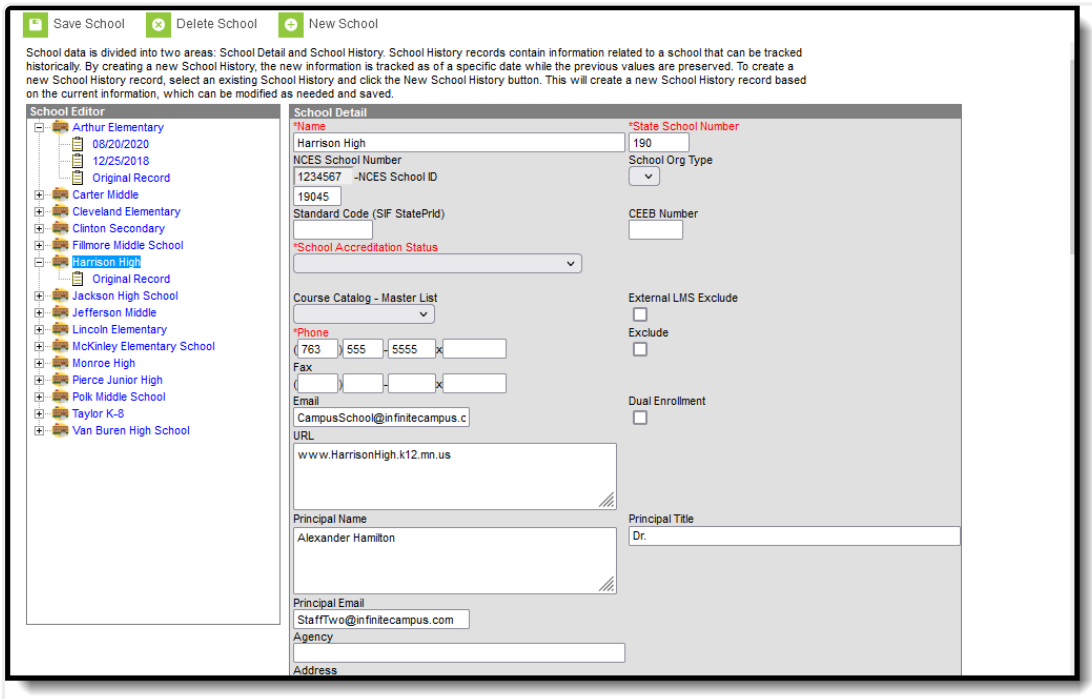
- To add a new school to a State and appropriate District Editions, submit a ticket to Infinite Campus Support detailing your request. Infinite Campus Support staff will implement the changes in both applications as appropriate.
- To modify the name of a school in the State and appropriate District Editions,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

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 needs to be added. Schools are listed in alphabetical order.



School Detail Editor

When creating a new school, information in the **School Detail Editor** and the **School History** Editor is entered simultaneously.

1. Select **New School**. A **School Detail** editor displays.
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 is 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 Detail Fields

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

Field	Description
Name *Required entry*	Name of the school. This name displays in the School dropdown list in the Campus toolbar.
State School Number *Required entry*	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. **For Montana districts**, this field is read-only and controlled by the State. All values and modifications are pushed down from the state to your district.
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.
School Focus	**For Oklahoma districts.** Indicates the type of educational institution as classified by its focus.
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.**
Cross-Site Enrollment	When Cross-Site Enrollment is enabled on the District Information tool, the Cross-Site Enrollment checkbox becomes visible on the School Information tool. For every school participating in Cross-Site Enrollment, this checkbox must be marked. This enables the Course Master selection for Cross-Site Enrollment. See the Cross-Site Configuration article and the Checklist for Cross-Site Enrollment for additional guidance.

Field	Description
Consortium	**For North Dakota districts.** Displays in both the District and State Editions. Field is read-only in District Editions.
School Accreditation Status	**For North Carolina districts.** The selected school's accreditation according to the North Carolina Department of Education. • SA: Southern Association of Colleges and Schools • ST: NC State Board of Education (SBE) • SS: Both SACS and SBE
Legal Entity	**For Montana districts.** The legal entity for the school.
State Classification	Indicates the type of students or instruction provided by the school. **For Kentucky districts**, 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.
Course Catalog - Master List	When 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 are available to students for scheduling purposes.
External LMS Exclude	When a district shares Campus data with an external learning management system, this checkbox can be used to exclude specific records from sharing. 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 *Required entry*	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 district website homepage or the link to the specific school website. When populated, this displays on the Campus Parent and Campus Student in the Quick Links and More sections as a link to the district's website. The URL must begin with http:// or https://.
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: • Entry refers to a separate governing agency 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 the 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

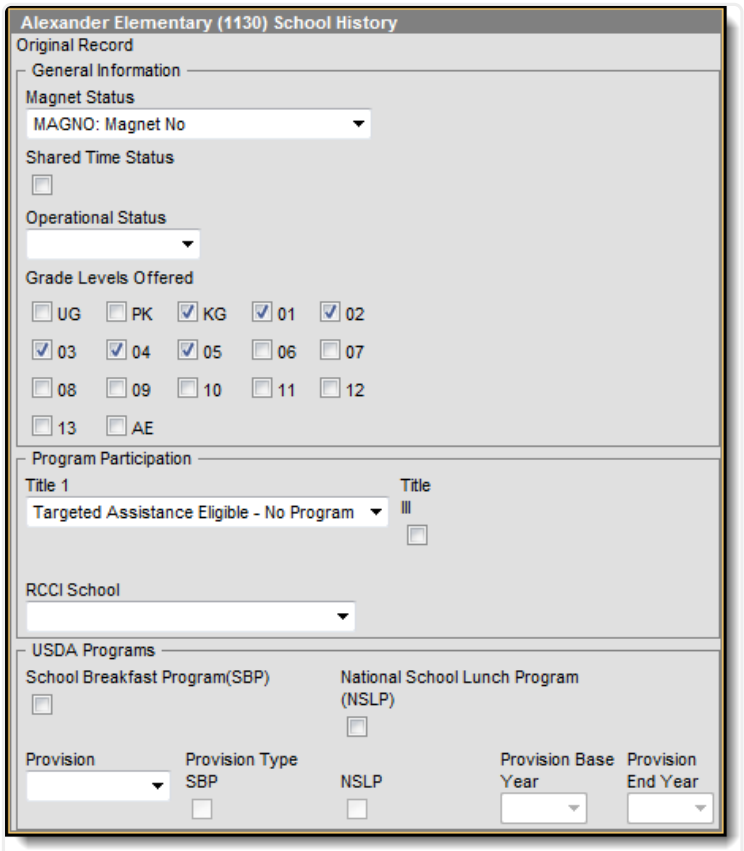
The following fields are site-specific or localized fields.

Field	Description	State

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
CTDS	The CTDS code is a school identifier used in Arizona State reporting. When a value is set, it reports in all Arizona reports as the Entity ID. When this field is left blank, the Entity ID in the state reports uses 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 is 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
CDS Number Override	This is an override field for the CDS Number. For schools that do not follow the standard District Number + School Number pattern (e.g., charter schools), when populated, this field is used in place of the CDS Number. When adding a CERS Connection, the CSV download includes a **school_natural_id** field. • The CDS Number Override value reports when populated. • If not populated, the CDS Number value reports. • If CDS Number is not populated, the state district number + state school number reports.	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 that have an NCES LEA ID that differs from their district's NCES LEA ID. This field is read-only and controlled by the State. All values and modifications are pushed down from the state to your district.	MT
District Override	This field is used to override district numbers for CTE centers.	ND
District Entity ID	This field allows a district ID override, enabling support for multiple districts.	NH

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 are needed after the school information and the original record have been saved, a new School History record must be created 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 entered incorrectly, the record can be corrected. A new record is not made in that case.



School History Editor

General Information

Field	Description
Magnet Status	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: • **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	Indicates the school's Operational Status. Options include: • **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. This field is only available in a State Edition of Campus.
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

Field	Description
Title 1	Indicates the school's Title 1 status. Options include: • **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	This field indicates that whether the Residential Child Care Institution (RCCI) school is a *RCCI Day* or *RCCI Non-Day Assistance Program*. RCCI schools report in the Verification report.

USDA Programs

See the Choose USDA Program Settings for Individual Schools article for more information.

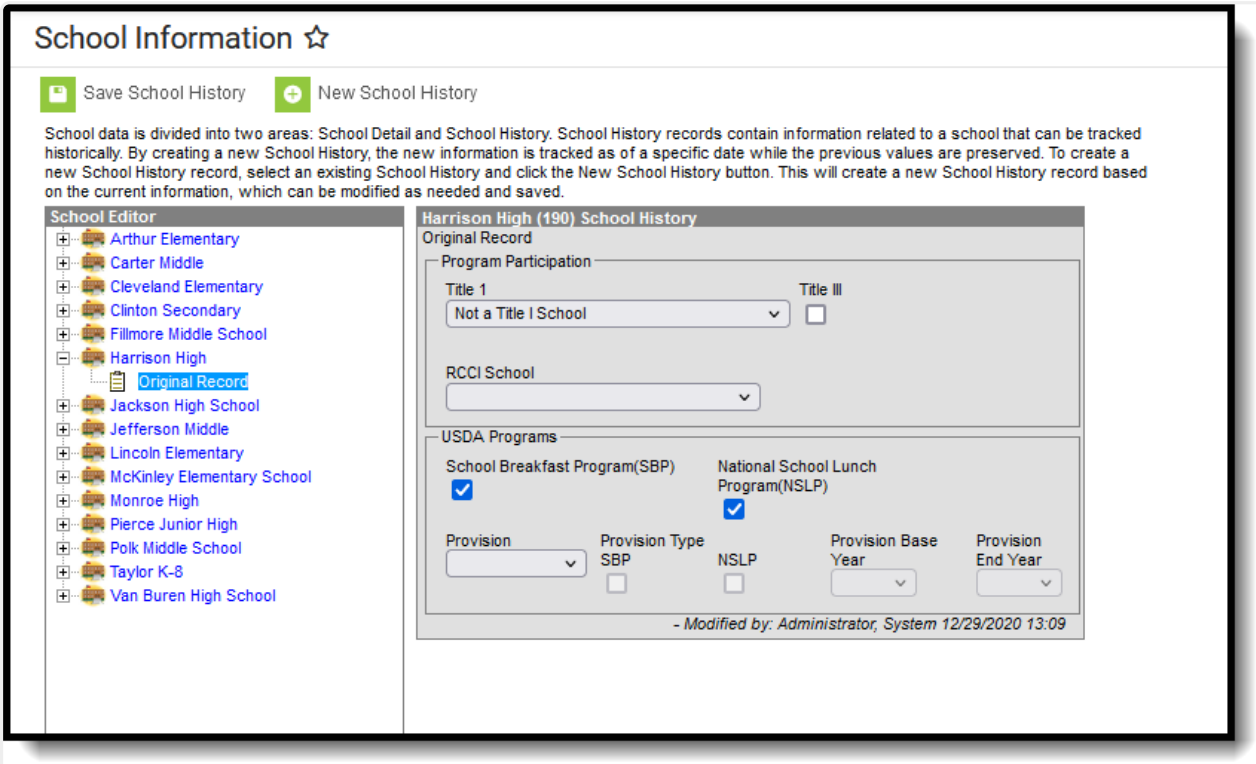
Field	Description
School Breakfast Program (SBP)	This checkbox indicates whether the school participates in the School Breakfast Program. This field must be selected for some state reports and for the FRAM Verification Final Summary Report .
National School Lunch Program (NSLP)	This checkbox indicates 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	This field indicates the Provision in which the school is participating. The National School Lunch program includes the following provisions. • **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. For more information on Provisions 1-3, see the United States Department of Agriculture website. • **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 ends. When the year entered in this field is a current or future school year, the Educational Benefits Applications preference becomes available for selection on the Application Preferences.

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 for Program Participation for the selected school.

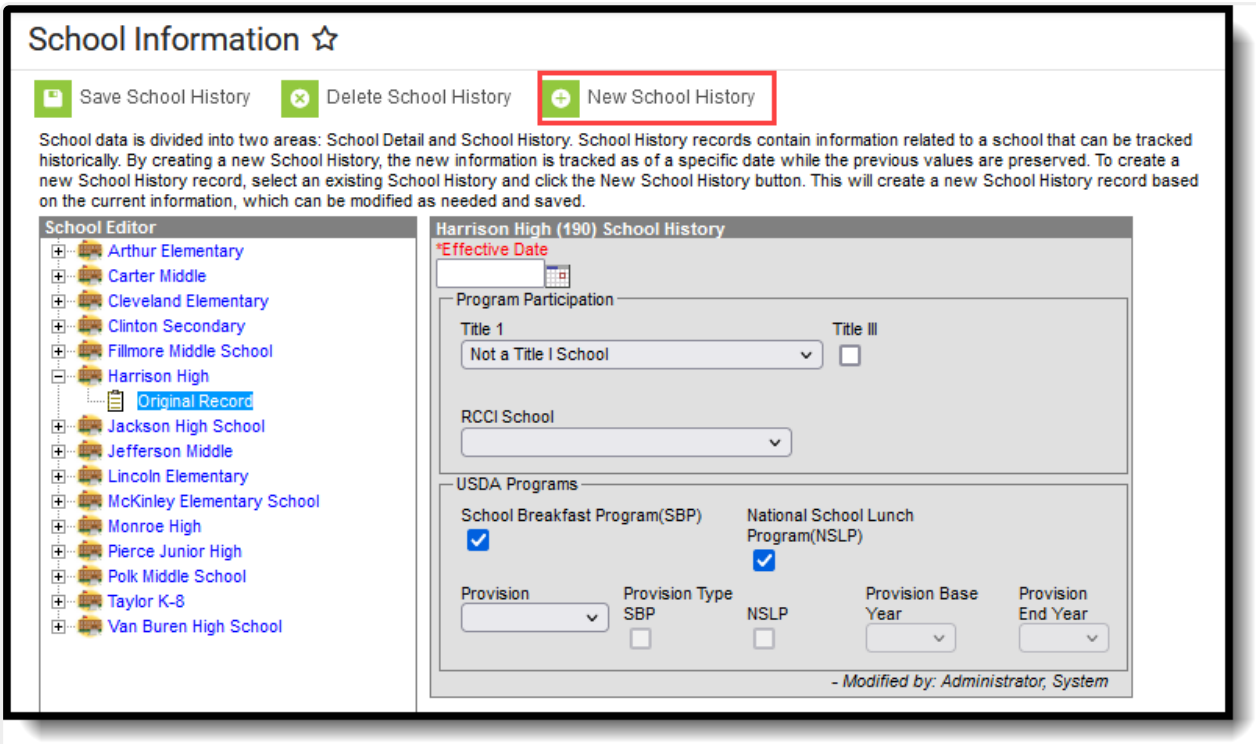
3. Click the **Save School History** icon.



Original Record Information

Add New School History Information

1. Select the **Original Record** from the School Editor.
2. Click **New School History** icon.
3. Enter an **Effective Date** in *mmddyy* 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 are saved and recorded as of the entered effective date.



New School History Information

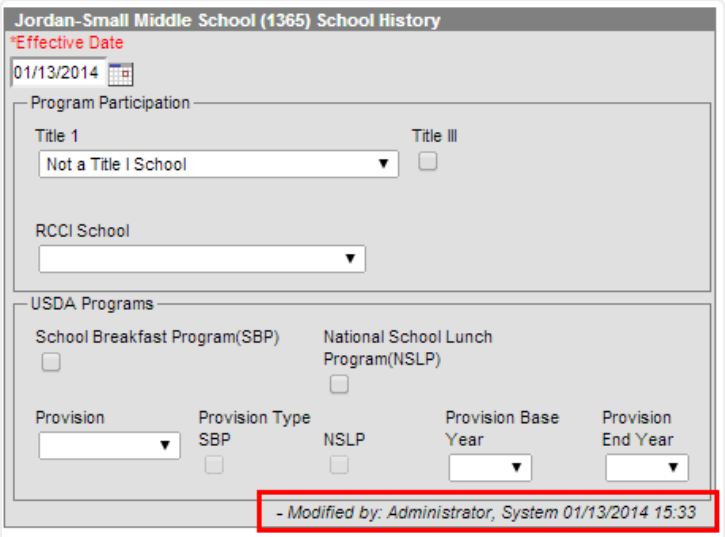
School Deletion

Use the Delete School button to permanently delete the school from Campus. A school cannot be deleted when other records (calendars, enrollments, etc.) are tied to it. Original records cannot be deleted as they 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.

Modification Alerts

Because the School Information record contains sensitive data related to a school's contact information, 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 displays below the Comments field on the School Detail editor and at the bottom of the School History Editor.

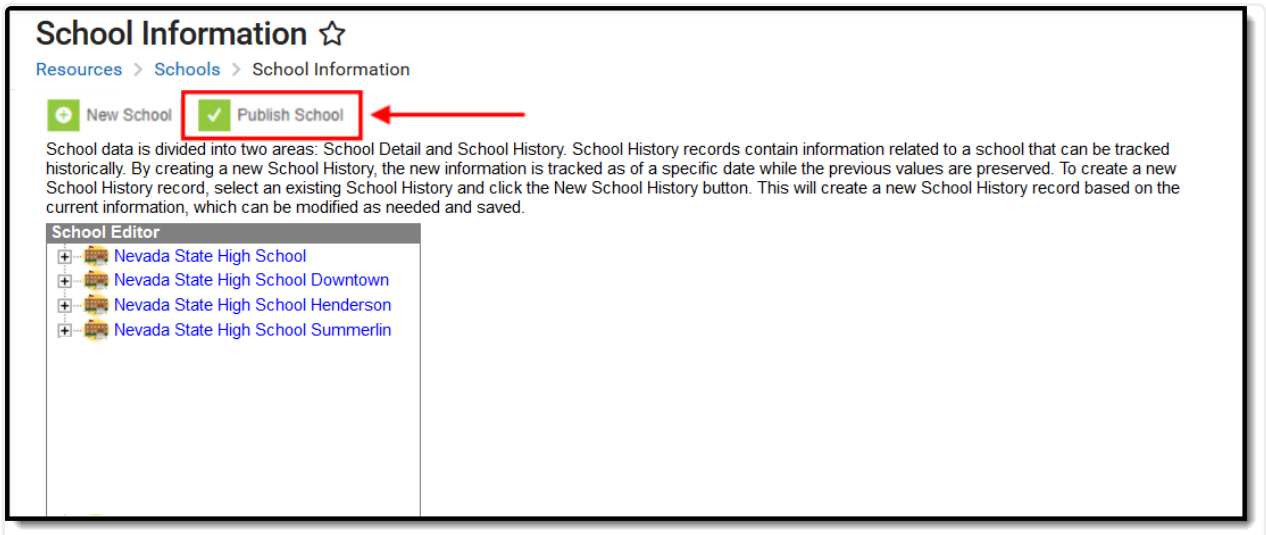


Modification Alerts

Publish Schools from State to DIS-Linked Districts

This functionality is only available for Nevada State Edition.

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. All information for newly created schools (including Original History data and all district-owned fields) syncs from the State to the Districts.



Publish School to Districts

State-Specific Information

Fields may vary by state. Follow the link to view School Information resources for your state. Not every state that uses this tool has its own article. Some State Edition states (e.g. DE) also use this tool.

- Nevada