

# School Information

Last Modified on 01/05/2026 2:00 pm CST

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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 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.

The screenshot shows the 'School Information' page with the following details:

- School Detail:** On the left, a tree view lists schools: Arthur Elementary, Carter Middle, Cleveland Elementary, Clinton Secondary, Fillmore Middle School, Harrison High, Jackson High School, Jefferson Middle, Lincoln Elementary, McKinley Elementary School, Monroe High, Pierce Junior High, Polk Middle School, Taylor K-8, and Van Buren High School. A red box highlights the 'Original Record' for Harrison High.
- School History:** On the right, a box titled 'New School History Record, starting August 2020' contains a note: 'School data is divided into two areas: School Detail and School History. By creating a new School History, the new information can be tracked while the previous values are preserved. To create a new School History record, select an existing School History record on the current information, which can be modified as necessary.' A red box highlights this note.
- Breadcrumb:** School & District Settings > Schools > School Information
- Page Title:** School Information ☆
- Page Footer:** 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 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.

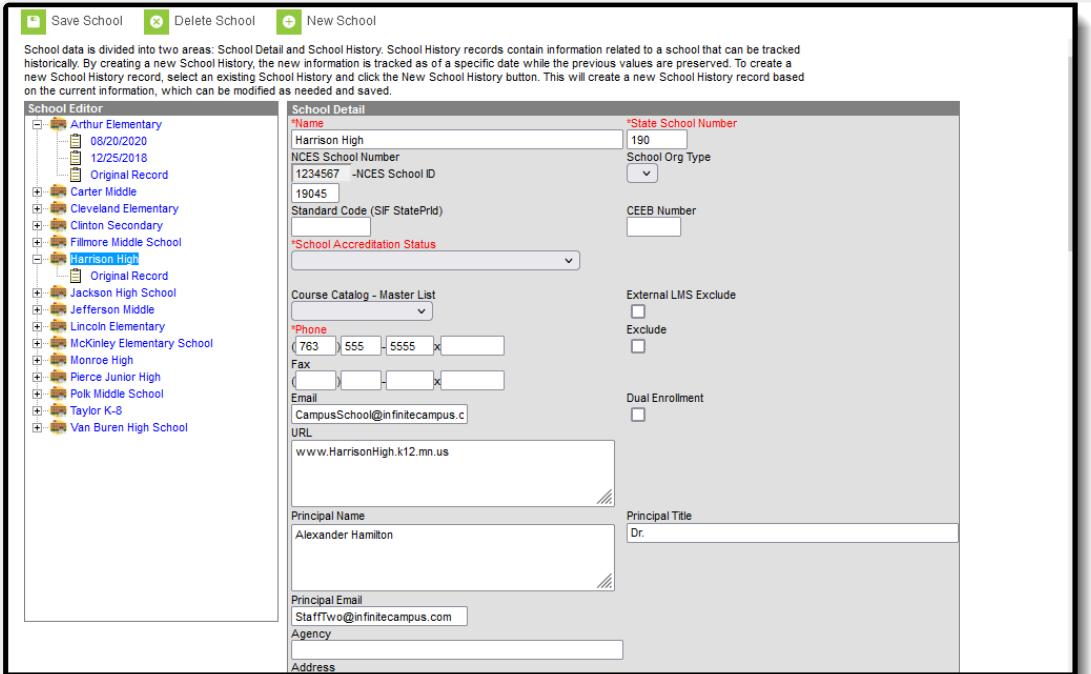
- To modify the name of a school in the State and appropriate District Editions, submit a ticket to Infinite Campus Support detailing your request. Infinite Campus Support staff will implement the changes in both applications as appropriate.

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 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.



The screenshot shows the 'School Detail' editor window. At the top, there are three buttons: 'Save School' (green), 'Delete School' (red), and 'New School' (blue). A message box is displayed: '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.' The main form contains the following fields:

School Detail	
<b>Name</b>	<b>*State School Number</b>
Harrison High	190
NCES School Number	School Org Type
1234567 -NCES School ID	<input type="button" value="▼"/>
19045	
Standard Code (SIF StatePrld)	CEEB Number
<b>*School Accreditation Status</b>	
Course Catalog - Master List	
<b>*Phone</b>	
(763) 555-5555	
Fax	
Email	
CampusSchool@infinitecampus.c	
URL	
www.HarrisonHigh.k12.mn.us	
Principal Name	
Alexander Hamilton	
Principal Title	
Dr.	
Principal Email	
Stafftwo@infinitecampus.com	
Agency	
Address	

Below the form, the text 'School Detail Editor' is centered.

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 **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
<b>Name</b> <i>Required entry</i>	Name of the school. This name displays in the School dropdown list in the Campus toolbar.
<b>State School Number</b> <i>Required entry</i>	Number assigned to the school by the state's Department of Education.
<b>NCES School Number</b>	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.  <b>For Montana districts</b> , this field is read-only and controlled by the State. All values and modifications are pushed down from the state to your district.
<b>School Type</b>	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.
<b>School Focus</b>	<b>For Oklahoma districts.</b> Indicates the type of educational institution as classified by its focus.
<b>Standard Code (SIF StatePrId)</b>	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 <a href="#">Setup School SIF Codes article</a> for more information.
<b>Ed-Fi School ID</b>	In schools of districts using Ed-Fi, this field should contain a school-specific number for Ed-Fi reporting.
<b>CEEB Number</b>	The College Entrance Exam number assigned to the school.  <b>This is required when using eTranscript functionality.</b>

Field	Description
<b>School Accreditation Status</b>	<p><b>For North Carolina districts.</b> The selected school's accreditation according to the North Carolina Department of Education.</p> <ul style="list-style-type: none"> <li>• SA: Southern Association of Colleges and Schools</li> <li>• ST: NC State Board of Education (SBE)</li> <li>• SS: Both SACS and SBE</li> </ul>
<b>Legal Entity</b>	<b>For Montana districts.</b> The legal entity for the school.
<b>State Classification</b>	<p>Indicates the type of students or instruction provided by the school.</p> <p><b>For Kentucky districts</b>, 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.</p>
<b>Course Catalog - Master List</b>	<p>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.</p>
<b>External LMS Exclude</b>	<p>When a district is sharing Campus data with an external learning management system, this checkbox can be used to exclude specific records from being shared.</p> <p>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.</p>
<b>Phone</b> <i>Required entry</i>	Main phone number of the school.
<b>Fax</b>	Main fax number of the school.
<b>Email</b>	Main email address of the school.
<b>Dual Enrollment</b>	This checkbox indicates the school allows students to be enrolled in multiple schools within the district at the same time.
<b>URL</b>	<p>The URL to the homepage of the district website or the link to the specific school website. When populated, this displays on the <a href="#">Campus Parent</a> and <a href="#">Campus Student</a> in the Quick Links and More sections as a link to the district's website.</p> <p>The URL must begin with <code>http://</code> or <code>https://</code>.</p>
<b>Principal Name</b>	Name of the principal.
<b>Principal Title</b>	Title of the principal.
<b>Principal Email</b>	Principal's email address.

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

## Additional School Detail Editor Fields

The following fields are site-specific or localized fields.

Field	Description	State
<b>File Sequence Number</b>	School level transactions for <a href="#">Arizona State reporting</a> 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
<b>CTDS</b>	The CTDS code is a school identifier used in <a href="#">Arizona State reporting</a> . 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
<b>FRYSC Center</b>	Indicates the Kentucky district's FRYSC Center. Available FRYSC Centers are created and synced via the <a href="#">FRYSC Center (Kentucky)</a> tool.	KY

Field	Description	State
<b>Exclude</b>	When checked for a school, the school is excluded from reporting within Ed-Fi data and records or other state reporting.	AZ
<b>CDS Number</b>	The CDS number is a school identifier used in <a href="#">California State Reporting</a> . This is the County-District-School code and is used in state reports, instead of the State School Number.	CA
<b>NCES District Override</b>	<p>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.</p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p>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>	MT

## School History

[General Information](#) | [Program Participation](#) | [USDA Programs](#)

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 is not made in that case.

Alexander Elementary (1130) School History

Original Record

General Information

Magnet Status

MAGNO: Magnet No

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

Targeted Assistance Eligible - No Program

RCCI School

USDA Programs

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

Provision	Provision Type	Provision Base Year	Provision End Year
<input type="button" value="▼"/>	SBP <input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="▼"/> <input type="button" value="▼"/>

School History Editor

## General Information

Field	Description
<b>Magnet Status</b>	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: <ul style="list-style-type: none"> <li><b>MAGYES: Magnet Yes:</b> Indicates the school is a magnet school.</li> <li><b>MAGNO: Magnet No:</b> Indicates the school is not a magnet school.</li> <li><b>NA: Magnet is Not Applicable in the SEA:</b> Indicates the state does not allow magnet schools.</li> </ul>
<b>Shared Time Status</b>	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.

Field	Description
<b>Operational Status</b>	<p>Indicates the school's Operational Status. Options include:</p> <ul style="list-style-type: none"> <li><b>1: Open:</b> Indicates the school is in operation.</li> <li><b>2: Closed:</b> 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.</li> <li><b>3: New:</b> 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.</li> <li><b>4: Added:</b> Indicates the school is in operation but was not reported, for any status, in the previous school year.</li> <li><b>5: Changed Agency:</b> Indicates the school reported in the previous school year but internal organization or significant boundary changes were made.</li> <li><b>6: Inactive:</b> Indicates the school reported in the previous year but is temporarily closed and is expected to re-open at some point in time.</li> <li><b>7: Future School:</b> Indicates the school is scheduled to be operational within the next two years.</li> <li><b>8: Reopened:</b> Indicates the school was previously reported as Closed but has since reopened.</li> </ul> <div data-bbox="504 990 1224 1028" style="background-color: #e1f5fe; padding: 5px; text-align: center;"> <p>This field is only available in a State Edition of Campus.</p> </div>
<b>Grade Levels Offered</b>	<p>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.</p>

## Program Participation

Field	Description
<b>Title 1</b>	<p>Indicates the school's Title 1 status. Options include:</p> <ul style="list-style-type: none"> <li><b>Targeted Assistance Eligible - No Program:</b> Indicates the school is eligible to receive Title 1 funds but does not have a Title 1 program.</li> <li><b>Targeted Assistance Program:</b> Indicates the school is eligible to receive Title 1 funds. All funds are reported per student.</li> <li><b>Schoolwide Eligible - Targeted Assistance:</b> 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.</li> <li><b>Schoolwide Eligible - No Program:</b> 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.</li> <li><b>Schoolwide Program:</b> 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.</li> <li><b>Not a Title 1 School:</b> Indicates the school is not eligible to receive Title 1 funds and does not have a Title 1 program.</li> </ul>

Field	Description
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<b>Title III</b>	This checkbox indicates whether the school participates in <a href="#">Title III</a> programs.
<b>Title III BIE</b>	This checkbox indicates whether the BIE school participates in Title III programs. (Only appears for BIE users)
<b>McKinney-Vento BIE</b>	This checkbox indicates whether the BIE school receives McKinney-Vento funding for homeless shelter programs. (Only appears for BIE users)
<b>RCCI School</b>	<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 <a href="#">Verification</a> report.</p>

## USDA Programs

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

Field	Description
<b>School Breakfast Program (SBP)</b>	This checkbox indicates whether the school participates in the <a href="#">School Breakfast Program</a> . This field must be selected for some state reports and for the FRAM <a href="#">Verification Final Summary Report</a> .
<b>National School Lunch Program (NSLP)</b>	This checkbox indicates whether the school participates in the <a href="#">National School Lunch Program</a> . This field must be selected for some state reports and for the FRAM <a href="#">Verification Final Summary Report</a> .

Field	Description
<b>Provision</b>	<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"> <li>• <b>Provision 1:</b> 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.</li> <li>• <b>Provision 2:</b> 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.</li> <li>• <b>Provision 3:</b> 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.</li> </ul> <div style="border: 1px solid #ccc; padding: 10px; background-color: #e0f2e0; margin-top: 10px;"> <p>For more information on Provisions 1-3, see the <a href="#">United States Department of Agriculture website</a>.</p> </div> <ul style="list-style-type: none"> <li>• <b>Provision 4:</b> Not available to most users.</li> <li>• <b>CEP:</b> 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.</li> </ul>
<b>Provision Type</b>	These checkboxes indicate if the Provision is for the School Breakfast Program (SBP), the National School Lunch Program (NSLP), or both.
<b>Provision Base Year</b>	Indicates the base year in which the Provision began.
<b>Provision End Year</b>	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 <a href="#">Application Preferences</a> .

## 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 Information ☆

 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**

- Arthur Elementary
- Carter Middle
- Cleveland Elementary
- Clinton Secondary
- Fillmore Middle School
- Harrison High
  - Original Record
- Jackson High School
- Jefferson Middle
- Lincoln Elementary
- McKinley Elementary School
- Monroe High
- Pierce Junior High
- Polk Middle School
- Taylor K-8
- Van Buren High School

**Harrison High (190) School History**  
Original Record

**Program Participation**

Title 1	Title III		
Not a Title I School	<input type="checkbox"/>		
RCCI School			
<input type="checkbox"/>			
USDA Programs			
School Breakfast Program(SBP)	National School Lunch Program(NSLP)		
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Provision	Provision Type	Provision Base Year	Provision End Year
<input type="button" value="SBP"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="NSLP"/>
- Modified by: Administrator, System 12/29/2020 13:09			

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.

## School Information ☆

Save School History    Delete 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**

- Arthur Elementary
- Carter Middle
- Cleveland Elementary
- Clinton Secondary
- Fillmore Middle School
- Harrison High
  - Original Record
- Jackson High School
- Jefferson Middle
- Lincoln Elementary
- McKinley Elementary School
- Monroe High
- Pierce Junior High
- Polk Middle School
- Taylor K-8
- Van Buren High School

**Harrison High (190) School History**

**\*Effective Date**

**Program Participation**

Title 1	Title III
Not a Title I School	<input type="checkbox"/>

**RCCI School**

**USDA Programs**

School Breakfast Program(SBP)	National School Lunch Program(NSLP)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

**Provision**

Provision	Provision Type	Provision Base	Provision End Year
SBP	NSLP	<input type="checkbox"/>	<input type="checkbox"/>

- Modified by: Administrator, System

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.

**Jordan-Small Middle School (1365) School History**

**\*Effective Date**  
01/13/2014

**Program Participation**

Title 1	Title III
Not a Title I School	<input type="checkbox"/>

**RCCI School**

**USDA Programs**

School Breakfast Program(SBP)	National School Lunch Program(NSLP)
<input type="checkbox"/>	<input type="checkbox"/>

Provision	Provision Type	Provision Base Year	Provision End Year
SBP	NSLP	<input type="button" value="▼"/>	<input type="button" value="▼"/>

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

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

**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*

# 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.

- [Nevada](#)
-