Setup School SIF Codes

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This article is designed for advanced technical users only and is relevant to districts using SIF Data Exchange.

This article is part of an ordered SIF Configuration process and applies to both methods of configuration (Horizontal and Vertical).

Before beginning, please consider this setup step in relation to the ordered setup steps of the SIF Configuration process:

- Setup School SIF Codes
- Setup SIF Grade Levels
- Setup SIF Zone
- Setup SIF Agent
- Setup SIF Data Access Rights
- Register Agent
- Request Data Sync

The SIF Standard Code field identifies a School for reporting purposes and must be set on each participating school within a district/state. Often times this number will come from either the district or the state during implementation.

Entering a Standard Code is **NOT** a required step. States/districts who use unique state-wide school numbers are not required to enter a Standard Code (i.e, Iowa customers, etc).
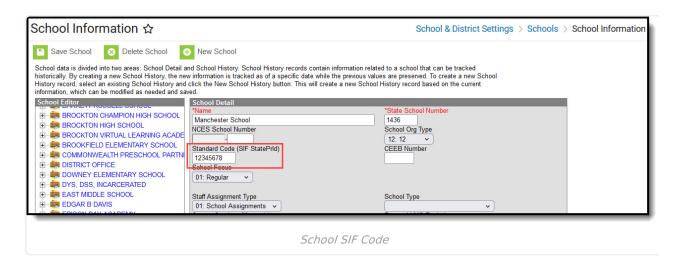
When Standard Code is left blank, SIF logic will report the School Number for the StateProvinceId XML tag.

Schools within a SIF district that should be excluded from SIF reporting do not need a SIF Standard Code.

Entering School SIF Codes

Before beginning the rest of the SIF Configuration process, SIF school identification codes should be entered in the **Standard Code (SIF StatePrId)** field of each participating School.

School SIF Code

1. Navigate to the [School](#) tool.
2. Select a school from the School Editor.
3. Enter the school's unique **SIF Standard Code (SIF StatePrId)** number.
4. Click the **Save** icon.
5. Repeat Steps 2 through 4 for each school to be included in SIF reporting.

To continue SIF setup, proceed to Setup SIF Grade Levels, or return to the SIF Configuration page.