

# District Information

Last Modified on 05/05/2026 3:52 pm CDT

The District Information tool contains basic district contact and resource information. This information is commonly pulled by state reporting extracts and used in report headers. The information contained in the District Detail editor should reflect legal district identification information.

The screenshot shows the 'District Information' tool interface. At the top, there is a 'Save' button and a breadcrumb trail: 'School & District Settings > District > District Information'. Below this, a 'District Editor' sidebar shows a tree view with 'ISD #4321' and 'Original Record'. The main area is titled 'District Detail' and contains the following fields:

- Name:** ISD #4321
- \*State District Number:** 9876
- State:** MN
- NCES DistrictID:** 1234567
- Cross-Site Enrollment Participation:** Intradistrict
- Ed-Fi District Number:** (empty)
- District Contact First Name:** Chris
- District Contact Last Name:** (empty)
- District Staff:** (empty)
- \*Phone:** (999) 555-8132
- Fax:** (empty)
- Type:** 01
- Email:** (empty)
- URL:** http://www.rdale.org
- Region Number:** (empty)
- Federal Tax ID:** (empty)
- Address:** 1234 CAMPUS DRIVE SE
- City:** ANY TOWN
- State:** MN
- County:** Hennepin
- Zip:** 55121
- Physical Address:** 1234 CAMPUS DRIVE SE
- Physical City:** ANY TOWN
- Physical State:** MN
- Physical Zip:** 55121

See the [District Settings Tool Rights](#) article for information on available tool rights.

Available fields vary depending on the district and the state.

District data is divided into two areas - District Detail and District History.

- **District Detail** records exist as the original entry of the district. Some of these fields cannot be modified.
- **District History** records contain information related to a district that can be tracked historically. By creating a new District History, the new information is tracked as of a specific date while the previous values are preserved.

When first accessing the District information, a record of the district is listed in the District Editor. For state edition users, records for all districts in the state are listed. The original district detail is created when conversion data from the legacy system occurs. Changes made thereafter to this detail information are resaved.

Click the Plus Sign next to the district name to see historical school information.

## District Detail Editor

Localized fields are not included.

Fields	Description
<b>Name</b> <i>Required Entry</i>	State-recognized district name.
<b>State District Number</b> <i>Required Entry</i>	State-assigned district number.
<b>State</b>	State to which the district reports.
<b>NCES DistrictID</b>	National Center for Education Statistics (NCES) district identification number.
<b>District Contact First Name</b>	First name of the primary district contact. This is usually the name of the state-reporting contact or SIS administrator.
<b>District Contact Last Name</b>	Last name of the primary district contact. This is usually the name of the state-reporting contact or SIS administrator.
<b>Phone</b> <i>Required Entry</i>	Primary phone number for the district office.
<b>Fax</b>	Primary fax number for the district office.
<b>Type</b>	District type as defined by the state for the purpose of state reporting.
<b>Email</b>	Primary email address for the district.
<b>URL</b>	The URL to the district 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.  <b>URLs must begin with http:// or https://.</b>

<b>Fields</b>	<b>Description</b>
<b>Region Number</b>	The region number of the district as defined by the state for the purpose of state reporting.
<b>Federal Tax ID</b>	The district's federal tax identification number.
<b>Address</b>	Mailing address of the district.
<b>City</b>	Mailing city of the district.
<b>State</b>	Mailing state of the district.
<b>Zip</b>	Mailing zip code of the district. This field allows the standard five-digit zip code or the extended zip code to be entered ( <i>e.g.</i> , 55074 or 55074-1123).
<b>County</b>	Mailing county of the district.
<b>Physical Address</b>	Physical address of the district office.
<b>Physical City</b>	Physical city of the district office.
<b>Physical State</b>	Physical state of the district office.
<b>Physical Zip</b>	Physical zip code of the district office. This field allows the standard five-digit zip code or the extended zip code to be entered ( <i>e.g.</i> , 55074 or 55074-1123).
<b>SPED Contact First Name</b>	First name of the special education contact in the district.
<b>SPED Contact Last Name</b>	Last name of the special education contact in the district.
<b>SPED Phone</b>	Phone number of the special education contact in the district.
<b>SPED Fax</b>	Fax number of the special education contact in the district.
<b>SPED Address</b>	Mailing address of the special education contact in the district.
<b>SPED City</b>	Mailing city of the special education contact in the district.
<b>SPED State</b>	Mailing state of the special education contact in the district.
<b>SPED Zip</b>	Mailing zip code of the special education contact in the district. This field allows the standard five-digit zip code or the extended zip code to be entered ( <i>e.g.</i> , 55074 or 55074-1123).

Fields	Description
<b>SPED County</b>	Mailing county of the special education contact in the district.
<b>National Provider ID</b>	The district's national provider identification number used for Medicaid billing.
<b>MCHP Provider ID</b>	The district's MCHP provider identification number used for Medicaid billing.
<b>Comments</b>	User-entered additional information.
<b>Food Service CustomerID</b>	When the district uses Campus Food Service, this is the Campus-assigned number used to identify it.
<b>Food Service Hearing Official</b>	When the district uses Campus Food Service functionality, the name of the person who conducts Food Service application appeals.

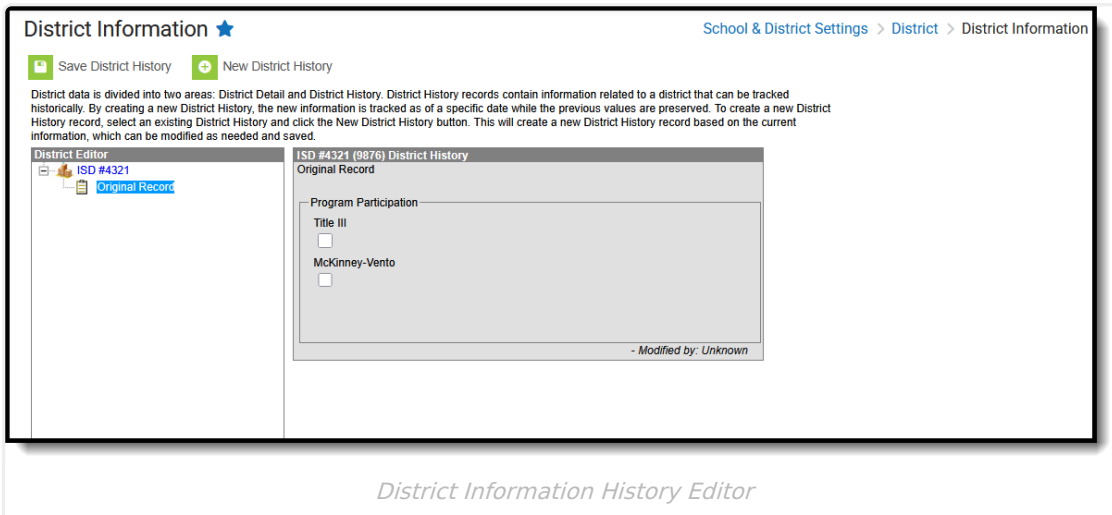
## District History Editor

Below the District Detail editor is a District History editor. When district information is created, enter or mark these values to indicate whether the school participates in certain federal programs. These options are saved as the district's original record when the District Information is saved. If a district participates in these programs, a checkbox should be placed next to the program name.

Program Participation information varies from state to state.

When data in the original record was not entered correctly, it can be changed without adding a new district history record.

Multiple records with the same modified date cannot exist for a district. Each record must have a unique date.



*District Information History Editor*

## Add District Information

1. Enter the **Name** of the district. Reports automatically add “School District” after the name. The **State District Number** field is a non-editable field.
2. Enter the **NCES (National Center for Educational Statistics) District ID** of the district.
3. Select the appropriate **Cross-Site Enrollment Participation** option.
4. Enter the name of the state reporting or SIS administration in the **District Contact First Name** and **District Contact Last Name**.
5. Enter the district's **Phone** number and **Fax** number.
6. Enter the district's **URL**, mailing address, and physical address.
7. Enter the district's special education contact or coordinator in the **Special Education Information** fields.
8. Enter **Medicaid Billing** information into the appropriate fields.
9. Enter any necessary **Comments**. This field may be used for additional user-entered information.
10. Select the appropriate **Program Participation** options for the school.
11. Click the **Save** icon when finished.

## Modify District Information

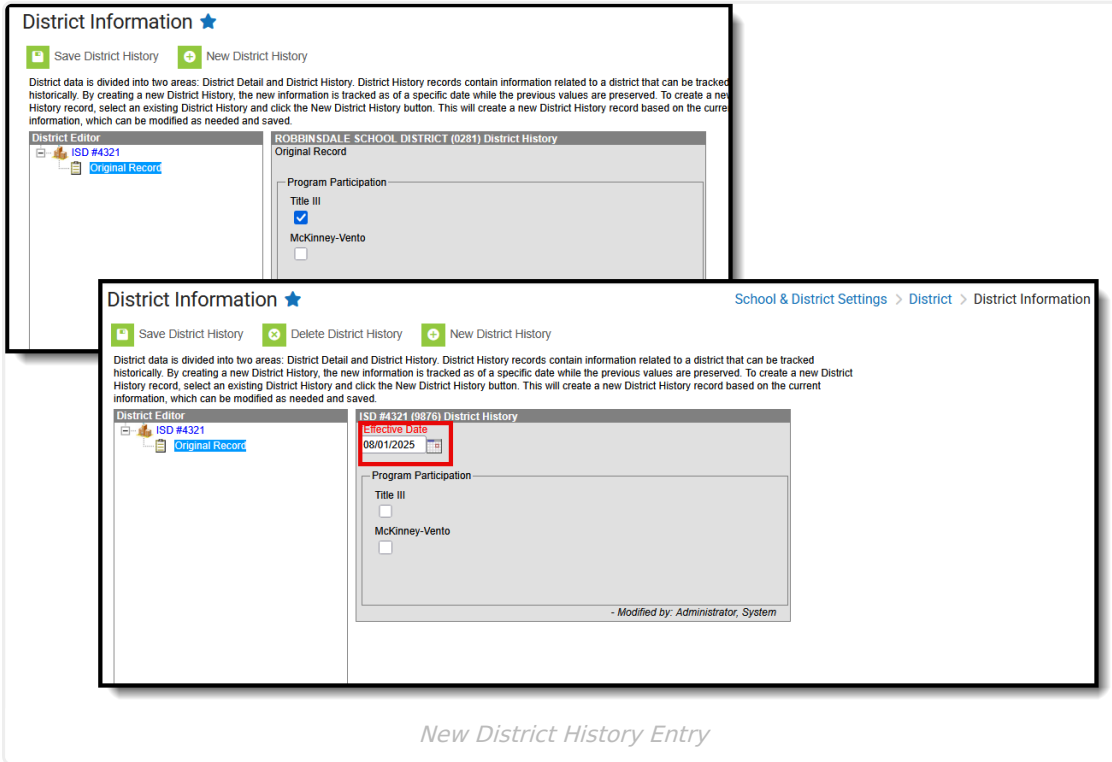
Follow these steps if the original data was entered incorrectly.

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 District History**.

## Add New District History Information

Follow these steps if program participation has changed. For example, when the district is no longer participating in Title III programming but was in the past, a New District History record needs to be created.

1. Select the **Original Record** from the District Editor.
2. Click the **New District History** icon.
3. Enter an **Effective Date** in *mmdyy* format, or use the calendar icon to select a date.
4. Select the appropriate **Program Participation** options for the school.
5. Click the **Save District History** icon. New Program Participation selections will be saved and recorded as of the entered effective date.



## Delete District History

When District History was added in error, it can be deleted when proper tool rights are assigned. Original records cannot be deleted. These are required for districts 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 district is deleted. A district cannot be deleted if other records (calendars, enrollments, etc.) are tied to it.

**District Information** School & District Settings > District > District Information

Save District History
Delete District History
New District History

District data is divided into two areas: District Detail and District History. District History records contain information related to a district that can be tracked historically. By creating a new District History, the new information is tracked as of a specific date while the previous values are preserved. To create a new District History record, select an existing District History and click the New District History button. This will create a new District History record based on the current information, which can be modified as needed and saved.

**District Editor**

ISD #4321 (9876) District History

Effective Date: 08/01/2025

Program Participation

Title III

McKinney-Vento

- Modified by: Administrator, System

*Delete District History*

## Modification Alerts

The District Information tab contains sensitive data related to a district's contact information. Because of this, 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 will display at the bottom of the editor.