

District Information

Last Modified on 08/08/2025 10:14 am 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.

District Information 🖈		School & District Settings	District > District Information
Save			
District data is divided into two areas: District Detail historically. By creating a new District History, the n History record, select an existing District History an information, which can be modified as needed and	and District History. District History records contain information rela ew information is tracked as of a specific date while the previous val d click the New District History button. This will create a new District saved.	ted to a district that can be tracked ues are preserved. To create a new District History record based on the current	
District Editor	District Detail		
	*Name	*State District Number	State
Original Record	ISD #4321	9876	MN
	NCES DistrictID	Cross-Site Enrollment Participation	
	1234567	Intradistrict v	
	Ed-Fi District Number		
	District Contact First Name	District Contact Last Name	
	Chris	District Staff	
	*Phone	Fax	
	(999) 555 - 8132 x		
	Туре	Email	
	01		
	URL		
	http://www.rdale.org		
	http://www.idale.org		
	Region Number	Federal Tax ID	
	Address		
	City	State	
		MAL	
	ANY TOWN	County	
		County	
	55121	Hennepin 🗶 🔻	
	Physical Address		
	1234 CAMPUS DRIVE SE		
	Physical City	Physical State	
	ANY TOWN	MN	
	Physical Zip		
	55121		
	District Inform	ation	
		allon	

See the <u>District Settings Tool Rights</u> 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
Name <i>Required</i> <i>Entry</i>	State-recognized district name.
State District Number Required Entry	State-assigned district number.
State	State to which the district reports.
NCES DistrictID	National Center for Education Statistics (NCES) district identification number.
District Contact First Name	First name of the primary district contact. This is usually the name of the state- reporting contact or SIS administrator.
District Contact Last Name	Last name of the primary district contact. This is usually the name of the state- reporting contact or SIS administrator.
Phone <i>Required</i> <i>Entry</i>	Primary phone number for the district office.
Fax	Primary fax number for the district office.
Туре	District type as defined by the state for the purpose of state reporting.
Email	Primary email address for the district.
URL	The URL to the district website. When populated, this displays on the <u>Campus</u> <u>Parent</u> and <u>Campus Student</u> in the More section as a link to the district's website.
	URLs must begin with http:// or https://.



Fields	Description
Region Number	The region number of the district as defined by the state for the purpose of state reporting.
Federal Tax ID	The district's federal tax identification number.
Address	Mailing address of the district.
City	Mailing city of the district.
State	Mailing state of the district.
Zip	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).
County	Mailing county of the district.
Physical Address	Physical address of the district office.
Physical City	Physical city of the district office.
Physical State	Physical state of the district office.
Physical Zip	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).
SPED Contact First Name	First name of the special education contact in the district.
SPED Contact Last Name	Last name of the special education contact in the district.
SPED Phone	Phone number of the special education contact in the district.
SPED Fax	Fax number of the special education contact in the district.
SPED Address	Mailing address of the special education contact in the district.
SPED City	Mailing city of the special education contact in the district.
SPED State	Mailing state of the special education contact in the district.
SPED Zip	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
SPED County	Mailing county of the special education contact in the district.
National Provider ID	The district's national provider identification number used for Medicaid billing.
MCHP Provider ID	The district's MCHP provider identification number used for Medicaid billing.
Comments	User-entered additional information.
Food Service CustomerID	When the district uses Campus Food Service, this is the Campus-assigned number used to identify it.
Food Service Hearing Official	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 ★	School & District S	ettings > District > District Information
Save District History New District History District data is divided into two anas: District Detail and Di history record, select an existing District History, the new into History record, select an existing District History and click Information, which can be modeled an assed.	Dry istrict History District History records contain information related to a district that can be tracked rmation is tracked as of a specific date while the previous values are preserved. To create a new District the New District History button. This will create a new District History record based on the current #4521 (19876) District History inal Record rogram Participation Title III UKKinney-Vento - Modified by: Unknown	3
District Information History Editor		

Add District Information

- 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 *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 District History** icon. New Program Participation selections will be saved and recorded as of the entered effective date.

District Information ★ Save District History Save District History District data is divided into two areas: District Detail and District History history records select an existing District History and click the New District memory and click the New District History. The new information is the new distribution of the new District History and click the New District History Information, which can be modified as needed and saved. District Editor Start the New District History and click the New District History Forginal Record Program Par Title II McClinney-V	y. District History records contain information related to a district that can be tracked acked as of a specific date while the previous values are preserved. To create a ne trict History button. This will create a new District History record based on the curre E SCHOOL DISTRICT (0281) District History licipation	
District Information ★ Save District History Control	rict History	School & District Settings > District > District Information hat can be tracked ed. To create a new District assed on the current
New District History Entry		

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.

Infinite Campus	
District Information ★ Save District History District data is divided into two areas: District Deals istory record, select an existing District History an information, which can be modified as needed and District Editor Image: SD #4321 Image: SD #4321	School & District Settings > District > District Information Intcl History Image: New District History and District History District History records contain information related to a district that can be tracked winformation is tracked as of a specific date while the previous values are preserved. To create a new District track the New District History button. This will create a new District History record based on the current ared. Staf421 (8976) District History Image: New District History Image: Program Participation Image: New District History Image: Program Participation Image: New District History Image: New District History Image: New District History <
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.