District Information

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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

Fields shown in the above image and listed in table the below are for example purposes only. Available fields may vary based on a particular user's district/state.

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

- **District Detail** records exist as the original entry of the district.
- **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 simply resaved.

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

District Detail Editor

Fields available on the District Information tool are defined as follows:

Fields	Definition
Name *Required Entry*	State-recognized district name. This field may not be available for editing in some districts.
State District Number *Required Entry*	State-assigned district number. This is a required field that is pre-populated by Infinite Campus. This field cannot be edited by users.
State	State to which the district reports.
District Edition Type	Indicates if the district is using the District Edition or Montana Edition of Infinite Campus. This field is only available for Montana State Edition users.
District Code	The code that identifies the district and its schools for reporting purposes. This field only applies to SD districts.
Funding	The type of funding on which the district operates. This field only applies to SD districts.
NCES DistrictID	National Center for Education Statistics (NCES) district identification number.
BIE District Number	If the district reports to the Bureau of Indian Education, the BIE-assigned district number. This field only appears for BIE districts. This field only applies to BIE districts.
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.

Fields	Definition
District Contact Title	Indicates the title or position of the district contact. This field only applies to Oklahoma and Utah districts.
Gifted Talented Program	Indicates a gifted and talented program the LEA has established that is consistent with the state plan developed under TEC 29.123. This field only applies to Texas districts.
PK Program Evaluation Type	The type of program evaluation tool LEAs use to report the progress of students participating in a High-Quality PK program. This field only applies to Texas districts.
Operating Status	The operating status of the district used for historical and reporting purposes. This field only applies to Montana districts.
Phone *Required Entry*	Primary phone number for the district office.
Fax	Primary fax number for the district office.
Type	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 homepage of the district website. When populated, this displays on the Campus Parent and Campus Student in the More section as a link to the district's website. The URL must begin with http:// or https://.
Region Number	The region number of the district as defined by the state for the purpose of state reporting.
Region	The region code of the district as defined by the BIE for the purpose of BIE reporting. This field only applies to BIE districts.

Fields	Definition
BIE Region	Identifies the region the BIE schools within the district are assigned to (East, West or Navajo). This field only applies to BIE districts.
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 (*e.g.*, 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 (*e.g.*, 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.

Fields	Definition
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 (*e.g.*, 55074 or 55074-1123).
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, options need to be created 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. Depending on the programs available, the options visible in this image may differ from what is actually shown. See the State Tools folder of your state for more information on state-specific programs.

District History Editor

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

If data in the original record was not entered correctly, the record can be changed. A new record will not be made in that case.

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. Enter the name of the state reporting or SIS administration in the **District Contact First Name** and **District Contact Last Name**.
4. Enter the district's **Phone** number and **Fax** number.
5. Enter the district's **URL**, mailing address and physical address.
6. Enter the district's special education contact or coordinator in the **Special Education Information** fields.
7. Enter **Medicaid Billing** information into the appropriate fields.
8. Enter any necessary **Comments**. This field may be used for additional user entered information.
9. Select the appropriate **Program Participation** options for the school.
10. Click the **Save** icon when finished.

Modify District Information

1. Click the plus sign next to the school name to display the **Original Record** option.

2. Select the appropriate checkboxes that relates to **Program Participation** for the selected school.
3. Click the **Save District History**.

Add New District History Information

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.
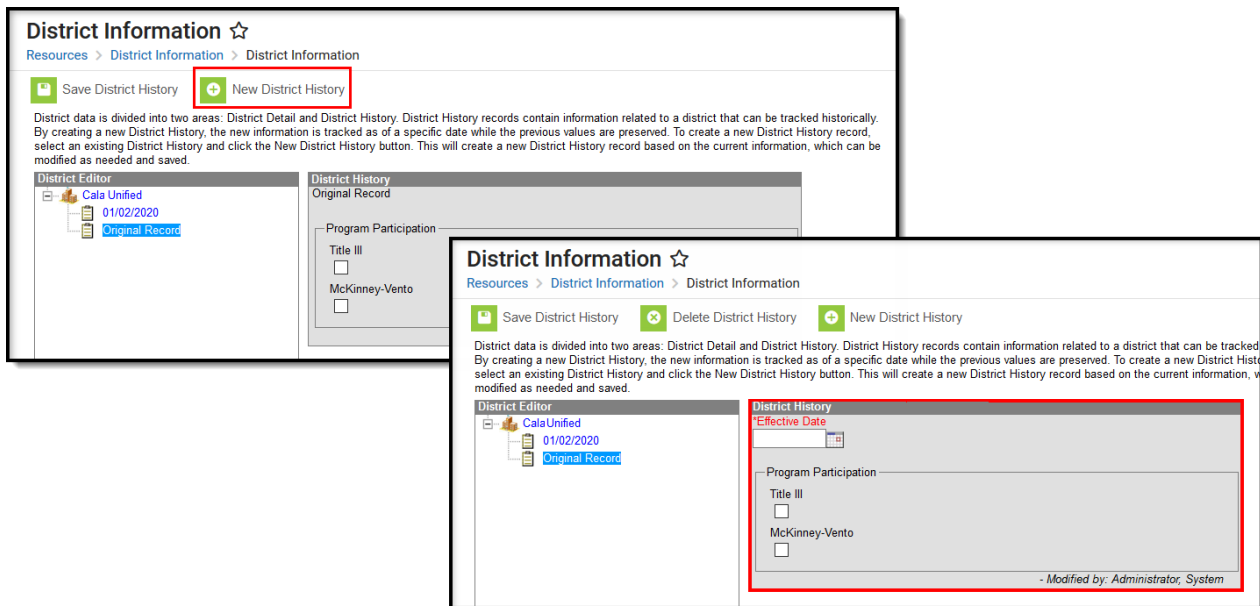
New District History

District History Deletion

Users have the ability (based on assigned tool rights) to delete a district history record. A district cannot be deleted if other records (calendars, enrollments, etc.) are tied to it. 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.

Tool rights to delete a school should be given to a limited number of users.

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.