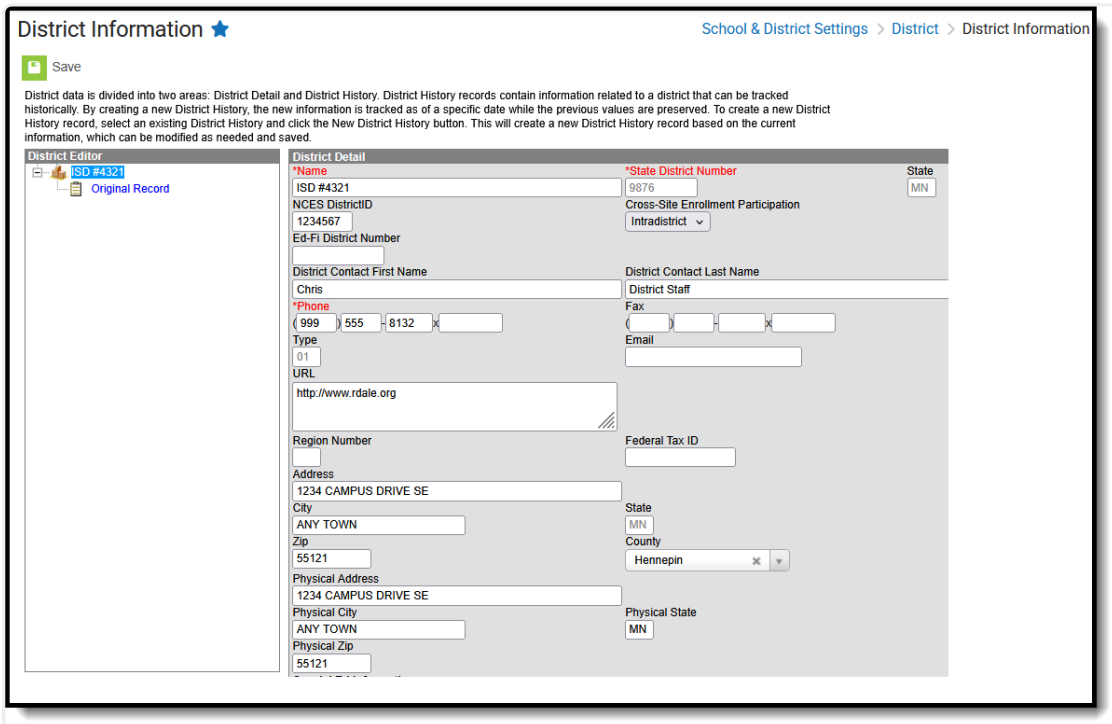
District Information

Last Modified on 09/14/2026 3:35 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.



District Information

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
Name *Required Entry*	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.
Cross-Site Enrollment Participation	Selecting the **Cross-Site Enrollment Participation** option starts the process of allowing other tools to be marked for Cross-Site Enrollment. When enabled, Cross-Site Enrollment becomes visible on the School Information editor and on Course Master. Available Options are: • **Disable** - Cross-Site Enrollment is NOT available at this district. • **Intradistrict** - Cross-Site Enrollment is enabled at schools WITHIN the district. • **Interdistrict** - Cross-Site Enrollment is enabled at schools OUTSIDE of the district. • **Intra and Interdistrict** - Cross-Site Enrollment is enabled at schools WITHIN the district and OUTSIDE of the district. See the Cross-Site Configuration article and the Checklist for Cross-Site Enrollment for additional guidance.
District Contact First Name	First name of the primary district contact. This is usually the name of the state-reporting contact or SIS administrator.

Fields	Description
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 *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 district website. When populated, this displays on the Campus Parent and Campus Student in the Quick Links and More sections as a link to the district's website. **URLs 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.
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.

Fields	Description
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 (*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

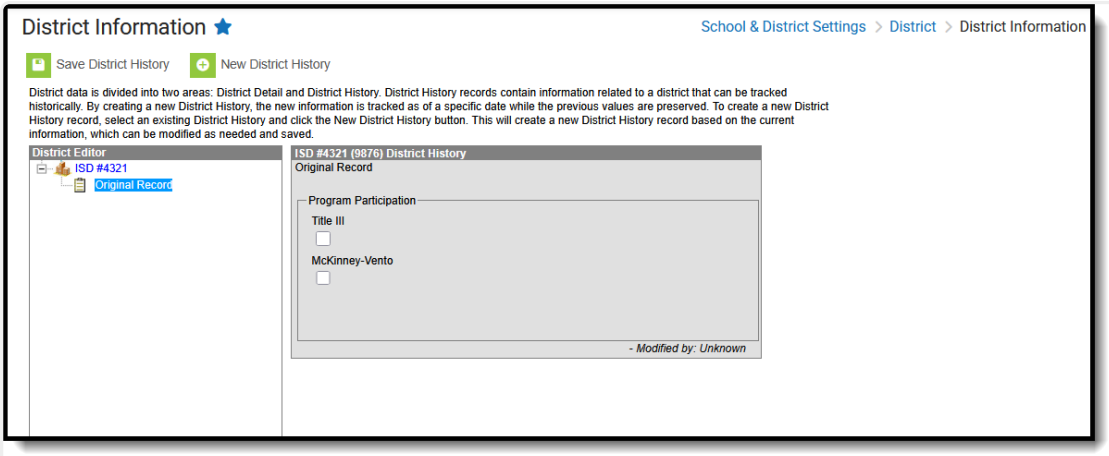
Below the District Detail editor is a District History editor. When district information is created, enter or mark these values to indicate whether the school participates in certain federal programs. These options are saved as the district's original record when the District Information is saved. If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

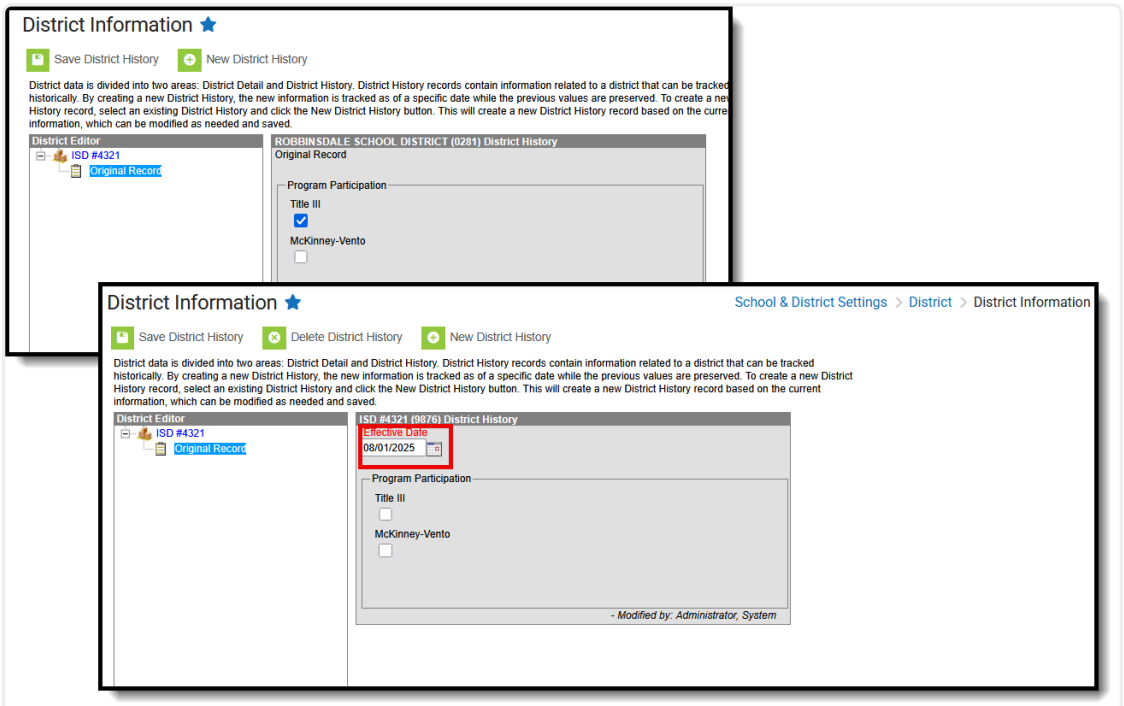
1. Click the plus sign next to the school name to display the **Original Record** option.
2. Select the appropriate checkboxes that relate to **Program Participation** for the selected school.
3. Click the **Save District History**.

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 *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.

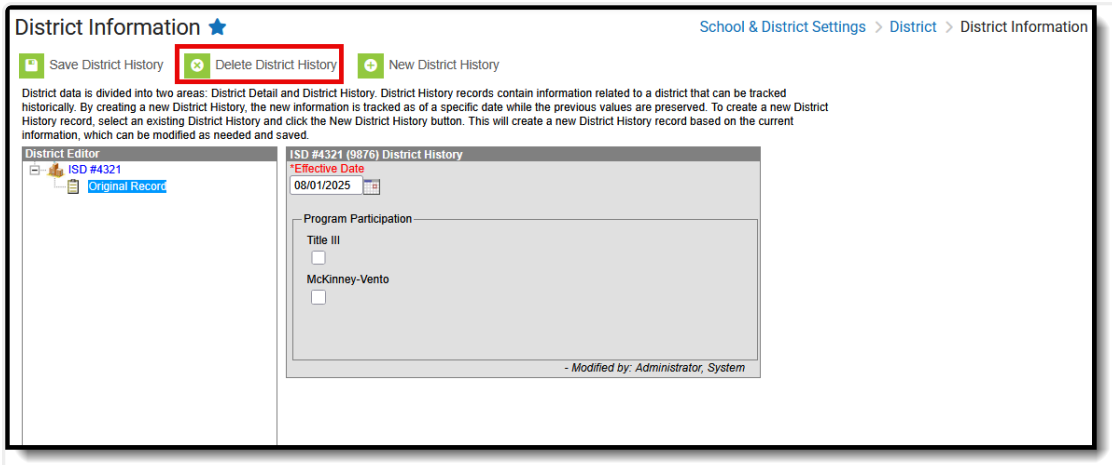


New District History Entry

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.



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.