

Kansas Ed-Fi Checklist for Starting the 2025-26 School Year (First Year Ed-Fi)

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This article describes the steps to take in order to properly move Ed-Fi to the next school year.

Step 1. Update to the most recent version of Campus

In order to have the schema and logic in place, it is critical that your version of Infinite Campus at your district is the latest available version. **Failure to do this may result in an inability to properly report data for the next school year.**

See the [Campus Release Packs](#) article for the most current version.

Step 2. Enable Ed-Fi Functionality

Enable Ed-Fi functionality via the [Enable Ed-Fi](#) system preference.

- **Yes** - Ed-Fi functionality is enabled and Ed-Fi data syncs from Campus to the Ed-Fi system (when properly enabled via Ed-Fi Configuration tools).
- **Tools Only** - You are able to fill out Ed-Fi fields (such as Ed-Fi ID) within Campus but this data does not sync to the Ed-Fi system until this field is set to Yes. This is especially useful when setting up Ed-Fi IDs for students within a school or district so that data properly syncs between Campus and Ed-Fi prior to enabling it.
- **No** - Ed-Fi functionality is not enabled for the district and users cannot access Ed-Fi tools within Campus.

System Preferences 

System Settings > System Preferences > System Preference

Save

Learner Planning Copy Plan	Leave the original plan's locking as it was prior to copy
Require Employment record for District Assignment	No
Batch Queue Expiration Days	Automatically delete batch queue jobs older than this many days or leave blank to never delete.
Autopay Fees with Surplus Balance	No
Auto Post Course Fees	Yes
Days to Flag Roster Additions	2 Students added to a section will appear on rosters in green text for the specified number of days.
NGA Cohort Years after NCLB	2
Enable Ed-Fi	Yes
User access to the new look of Campus (Try New Look)	No
Discipline Duration Calculation	Tools Only
Display Fifth Year EL Monitoring	No
Cascade Enrollment End Date to Blended Learning Group Assignment End Date	No
Birth Date required for Student Locator	No

System Preferences - Enable Ed-Fi Options

Step 3. Create a New Ed-Fi Configuration for the Next School Year

Create a new [Ed-Fi configuration](#) for the next school year. The image below shows the proper field entries for the Connection Configuration.

1. Click the **New** button. The Connection Detail editor displays.
2. Select the **Connection Type of State**.
3. Enter a **Connection Name** of **24-25 EdFi Configuration** or something similar.
4. Select the **School Year** of **2024-25. This requires the 2024-25 School Year to be created.** Enter the values noted in the table below.
5. Click the **Save** button.
6. Click the **Test Connection** button to ensure configuration values were correct and a connection to Ed-Fi was made. A message of "Connection is Valid" displays when it is successful.

Configuration ★

Reporting > Ed-Fi > Configuration
Related Tools ▾

Connection Detail (SY25-26)

Ed-Fi Connection Type *
State

Connection Name *
SY25-26

School Year *
25-26

OAuth URL *
https://edfiapistg.ksde.org/sy2026/

API URL *
https://edfiapistg.ksde.org/sy2026/

Post-Amble *
/data/v3

Timeout in Seconds *
60

Connection Credentials

Add Multiple Credentials
Turn this feature on if more than 1 Key and Secret is required for this School Year.

OFF

Client Key *
[redacted]

Client Secret *
[redacted]

Test Connection

Ed-Fi Configuration

Field	Value
O-Auth URL	https://edfiapistg.ksde.org:443/api/
API URL	https://edfiapistg.ksde.org:443/api/
Post-Amble	data/v3
Client Key	The state will provide this information each year.
Client Secret	The state will provide this information each year.
Timeout in Seconds	This field defaults to a value of 60 seconds and determines (in seconds) the amount of time allowed to pass before the connection between Campus and Ed-Fi is considered timed out and Ed-Fi events are not processed. These Ed-Fi events are then reprocessed the next time a quartz job runs.

Field	Value
Multiple Credentials	<p>Turn this feature on when more than one Key and Secret is required for the school year.</p> <p>Sites that have multiple districts need to populate the District Number field in order for data to report correctly. The District Number field must be 9 characters in length. It is crucial that trailing zeroes are added to the number to make it 9 characters long. Any leading zeros are removed. For example, when the district number is 070280000, the leading zero is removed and the entered value is 702800000.</p>

Step 4. Go through the Ed-Fi Setup Checklist to Ensure Items are Complete

Review and/or update data based on the list below to ensure data is set up properly throughout Campus.

Once complete, proceed to Step 5.

► [Click here to expand...](#)

Use this checklist of Ed-Fi tasks to verify you have entered, selected and saved appropriate options for reporting data through Ed-Fi.

Task	UI Location
Enable Ed-Fi functionality via the Enable Ed-Fi system preference .	System Preferences > Enable Ed-Fi
Set tool rights for Ed-Fi.	User Groups > Tool Rights
Enter Connection Configuration .	Configuration
Set all Resources to 'Off' and map the Ed-Fi Codes to Campus Codes via the Resource Preferences .	Configuration > Resource Preferences
Set Calendar Dates on all reportable calendars.	Days Setup
Set Term Descriptor Override on Course Sections.	Section Information
Set the Ed-Fi Relation Type .	Relationship Type Setup
Set the Ed-Fi Transcript Term Override for all manually added transcripts.	Transcripts > New > Ed-Fi Transcript Term Override

Task	UI Location
Add a Room to all Course Sections for state-reporting courses.	Section Information > Room
Add an Instruction Setting on Course Sections.	Section Information > Instructional Setting
Add a Level to a Course, if applicable.	Course Information > State Defined > Course Level
Assign Ed-Fi IDs .	Demographics > Person Identifiers
Add a Teacher Role on Staff History for teachers who need to report to Ed-Fi.	Section Staff History
Toggle Resources to 'On' in Resource Preferences once all data setup is complete	Configuration > Resource Preferences

Step 5. Perform an Ed-Fi Resync for the Scope Year

Now that the next school year's Ed-Fi configuration is in place and data has been properly reviewed, use the [Resync](#) tool to resync Ed-Fi data.

1. Verify the 2025-26 is selected in the toolbar.
2. Select the 2025-26 Configuration option from the Ed-Fi Configuration dropdown.
3. Select which resources to resync by reviewing the [Recommended Resync Order](#) article. The options marked in the [Ed-Fi Resource Preferences](#) tool determine which options are available for selection here.
4. Mark the checkbox next to each data set that should be resynced and enter the appropriate dates and mark the desired resources.
5. Select the **Start Resync** button. Data begins resyncing between Campus and Ed-Fi.

This action generates a large volume of items in the event queue, so it may be helpful to plan the resync for an off-peak time period and resync in groups of calendars rather than all calendars.

Resync 

Reporting > Ed-Fi > Resync Related Tools ^

Start Resync

Select an Ed-Fi Configuration and Schools to resync data. If a resync is needed for specific people, enter the Campus Person ID's of the records to resync. When more than one person's records should be resynced, separate the ID's with a line break, comma or space. If running for specific people, non-person-related resources and attendance will not resync.

Warning: For best performance, run one school at a time as running the Resync Tool sends large amounts of data.

Ed-Fi Configuration
KS-24-25 ▼

School(s) Choose School(s) □ All Schools □

Campus Person ID(s) □ All People

Campus Course ID(s) □ All Courses

Campus Section ID(s) □ All Sections

Select Dependencies

▼ Grade Information
 Grades
 Grading Periods

▼ Schedule Information
 Course Offerings
 Section Educators
 Sections
 Sessions
 Staff Section Associations
 Student Section Associations

► Staff Information

Ed-Fi Resync