

# Data Setup Impacting District to State Syncing

Last Modified on 05/07/2024 9:28 am CDT

The following data setup impacts whether or not certain records sync between districts and the state.

- Behavior Events Must Be Mapped to State Event Codes
- Behavior Resolutions Must Be Mapped to State Resolution Codes
- IEPs Must Be Locked
- Course Codes, Courses, Sections, and Roster Setup
- Staff Must Have a District Employment or District Assignment Record
- Students Must Have a Student State ID and an Enrollment Record
- Flags Must Be Marked as State Reported
- Excludes

## Behavior Events Must Be Mapped to State Event Codes

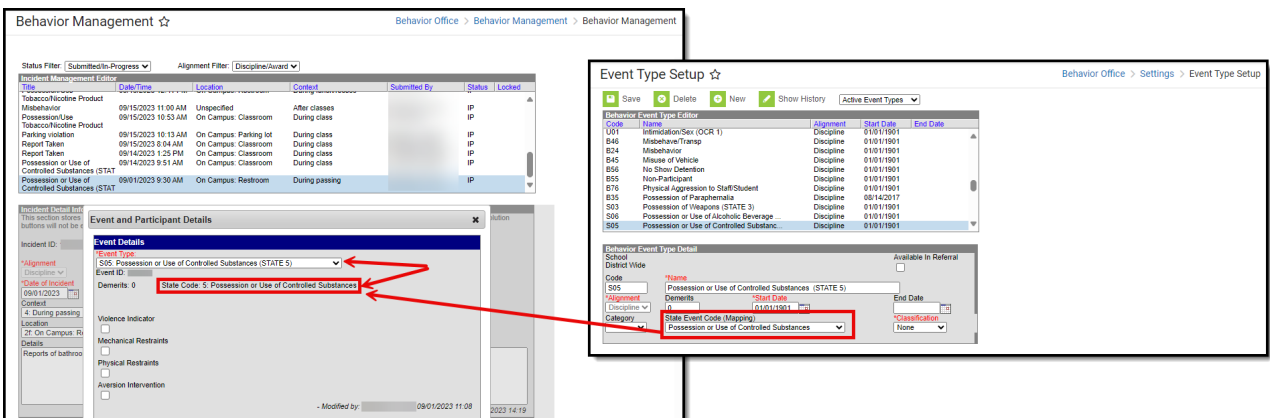
Location: Behavior Office > Settings > Event Type Setup > State Event Code

Location: Behavior Office > Behavior Management > Behavior Management > Add Event/Participant > Event Type

A Behavior Event record will only sync to the State Edition if assigned an Event Type associated with a State Event Code.

You assign State Event Codes to Event Types within the Event Type Setup tool. Once a State Event Code is selected and saved for an Event Type, selecting that Event Type for a Behavior Event will tie the associated State Event Code to the event.

For example, in the image below, the Event Type 'Possession or Use of Controlled Substances' is assigned a State Event Code 'Possession or Use of Controlled Substances'. On the Behavior Event, this event type was selected, and the associated State Code was displayed.



# Behavior Resolutions Must Be Mapped to State Resolution Codes

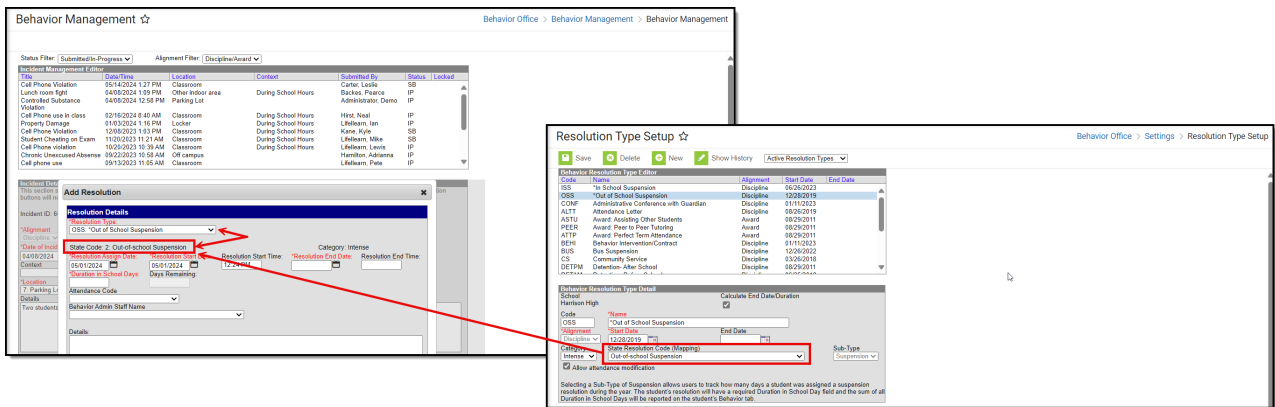
Location: Behavior Office > Settings > Resolution Type Setup > State Resolution Code

Location: Behavior Office > Behavior Management > Behavior Management > Add Resolution > Resolution Type

A **Behavior Resolution** record will only sync to the State Edition if assigned a Resolution Type associated with a State Resolution Code.

You assign State Resolution Codes to Resolution Types within the **Resolution Type Setup** tool. Once a State Resolution Code is selected and saved for a Resolution Type, selecting that Resolution Type for a Behavior Resolution will tie the associated State Resolution Code to the resolution.

For example, in the image below, the Resolution Type 'Out of School Suspension' was assigned a State Resolution Code 'Out-of-school Suspension.' On the Behavior Resolution, this resolution type was selected, and the associated End State Code was displayed.



# IEPs Must Be Locked

Location: Student Information > Special Ed > Special Ed Documents > Lock/Unlock

Only locked IEPs are synced to the State Edition. You can lock an IEP within a student's **Special Ed Documents** by selecting the IEP and clicking the **Lock/Unlock** button. Once an IEP is locked it should not be modified.

Special Ed Documents ☆ Student Information > Special Ed > Special Ed Documents

Jessica Student #: \_\_\_\_\_ Grade: 12 DOB: 08/15/2006  
Counselor: \_\_\_\_\_ Team: Health Sciences Related Tools ^

Open Lock/Unlock Amend Delete Print New Document Upload Document Publish/Remove Draft

Documents List

- 2023-2024 (1)
  - Plans (1)
    - KY IEP (11/17/2022-11/16/2023)** ←
- 2022-2023 (10)
- 2021-2022 (8)
- 2020-2021 (9)
- 2019-2020 (7)
- 2018-2019 (9)
- 2017-2018 (9)
- 2016-2017 (9)
- 2015-2016 (7)
- 2014-2015 (6)

## Course Codes, Courses, Sections, and Roster Setup

For courses, sections, and rosters to properly sync from districts to the State Edition, course codes must be populated, and courses must be assigned these codes.

**NOTE: For some State Editions, Infinite Campus may have already populated and published course codes. If so, skip creating course codes and move on to assigning course codes to course masters.**

To start, State Edition users must create course codes via the [Course Code Setup](#) tool. For the State to understand a district's set of courses and how they relate to another district's set of courses, Course Codes are created in the State Edition as a standardized list of courses, and districts can associate each course with a course on the course code list.

Course Code Setup ☆ Grading & Standards > Grading & Standards Administration > Course Code Setup

New Course Code Publish to Districts

Search criteria:

Code:  Name:  Abbreviation:  Search

Code	Name	Abbreviation	Start Year	End Year
000001	***testCourseCode	***tcc	24-25	24-25
470823	2 Stroke Cycle Eng Lab(Sm Eng)			14-15
470822	2 Stroke Cycle Eng(Sm Eng)			17-18
703089	4-5 Inter Integrated Health&PE		15-16	
703082	4-5 Intermediate Health		15-16	
703072	4-5 Intermediate PE		15-16	
490322	4-Cycle Engine/Stern Drive			17-18
490323	4-Cycle Engine/Stern Drive Lab			17-18
470815	4-Stroke Cycle Eng Lab(Sm Eng)			14-15
470814	4-Stroke Cycle Eng(Sm Eng)			17-18
340287	6th Gr Integrated Health&PE		15-16	
340136	6th Grade Health Education		15-16	
340226	6th Grade Physical Education		15-16	
340288	7th Gr Integrated Health&PE		15-16	
340137	7th Grade Health Education		15-16	
340227	7th Grade Physical Education		15-16	
340289	8th Gr Integrated Health&PE		15-16	

Once course codes are created in the State Edition and published down to districts, each [course master](#) at the district level requires a State Code. This State Code field is populated with the course code list pushed down from the state.

Course Master Information ☆ Grading & Standards > Course Masters > Course Master Information

42230273 IB HL HIST OF THE AMERICAS 1 District Catalog Related Tools ▾

Save Delete Push To Courses

Course Master Detail

CourseMasterID 570

\*Course Catalog District Catalog

\*Number 42230273 \*Name IB HL HIST OF THE AMERICAS 1

Subject Type

State Code 4508 Department SOC. STUDIES

African American Studies (450877)

AP African American Studies (Pilot) (450887)

AP European History (450844)

AP U.S. History (450814)

AP World History: Modern (450876)

Contemporary U.S. History (450878)

IB History (450830)

Kentucky Studies (450875)

**US History: 1877-Present (450812)**

Western Civilization, History (450842)

World History, Modern (450837)

World History (450835)

Ed-FI Term Descriptor Override

Comments

Standards-based

Active

External LMS Exclude

Course-Only Curriculum

Terms 0 Schedules 0 Periods 0 Sections to Build 0 Preferred Room Type

Advisory  Transcript  Required

Responsive  Activity

Recommendations  Hide Standards On Portal  Repeatable  Attendance  Unit Attendance

Add Course Master

Copy Course Master

**Course Master Information**

Course Status

Assessments

Categories

Grade Calc Options

Grading Tasks

Standards

Section information for courses will only sync to the State Edition if they are associated with courses assigned a State Code.

For example, the image above shows information for the course '42230273 IB HL HIST OF THE AMERICAS 1'. Because this course has a valid State Code selected, the section for this course (in the image below) will sync data to the State Edition.

23-24 Atherton High 9+ ?

4 Sections +

42230273 IB HL HIST OF THE AMERICAS 1

1 Section -

4) Teacher, Kyle

42230373 IB HL HIST OF THE AMERICAS 2

2 Sections +

42240273 IB SL PSYCHOLOGY

1 Section +

42240381 PSYC 103 BU INTRO PSYCHOLOGY

42240613 GLOBAL ISSUES

Reset Advanced

Section Information ☆ Scheduling & Courses > Courses > Section Information

42230273-4 IB HL HIST OF THE AMERICAS 1 Teacher: Teacher Kyle Related Tools ^

Save Delete

Section Editor

SectionID 3444604

\*Section Number 4 Teacher Display Name Teacher Kyle

Max Students (31) Lunch Count  Milk Count  Adult Count

Custom Count 1  Custom Count 2  Custom Count 3

Room 217A Seq Lunch Homeroom

Hide Standards On Portal  Advisory  External LMS Exclude

Instructional Setting (Override) (01)

\*Highly Qualified Highly Qualified

Primary Teacher Teacher Kyle

Instructional Time 0

Special Type

For this section to properly sync roster information, the roster must be associated with the section and linked to a term used within student enrollment records.

Section Roster ☆ ↙ Scheduling & Courses > Courses > Section Roster

42230273-4 IB HL HIST OF THE AMERICAS 1 Teacher: Teacher Kyle Related Tools ^

Print Options

Anthony #										
11 Hannah S #	F	07/18/2007								
11 George, #	F	08/27/2007								
11 Aiden #	M	07/12/2007								

## Staff Must Have a District Employment or District Assignment Record

Location: Census > Staff > District Employment

Location: Census > Staff > District Assignment

A staff member must have a [district employment](#) or [district assignment](#) record in order to sync and exist in the State Edition.

**District Employment** ☆ Census > Staff > District Employment

Staff, Fake Staff #: 12345 DOB: 08/03/1976 Related Tools ^

[New](#) [Documents](#)

**Employment Records**

- #100 Plainview Schools (12/10/2011 - )

**District Assignments** ☆ Census > Staff > District Assignments

Staff, Fake Staff #: 12345 DOB: 08/03/1976 Related Tools ^

[New](#) [Documents](#)

**Assignments**

- Harrison High
  - Teacher - (12/10/2011-)

## Students Must Have a Student State ID and an Enrollment Record

Location: Student Information > General > Enrollments

Location: Census > People > Demographics > Student State ID

A student must be assigned a Student State ID on their [Demographics](#) record and have an [enrollment record](#) in order to sync and exist in the State Edition.

Enrollments ☆ Student Information > General > Enrollments

Student, Sam Student #: 123456789 Grade: 09 DOB: 04/17/2009 Related Tools ^

[New](#) [Print Enrollment History](#) [Notice of Change in Enrollment](#) [New Enrollment History](#) [Documents](#)

**Enrollment Editor**

Grade	Type	Calendar	Start Date	End Date
10	P	24-25 Harrison High	07/01/2024	
<i>Start Status: CM1 Enrolled</i>				
<i>End Status:</i>				
09	P	23-24 Harrison High	07/01/2023	
<i>Start Status: CM1 Enrolled</i>				
<i>End Status:</i>				

Demographics ☆ Census > People > Demographics

Student, Sam Student #: 123456789 DOB: 04/17/2009 Related Tools ^

[Save](#) [Delete](#) [Person Summary Report](#) [Demographics Data](#) [Documents](#)

**Person Identifiers**

Local Student Number

Student State ID

MiicID

Local Staff Number

Staff State ID

Person GUID

Portal Username

## Flags Must Be Marked as State Reported

Location: Student Information > Program Administration > Flags Setup > State Reported

A **flag** must have the State Reported checkbox marked in order to exist and report in the State Edition.

Flags Setup ☆ Student Information > Program Administration > Flags Setup

Save Delete New Convert To Program

**Flags Editor**

Name	Code	Flag
504		
AVID		
CEC		
CHRONIC ILLNESS		
COA		
DESTINATION COLLEGE		
DLI		
ELL-ILLP		
ELL-PW		
FEP-ELL 2-YEAR MONITORING		
FIT		
FIT-UY		
FOREIGN EXCHANGE		
GIFTED PROGRAM	35	
GUARDIAN I-20		
IB		
IMMIGRANT	IM	

**Flags Detail**

Name: ELL-ILLP Active:

State Program Code:  State Reported:

Description: ELL-ILLP

Flagged:  Contact:  POS Display:  Special Ed:

Flag Image:

Flag Color:  Flag Preview:

## Excludes

Any records throughout Infinite Campus marked as 'Exclude' will not send data to the State Edition or any dependent data tied to that object.

For example, if a school is marked as Exclude, the [school](#) and all associated data for that school (grades, calendars, rosters, etc.) will not be sent and synced to the State Edition.

School Information ☆ School & District Settings > Schools > School Information

Save School Delete School New School

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

**School Editor**

- Arthur Elementary
- Carter Middle
- Cleveland Elementary
- Clinton Secondary
- Fillmore Middle School
- Harrison High
- Jackson High School
- Jefferson Middle
- Lincoln Elementary
- McKinley Elementary School
- Monroe High
- Pierce Junior High
- Polk Middle School
- Taylor K-8
- Van Buren High School

**School Detail**

Name: Arthur Elementary \*State School Number: 100

NCES School Number: 1234567 Site Classification: 10: Elementary (PK-6)

Standard Code (SIF StatePrid):  CEEB Number:

Course Catalog - Master List:

External LMS Exclude:

Exclude:

Dual Enrollment:

Phone: (555) 555-7890 Principal Name: Mrs. Janet Stevens

Fax: (555) 555-7788 Principal Title: Principal

Email: CampusSchool@infinitecampus.c URL: www.infinitecampus.com

[Calendars](#) with the Exclude checkbox marked will not report data to the State Edition. This includes all data associated with this calendar.



# Calendar Information ☆

Related Tools ^

Calendar Info		
Calendar ID 251	School 100 Arthur Elementary (schoolID:47)	
*Name 23-24 Arthur Elementary	Number	Sequence
*Start Date 07/01/2023	*End Date 06/30/2024	Summer School <input type="checkbox"/>
Student Day (instructional minutes) 360	Teacher Day (minutes)	<b>Exclude</b> <input type="checkbox"/>
Whole Day Absence (minutes) 240	Half Day Absence (minutes) 180	School Choice <input type="checkbox"/>
Type I: Instructional	External LMS Exclude <input type="checkbox"/>	
Require Student Assignment <input type="checkbox"/>		
Ignore Master Push <input type="checkbox"/>		
Comments rolling 11/02/2016 11:18 AM		
End Code Override		
Instructional Model		

