

Data Setup Impacting District to State Syncing

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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' was 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.

The screenshot illustrates the data flow between two screens:

- Behavior Management** (Left): Shows a list of incidents. An incident for "Possession or Use of Controlled Substances (STATE 5)" is selected, and its details are shown in the "Event Details" panel. The "Event Type" dropdown is set to "S05: Possession or Use of Controlled Substances (STATE 5)".
- Event Type Setup** (Right): Shows the "Behavior Event Type Editor". A list of event types is on the left, and a "Behavior Event Type Detail" form is on the right. The "Event Type" dropdown in the detail form is also set to "S05: Possession or Use of Controlled Substances (STATE 5)".

Red arrows highlight the "Event Type" dropdown in both panels, indicating the connection between the selected event type and the associated state code.

Behavior Resolutions Must Be Mapped to State Resolution Codes

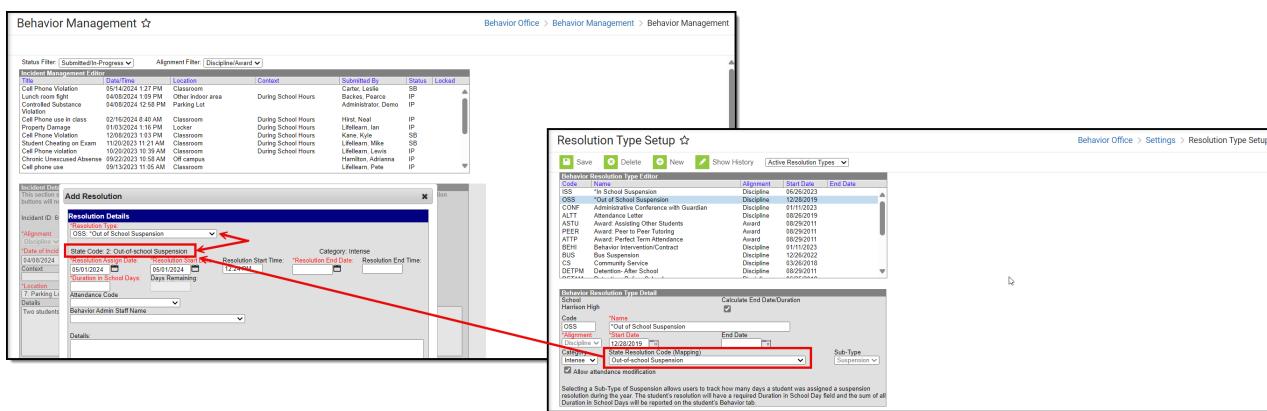
Location: Behavior Office > Settings > Resolution Type Setup > State Resolution Code

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.

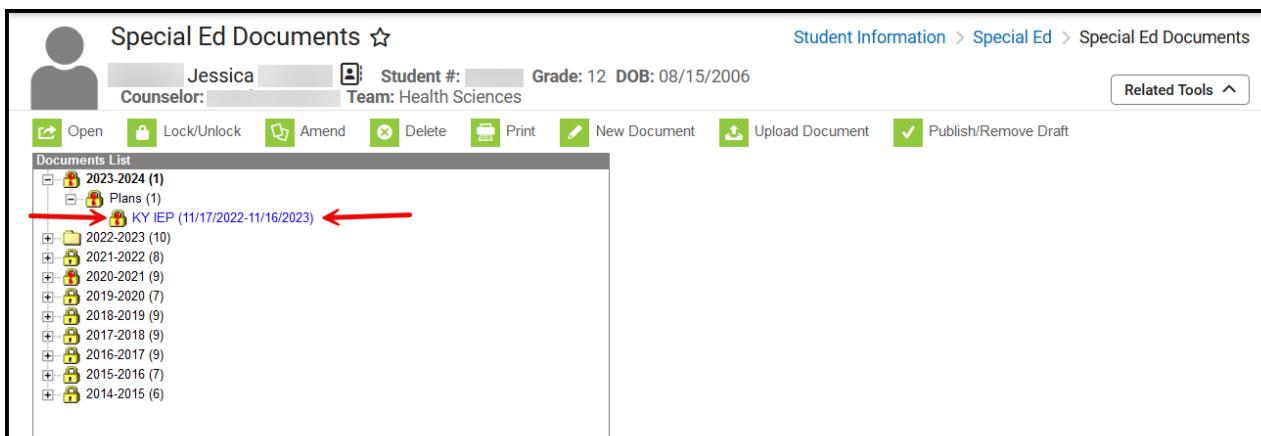
For example, in the image below, the Resolution Type 'Out of School Suspension' was assigned a State Resolution Code 'Out-of-school Suspension.' On the Behavior Resolution, this resolution type was selected, and the associated State Code was displayed.



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

Counselor: Jessica Student #: [REDACTED] Grade: 12 DOB: 08/15/2006 Team: Health Sciences

Related Tools ▾

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

Documents List

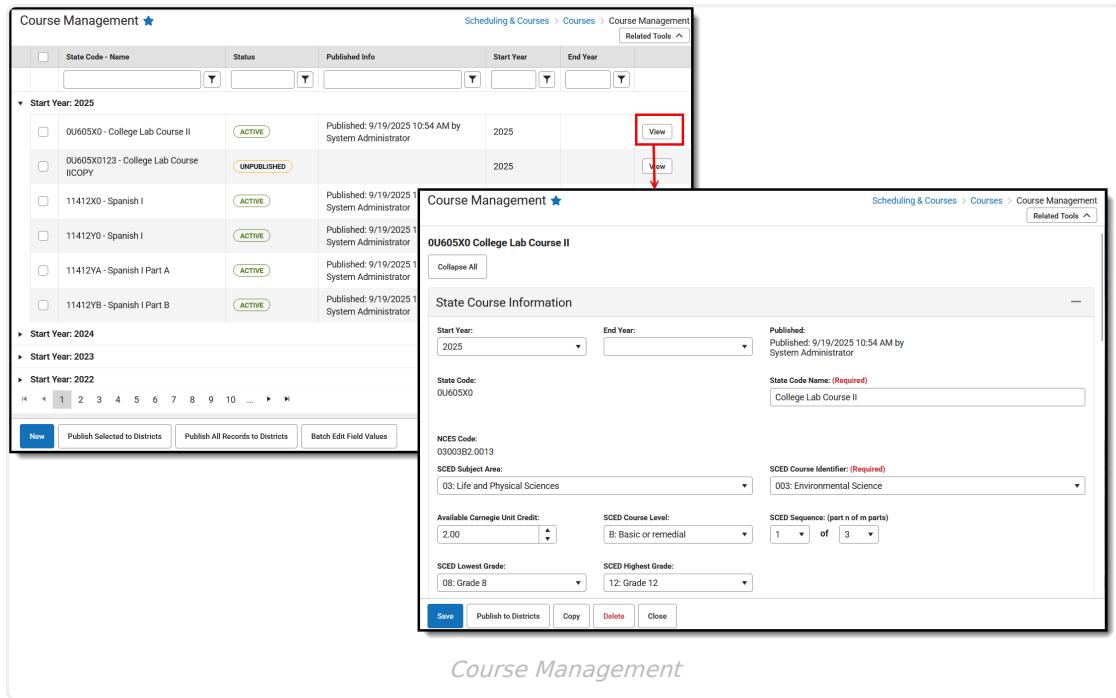
- 2023-2024 (1)
 - Plans (1)
 - KY IEP (11/17/2022-11/16/2023) ←
- 2022-2023 (10)
- 2021-2022 (8)
- 2020-2021 (9)
- 2019-2020 (7)
- 2018-2019 (9)
- 2017-2018 (9)
- 2016-2017 (9)
- 2015-2016 (7)
- 2014-2015 (6)

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.

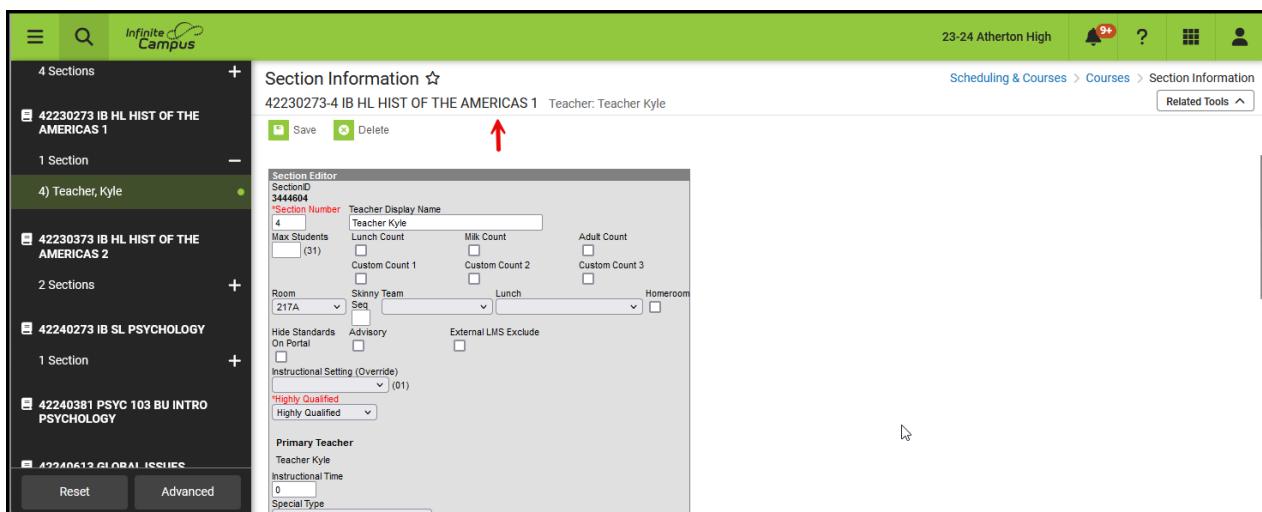
To start, State Edition users must create course codes via the Course Management tool. For the State to understand a district's set of courses and how they relate to another district's set of courses, Course Codes are created in the State Edition as a standardized list of courses, and districts can associate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



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.

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.



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 

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

Scheduling & Courses > Courses > Section Roster

Related Tools  Print Options

Anthony

#

11 Hannah S

#

11 George,

#

11 Aiden

#

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 ☆

Staff, Fake  Staff #: 12345 DOB: 08/03/1976

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

Employment Records

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

Census > Staff > District Employment

[Related Tools](#)

District Assignments ☆

Staff, Fake  Staff #: 12345 DOB: 08/03/1976

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

Assignments

 Harrison High

 Teacher - (12/10/2011 -)

Census > Staff > District Assignments

[Related Tools](#)

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, 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	
Start Status: CM1 Enrolled				
End Status:				
09	P	23-24 Harrison High	07/01/2023	
Start Status: CM1 Enrolled				
End Status:				

Red arrow pointing to the 'End Date' field for the 23-24 enrollment row.

Demographics ☆

Student, Sam Student #: 123456789 DOB: 04/17/2009

Related Tools ^

Save Delete Person Summary Report Demographics Data Documents

Person Identifiers

Local Student Number	123456789
Student State ID	111222333
MiicID	
Local Staff Number	
Staff State ID	
Person GUID	
Portal Username	No Active Portal Account

Red arrow pointing to the 'Student State ID' field.

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 **State Program Code**: **Active**: **State Reported**: (Red box and arrow pointing to this field)

Description: ELL-ILLP

Flagged Contact: **POS Display**:

Flag Image: 

Special Ed: **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.

Save School Delete School New School

School Information

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 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	
Phone: (555) 555-7890	External LMS Exclude: <input type="checkbox"/> (Red box and arrow pointing to this field)
Fax: (555) 555-7788	
Email: CampusSchool@infinitecampus.c	Dual Enrollment: <input type="checkbox"/>
URL: www.infinitecampus.com	
Principal Name: Mrs. Janet Stevens	Principal Title: Principal

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

Calendar Information ☆

Scheduling & Courses > Calendar Setup > Calendar Information

Related Tools ▾

 Save Mark for Deletion

Calendar Info

Calendar ID
251

*Name

23-24 Arthur Elementary

*Start Date

07/01/2023

Student Day (instructional minutes)

360

Whole Day Absence (minutes)

240

School
100 Arthur Elementary (schoolID:47)

Number

Sequence

*End Date

06/30/2024

Teacher Day (minutes)

Summer School

Half Day Absence (minutes)

180

School Choice

 Exclude

Type

I: Instructional

Require Student Assignment

Ignore Master Push

Comments

rolling 11/02/2016 11:18 AM

External LMS Exclude

End Code Override

Instructional Model

 Exclude