

Data Setup Impacting District to State Syncing

Last Modified on 02/03/2026 9:09 am CST

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

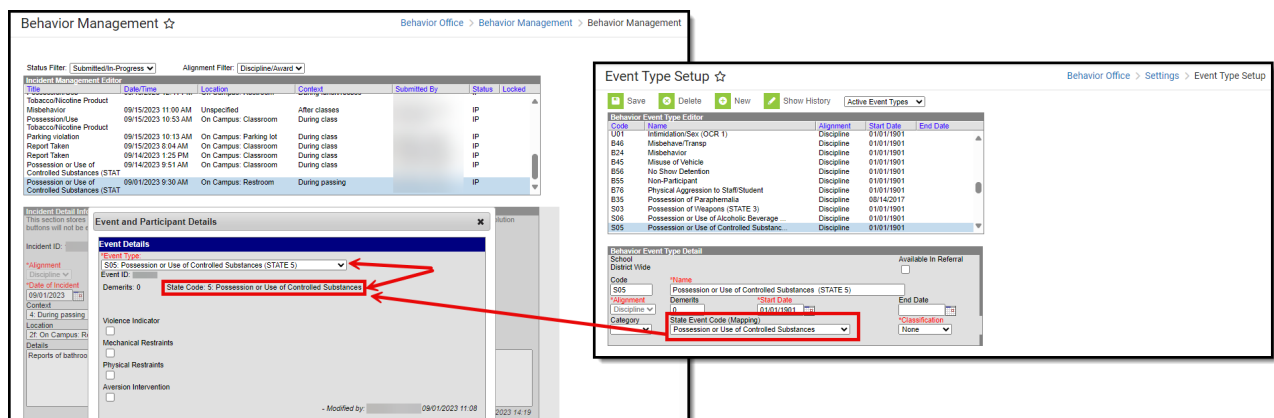
Location: Behavior Office > Settings > Event Type Setup > State Event Code

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.



Behavior Resolutions Must Be Mapped to State Resolution Codes

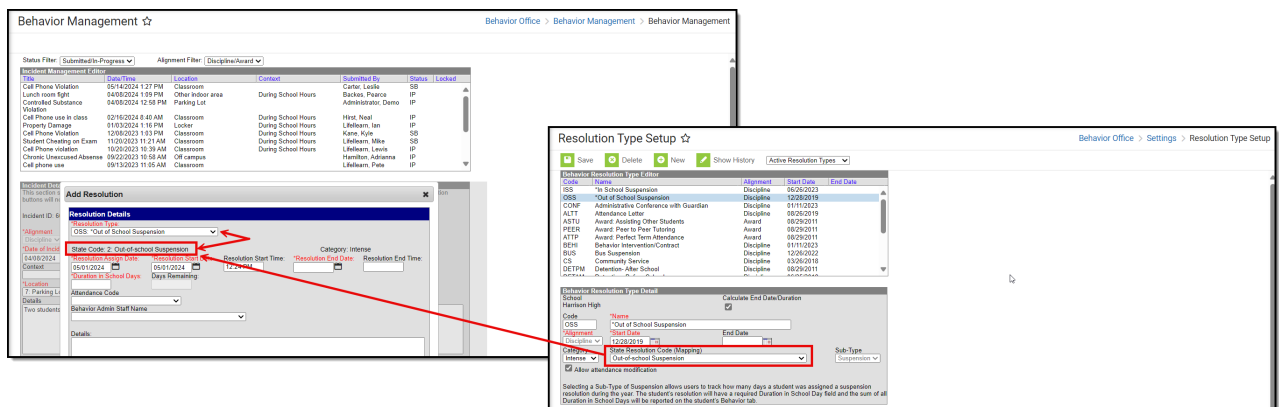
Location: Behavior Office > Settings > Resolution Type Setup > State Resolution Code

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.

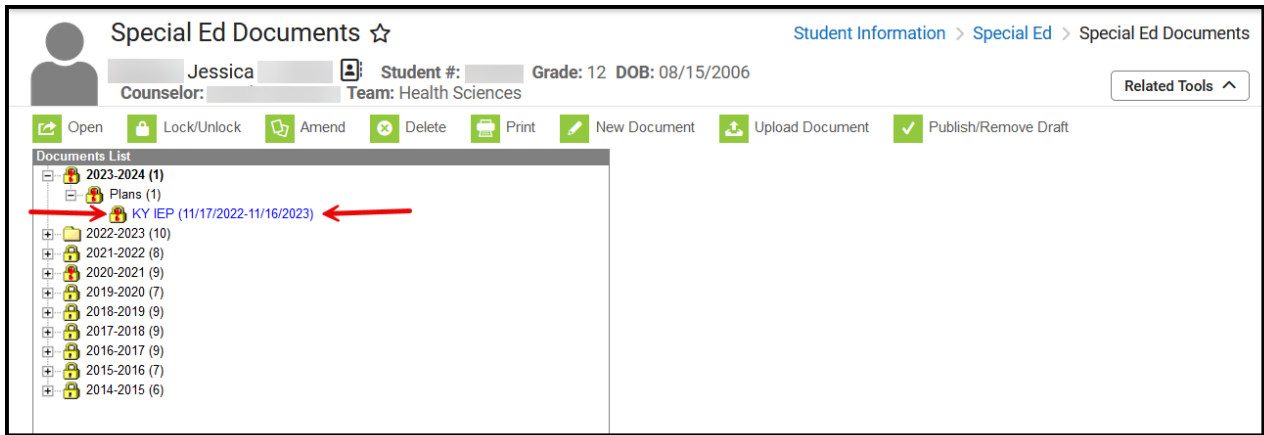


The screenshot displays two overlapping windows from the Infinite Campus system. The background window is 'Behavior Management' with a table of incidents. The foreground window is 'Resolution Type Setup'. In the 'Resolution Type Setup' window, a table lists various resolution types and their corresponding state codes. The 'Out of School Suspension' type is highlighted, showing it is mapped to the 'Out-of-school Suspension' state code. Below this, the 'Add Resolution' form is visible, showing the 'Out of School Suspension' type selected, which has triggered the display of the 'Out-of-school Suspension' state code in the 'State Code' field. A red arrow points from the selected resolution type in the 'Add Resolution' form to the 'Out of School Suspension' entry in the 'Resolution Type Setup' table.

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.



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.

The image shows two overlapping screenshots of the 'Course Management' interface. The background screenshot displays a table of courses with columns for State Code, Name, Status, Published Info, Start Year, and End Year. A red box highlights a 'View' button next to the course '0U605X0 - College Lab Course II'. The foreground screenshot shows the detailed view for this course. It includes fields for Start Year (2025), End Year, Published info, State Code (0U605X0), State Code Name (College Lab Course II), NCEC Code (0300382.0013), SCED Subject Area (03: Life and Physical Sciences), SCED Course Identifier (003: Environmental Science), Available Carnegie Unit Credit (2.00), SCED Course Level (B: Basic or remedial), SCED Sequence (1 of 3), SCED Lowest Grade (08: Grade 8), and SCED Highest Grade (12: Grade 12). Buttons for 'Save', 'Publish to Districts', 'Copy', 'Delete', and 'Close' are at the bottom.

Course Management

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.

The image shows the 'Section Information' interface for the course '42230273-4 IB HL HIST OF THE AMERICAS 1'. The left sidebar lists sections, and the main area shows the 'Section Editor' for this section. A red arrow points to the 'Save' button. The editor includes fields for Section ID (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), Highly Qualified status, Primary Teacher (Teacher Kyle), Instructional Time (0), and 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


New

Documents

Related Tools ^


Employment Records

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



District Assignments ☆

Census > Staff > District Assignments


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


New

Documents

Related Tools ^

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


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

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:				


Demographics ☆

[Census](#) > [People](#) > [Demographics](#)

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

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

Person Identifiers

Local Student Number	<input type="text" value="123456789"/>
Student State ID	<input type="text" value="111222333"/>
MiscID	<input type="text"/>
Local Staff Number	<input type="text"/>
Staff State ID	<input type="text"/>
Person GUID	<input type="text" value=""/>
Portal Username	No Active Portal Account

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:



Description: ELL-ILLP

Active: ☒

State Reported: ☐ 

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

Standard Code (SIF StatePrid):

Course Catalog - Master List:

Phone: (555) 555-7890

Fax: (555) 555-7788


Email: CampusSchool@infinitecampus.c

URL: www.infinitecampus.com

Principal Name: Mrs. Janet Stevens

Principal Title: Principal

External LMS Exclude: ☐

Exclude: ☐ 

Dual Enrollment: ☐

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