MN Ed-Fi Checklist for the 2024-2025 School Year

Last Modified on 02/05/2026 10:26 am CST

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

> For a general checklist of activities that should be performed at the beginning of a new school year see the Beginning of School Year Process article.

Configuring Ed-Fi for the Next School Year

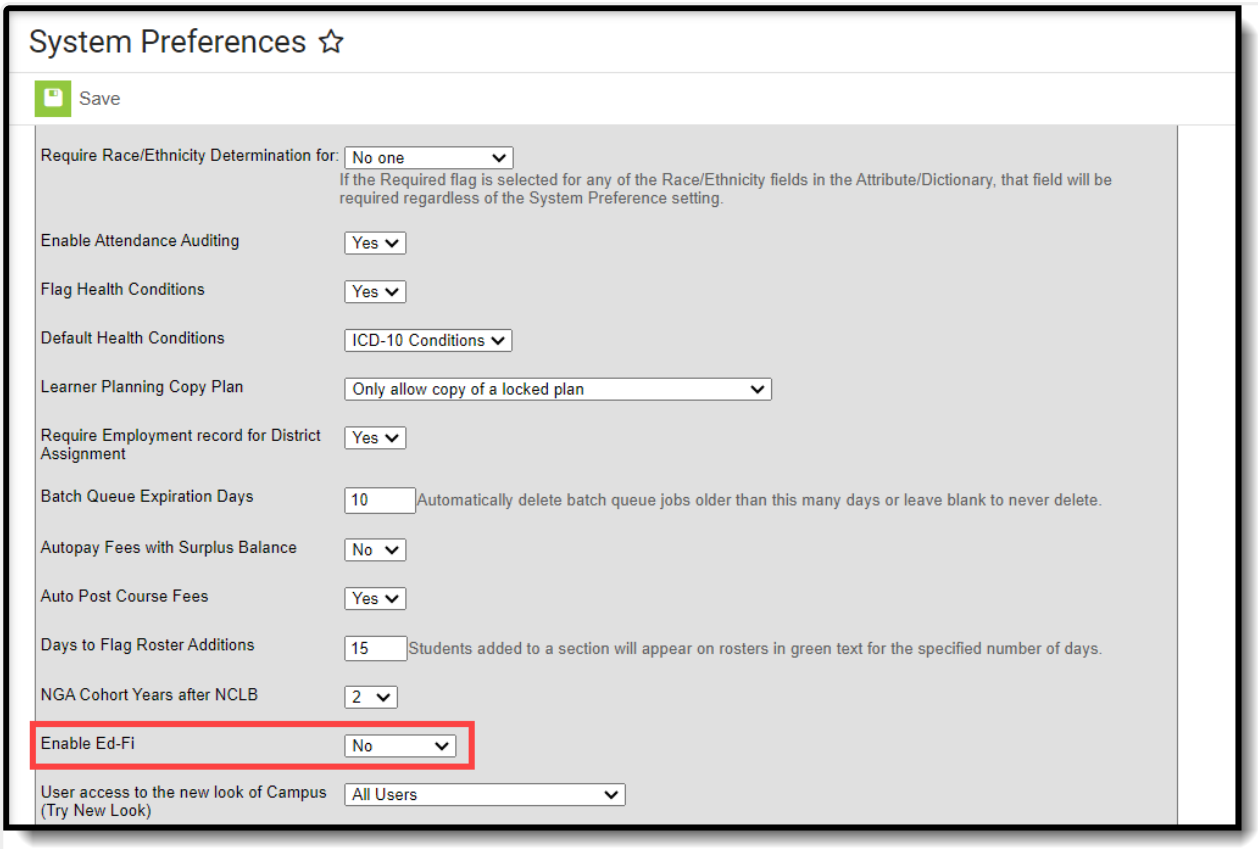
Step 1. Update to the Most Recent Version of Campus

To have the schema and logic in place, it is critical you update to the most recent version of Campus. **Failure to do this will result in an inability to properly report data for the 2024-2025 school year.**

Step 2. Enable Ed-Fi Functionality

Enable Ed-Fi functionality via the Enable Ed-Fi system preference (*System Settings > System Preferences > System Preferences > Enable Ed-Fi*).

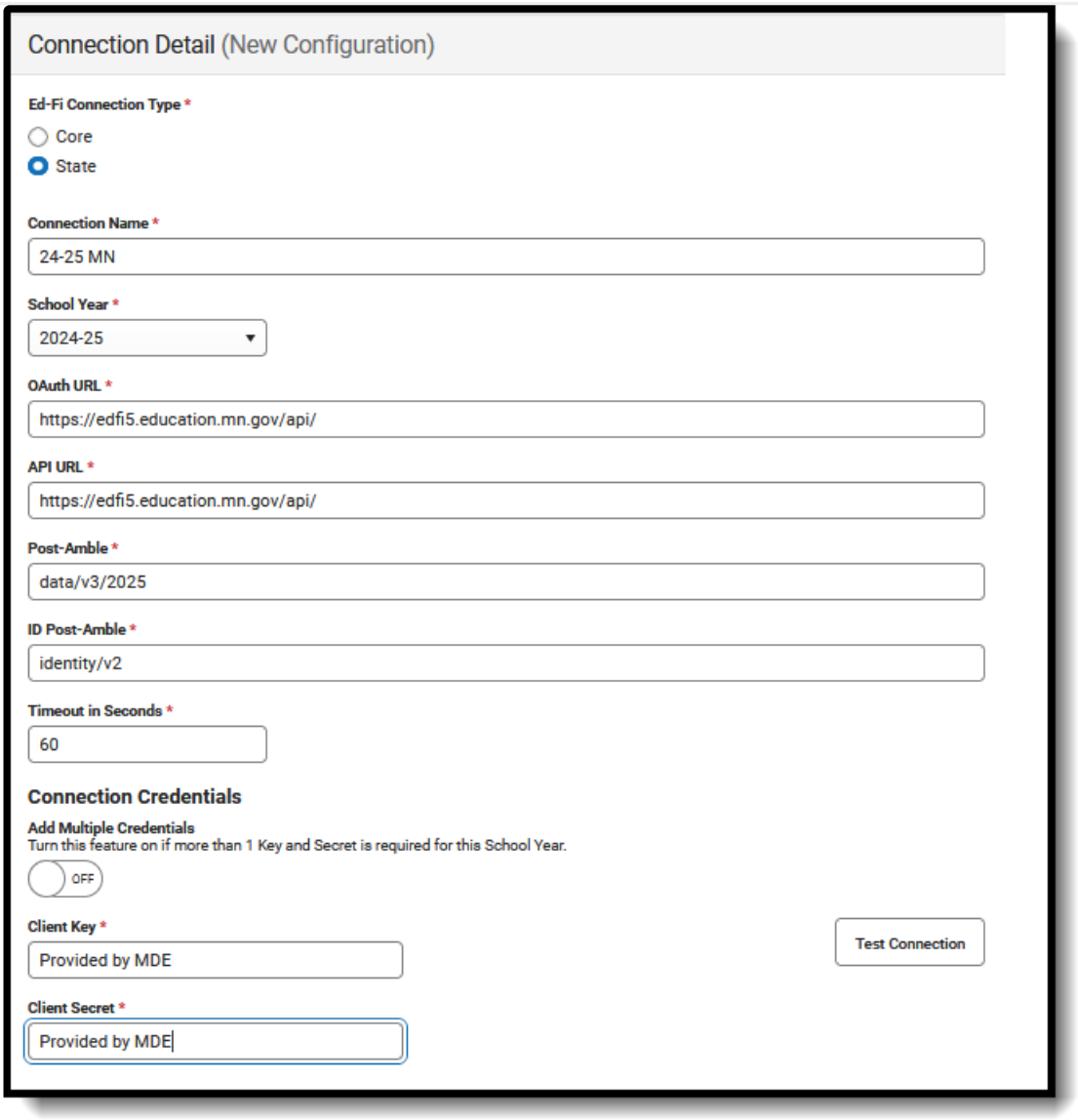
- **Yes** = Ed-Fi functionality is enabled and Ed-Fi data will sync from Campus to the Ed-Fi system (if properly enabled via Ed-Fi Configuration tools).
- **Tools Only** = You can fill out Ed-Fi fields (such as Ed-Fi ID) within Campus, but this data will not sync to the Ed-Fi system until this field 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 before enabling it.
- **No** = Ed-Fi functionality is not enabled for the district and users cannot access Ed-Fi tools within Campus.



Enable Ed-Fi

Step 3. Create a New Ed-Fi Configuration for 2024-2025

You must create a new Ed-Fi configuration for the 2024-2025 school year.



Connection Detail

To do this:

1. Navigate to the Ed-Fi Connection Configuration tool (*Reporting > Ed-Fi > Configuration*).
2. Click the **New** button. The Connection Detail editor will appear.
3. Select the **Connection Type;** the options are Core or State.
4. Enter the **Connection Name.**
5. Select the **School Year** 2024-25.
6. Enter the following values:

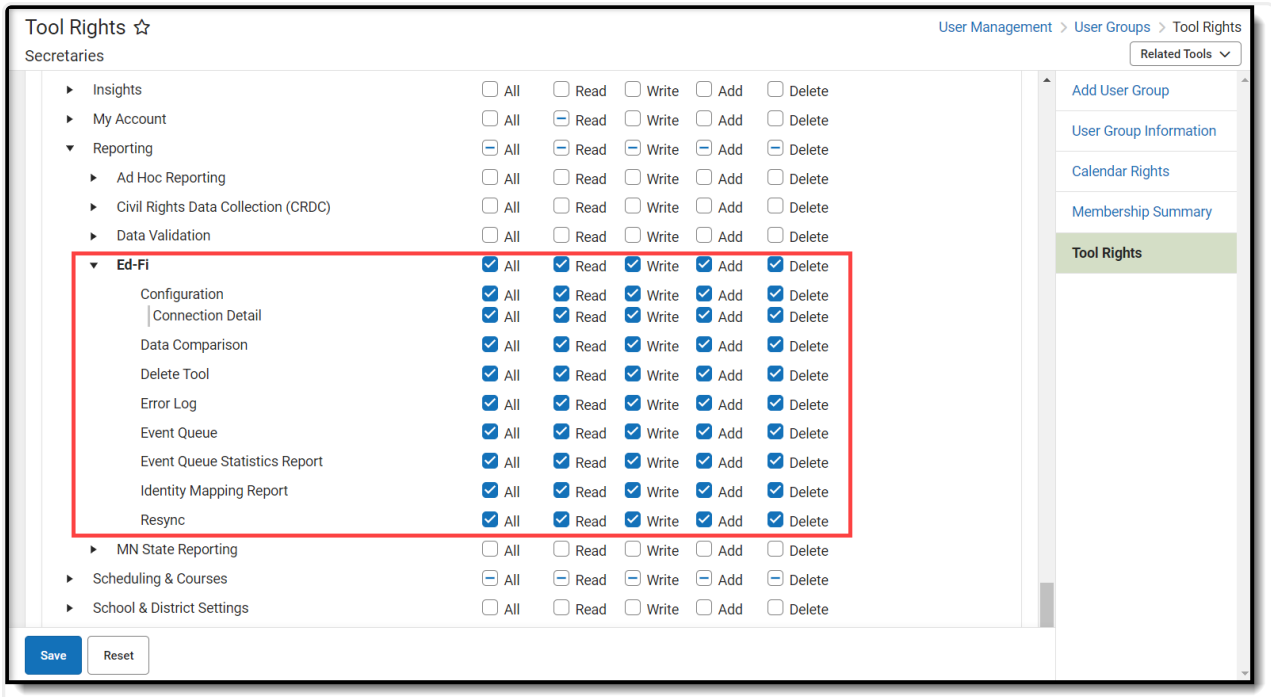
Field	Value
O-Auth URL	https://edfi5.education.mn.gov/api/
API URL	https://edfi5.education.mn.gov/api/

Field	Value
Post-Amble	data/v3/2025
ID Post Amble	identity/v2
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 re-processed the next time a quartz job runs.
Client Key	The Client Key will be provided by the Minnesota Department of Education. **For the 24-25 School Year the Client Key from the 23-24 School Year will be used with '2025' added to the end. For example '12345abcede*2025*'**
Client Secret	The Client Secret will be provided by the Minnesota Department of Education. **For the 24-25 School Year the same Client Secret that was used in 23-24 can be used.**

7. If desired, a certificate can be imported for the Ed-Fi configuration. For more information, please see the '**Import Certificates**' section of the Ed-Fi Configuration article.
8. Click the **Save** button.

Step 4. Set Ed-Fi Tool Rights

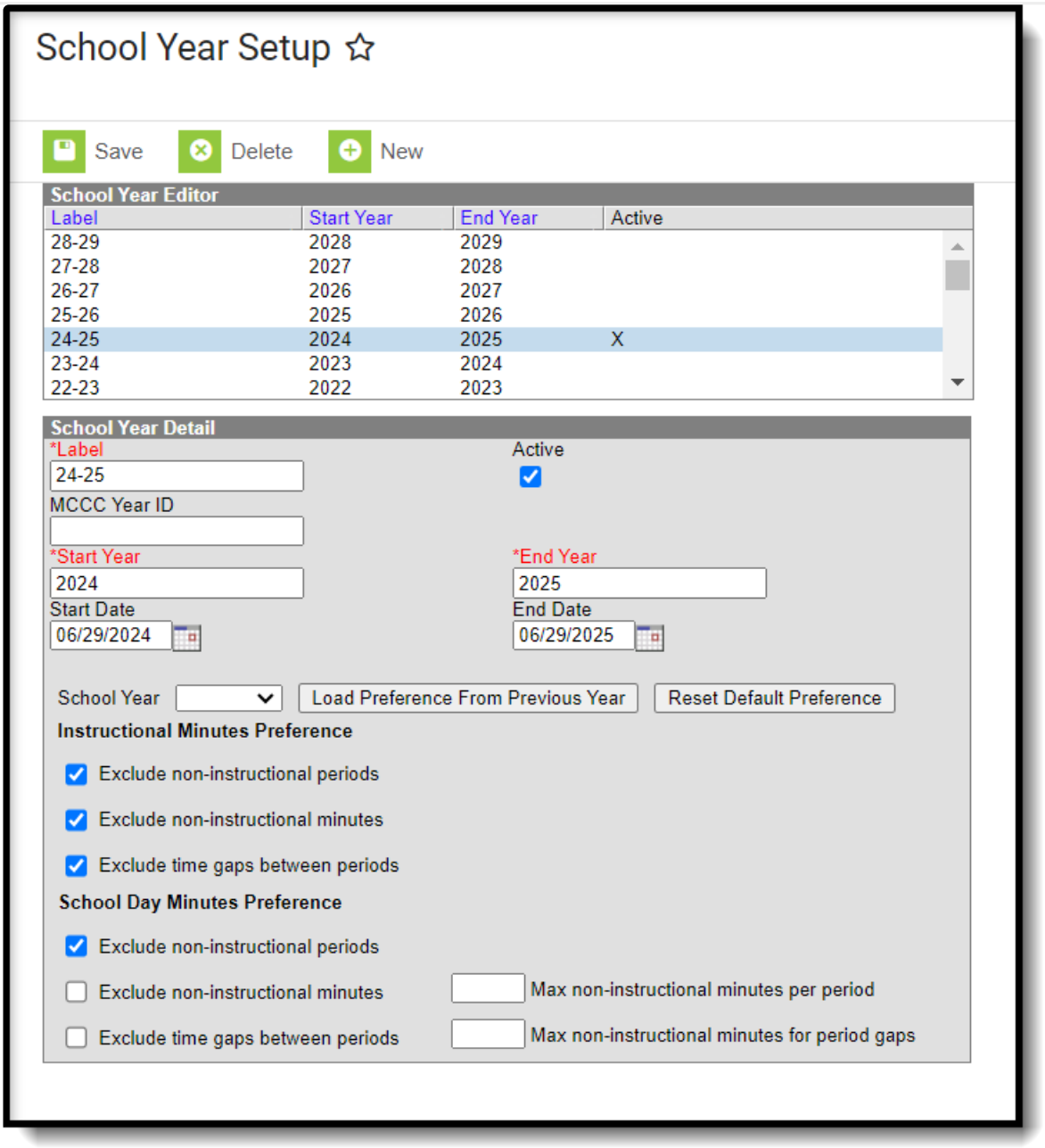
Review the Ed-Fi Tool Rights article for more information.



Ed-Fi Tool Rights

Step 5. Update the Active Year to 2024-2025

Make 2024-2025 the active school year within the School Year Setup tool. If you have already set 2024-2025 as the active school year, skip to the next step.



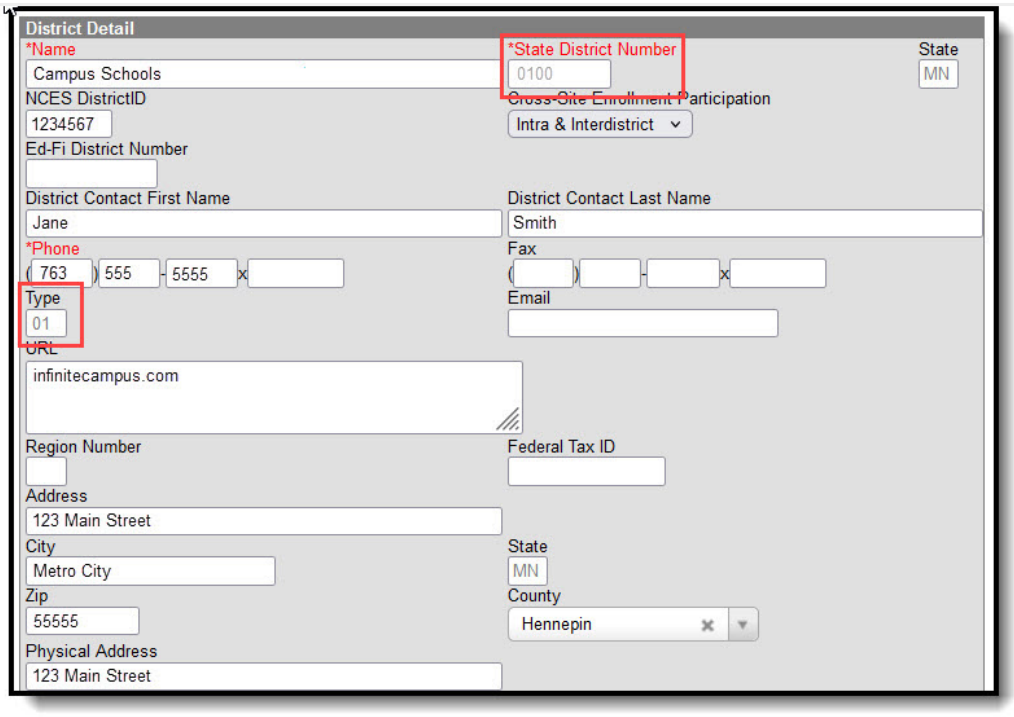
School Year Setup

To do this:

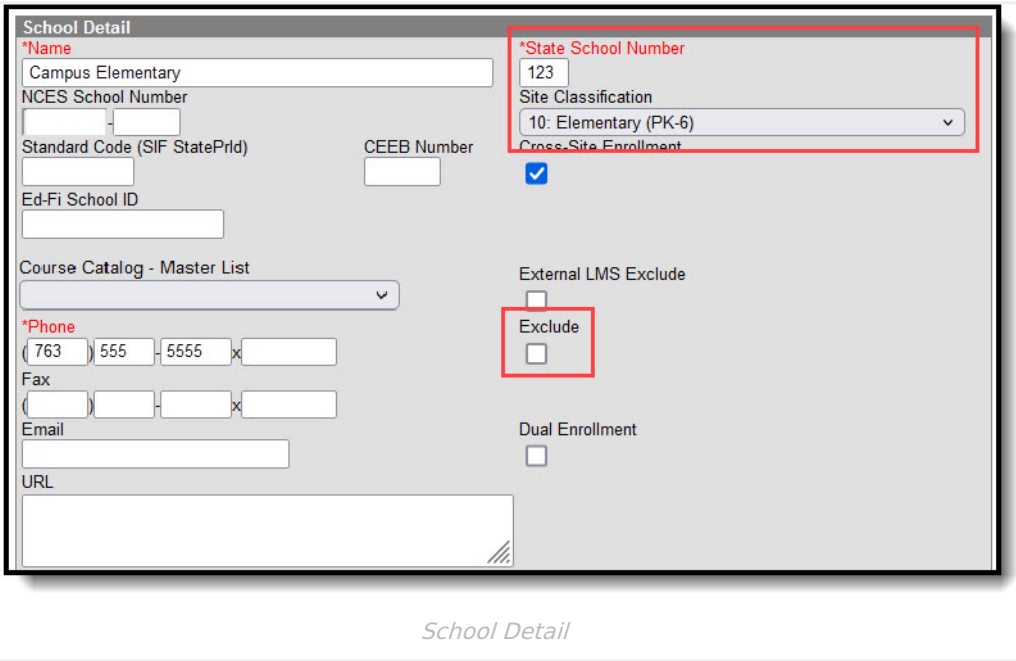
1. Navigate to the School Year Setup tool (*Scheduling & Courses > Calendar Setup > School Year Setup*).
2. Select the 2024-2025 school year in the School Years Editor window. If the 2024-2025 school year is not available for selection, you will need to create it by selecting the **New** button and entering Label, Start Year, and End Year values. See the School Year Setup article for information on this process.
3. Mark the **Active** checkbox.
4. Click the **Save** icon.

Step 6. Verify Current District and School Data

Verify that the State District Number, District Type, School Number, and Site Classification are correct.



District Detail



School Detail

To do this:

1. Navigate to the District Detail page (*School & District Settings > District > District Information > District Detail*) **AND** the School Detail page (*School & District Settings > Schools > School Information > School Detail*).
2. Verify that the State District Number, District Type, School Number, and Site Classification

are correct. The Minnesota Department of Education assigns this information.
3. Mark the 'Exclude' checkbox on sites that should be excluded from State Reporting.
4. Click Save.

Step 7. Set Resource Preferences

Set all Resources to 'Off' and map the Ed-Fi Codes to Campus Codes (*Reporting > Ed-Fi > Configuration > Resource Preferences*). Refer to the Minnesota Ed-Fi v3.3 - Set Resource Preferences article for more information.

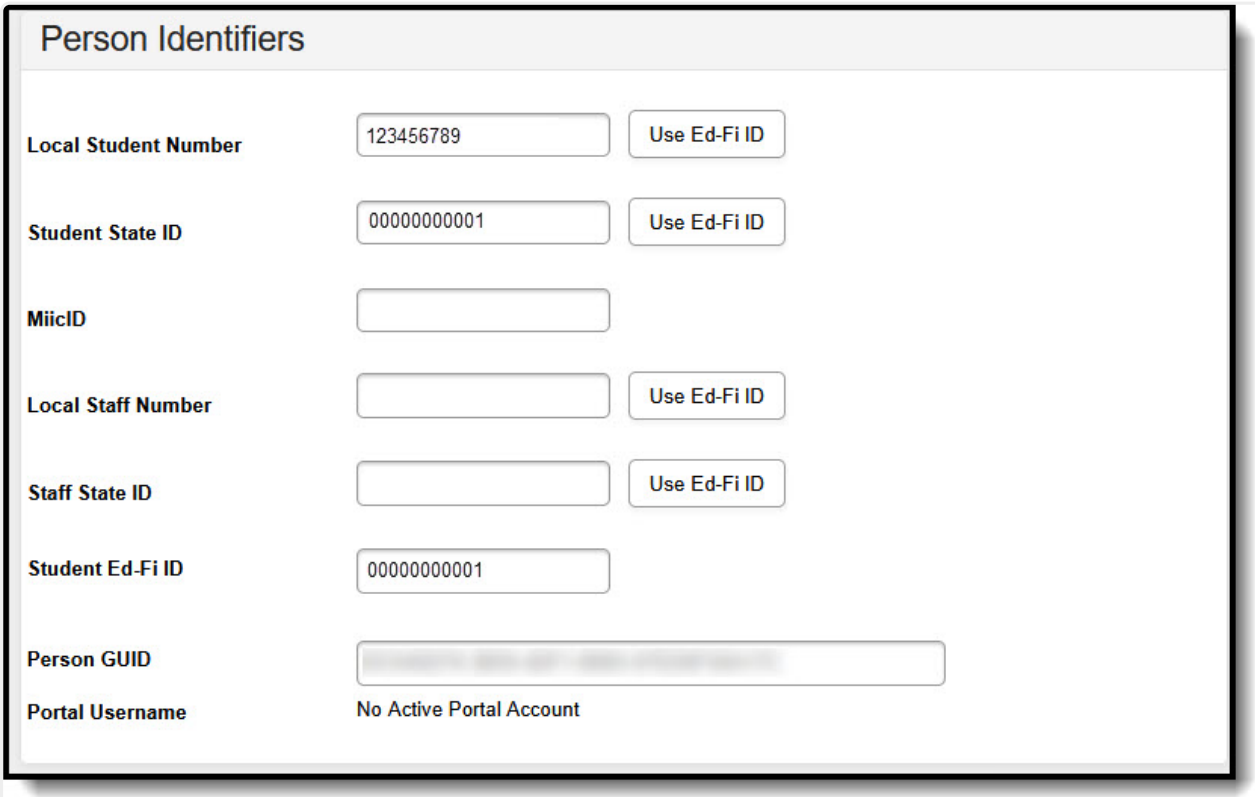
Note: Records are not sent if the Calendar Grade Level "Exclude from State Reporting" checkbox is selected for the grade level tied to the student's enrollment.

- If one calendar is mapped to another calendar, and any grade levels are shared between the two calendars, the "mapped-to" calendar governs the "Exclude from State Reporting" status.

Step 8. Assign Ed-Fi IDs

Assign Student Ed-Fi IDs (*Census > People > Demographics > Person Identifiers*).

Ed-Fi ID values are the MARSS IDs that you assign to each student, saved in the Student State ID field.



Person Identifiers

Step 9. Toggle Resource Preferences to On (Begin Manual Resync Process for MARSS-B Comparison)

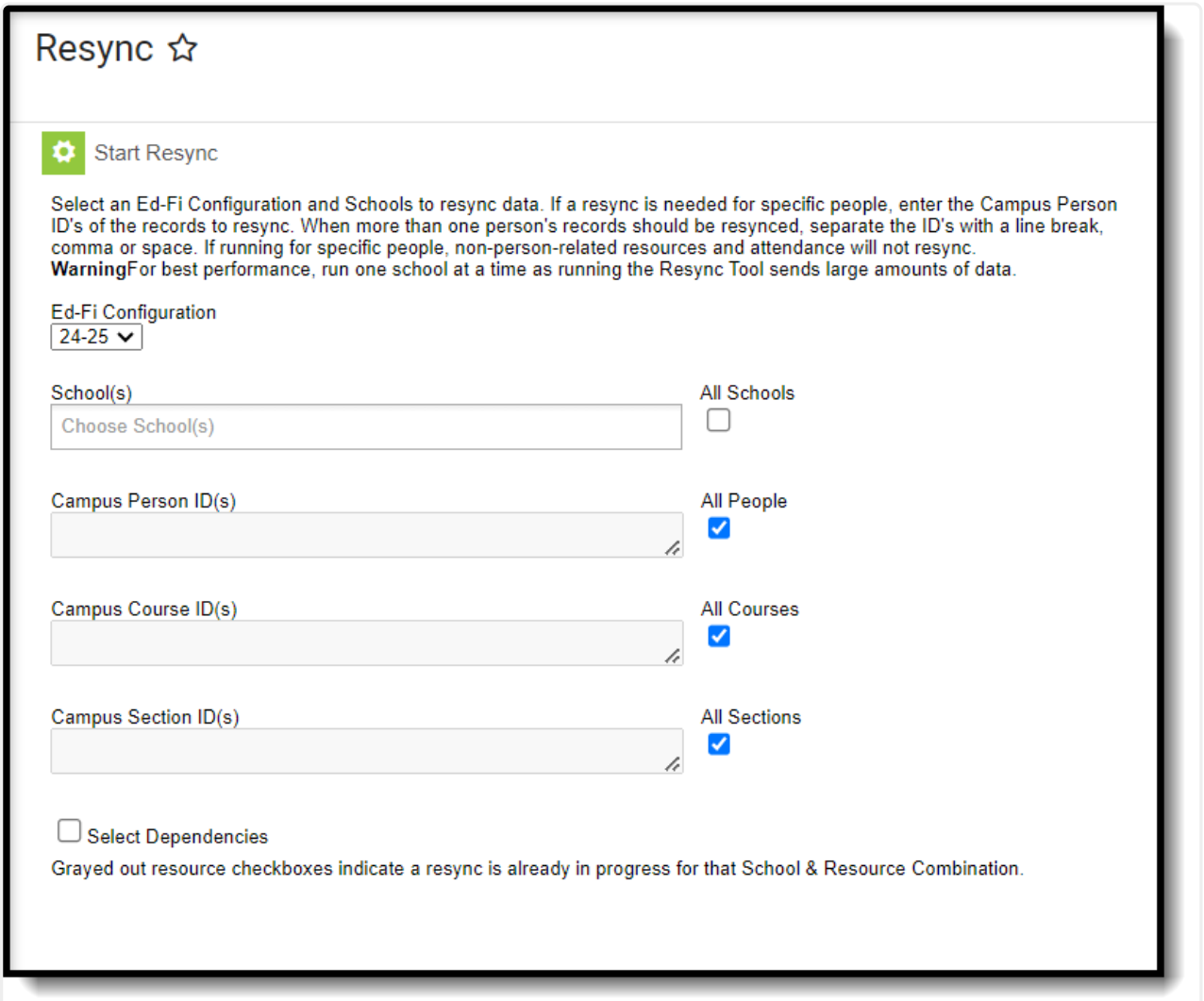
Toggle Resources to 'On' in Resource Preferences once all data setup is complete. Refer to the Minnesota Ed-Fi v3.3 - Set Resource Preferences article for more information.

Step 10. Perform an Ed-Fi Resync for the 2024-2025 Scope Year

Once the 2024-2025 Ed-Fi configuration is in place and data has been properly reviewed, an ordered resync should be completed as the first resync of the year. This is completed using the Resync tool.

For detailed information about this process, please see the Resync (Ed-Fi) article.

> Resyncing will generate a large volume of items in your event queue, so it may be helpful to plan your resync for an off-peak time period and resync in groups of calendars rather than all calendars.



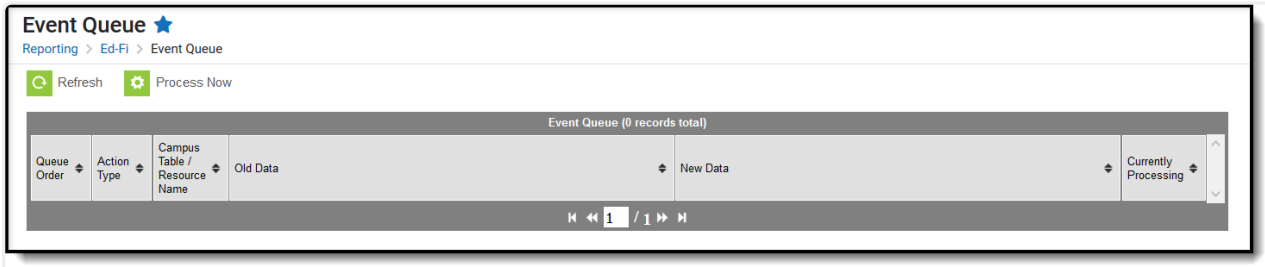
Resync

To do this:

1. Navigate to the Resync tool (*Reporting > Ed-Fi > Resync*).
2. Select the appropriate **Configuration.**
3. Select all of the Student Information resources and scope the resync to the schools you wish to send to MDE via Ed-Fi. The options marked in the Minnesota Ed-Fi Resource Preferences determine which options are available for selection here.
4. Once data sets have been marked and you are ready to resync, select the **Start Resync** button.

Step 11. Review the Event Queue

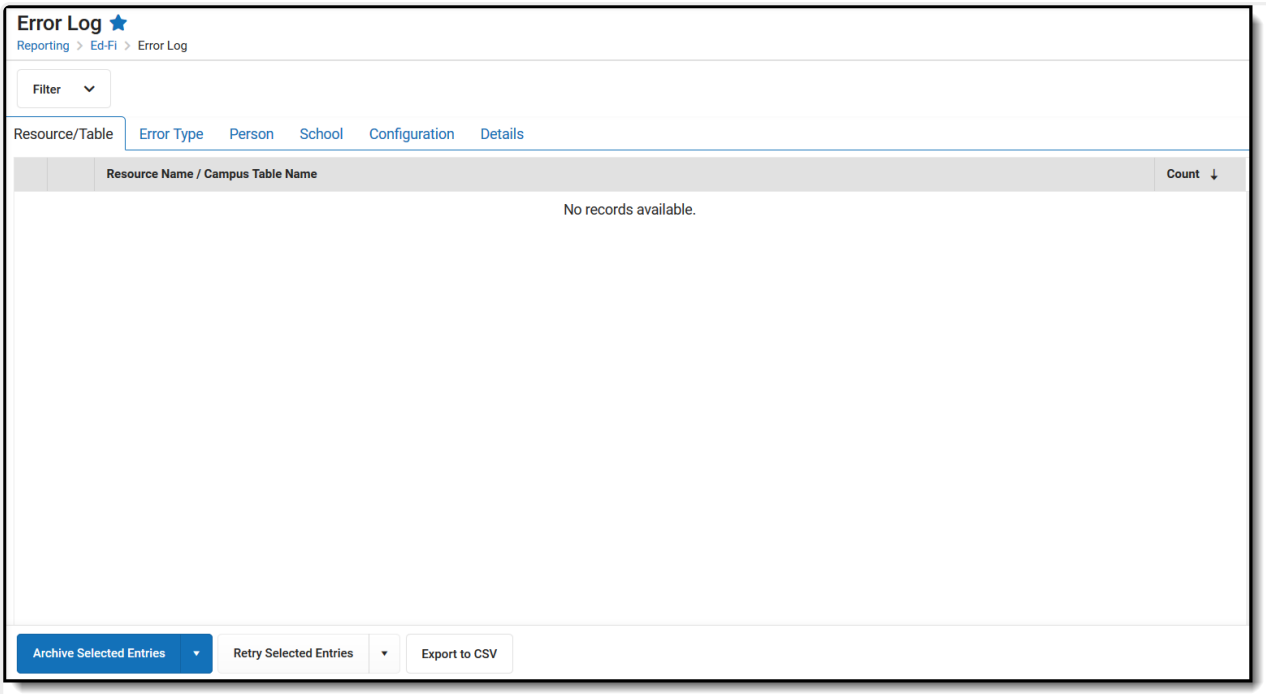
Navigate to the Event Queue (*Reporting > Ed-Fi > Event Queue*). Wait until all records have been processed (when it reads "0 records total," as seen below). Once there are no events in the Event Queue, turn off all Resource Preferences.



Ed-Fi Event Queue

Step 12. Review the Error Log

Navigate to the Error Log (*Reporting > Ed-Fi > Error Log)*. Review the Error Log and note any errors that exist. When you have addressed all of the underlying causes for the errors, click "Archive All Entries" on the Error Log tab (this will remove them from the list) and return to **Step 9**, (resyncing of data.



Ed-Fi Error Log

Step 13. Compare the Ed-Fi Information with the Data from the MARSS File

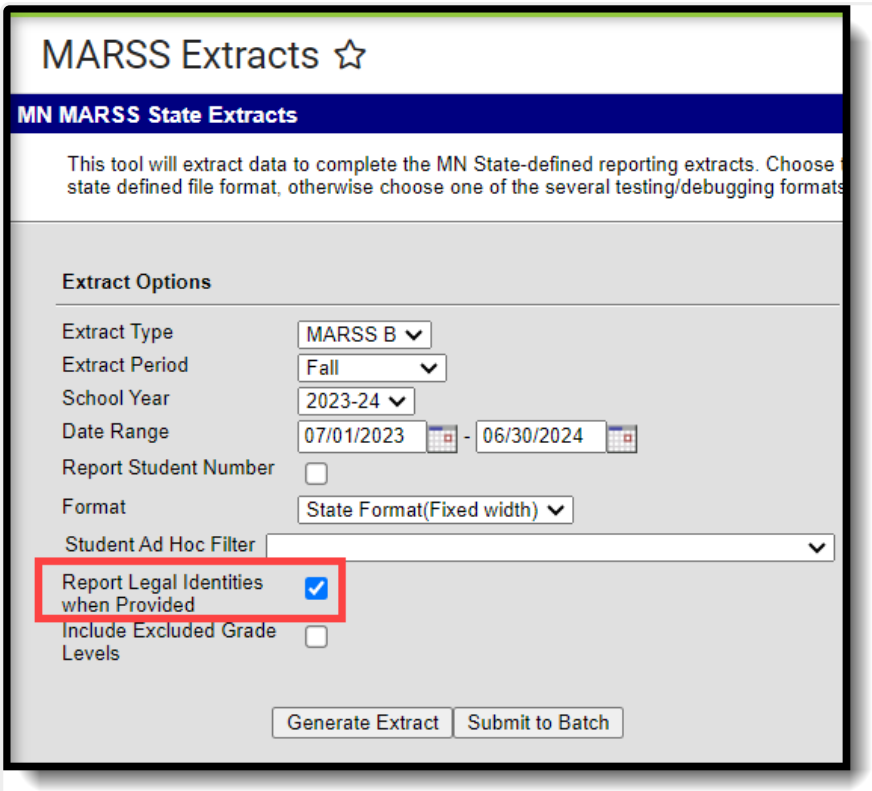
Submit your MARSS-B file and review the comparison report. Since Ed-Fi is continuously reporting and MARSS is a snapshot of data at a certain time, if you want to compare the MARRS file and Ed-Fi data, users can briefly turn off the Ed-Fi Resource Preferences to allow the MARRS file data to 'catch-up'. Districts should contact MDE directly for detailed information on the comparison report or refer to information posted on MDEs website here.

Step 14. Enable Data to Send Optional Demographics Information for Ed-Fi and MARSS

In order to consistently send optional demographics information for Ed-Fi and MARSS, the data must be enabled in the following areas:

A. MARRS B Extract Layout (*MN State Reporting > MARSS B*)

Mark the **Report Legal Identities when Provided checkbox** in order to report Demographics fields from *Census > People > Identities > Active Identity > Protected Identity Information*. Please refer to the MARRS B Extract Layout article for more information.



MARSS B Extract

B. In Ed-Fi (*Resources > Ed-Fi > Configuration > Resource Preferences*)

Mark the **Report Legal Identities when provided checkbox** on the Students and Student Education Organization Associations resource preferences. Please see the following resources for more information:

- Minnesota Ed-Fi
  - Minnesota Ed-Fi Students Resource
  - Minnesota Ed-Fi Student Education Organization Associations Resource