

# MN Ed-Fi Checklist for Starting the 2025-2026 School Year

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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 2025-2026 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.

System Preferences ☆

Save

Require Race/Ethnicity Determination for:

No one

If the Required flag is selected for any of the Race/Ethnicity fields in the Attribute/Dictionary, that field will be required regardless of the System Preference setting.

Enable Attendance Auditing

Yes

Flag Health Conditions

Yes

Default Health Conditions

ICD-10 Conditions

Learner Planning Copy Plan

Only allow copy of a locked plan

Require Employment record for District Assignment

Yes

Batch Queue Expiration Days

10

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

15

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

No

User access to the new look of Campus (Try New Look)

All Users

Enable Ed-Fi

## Step 3. Create a New Ed-Fi Configuration for 2025-2026

You must create a new Ed-Fi configuration for the 2025-2026 school year.

Configuration
Reporting > Ed-Fi > Configuration
Related Tools ^

### Connection Detail (New Configuration)

**Ed-Fi Connection Type \***

☐ Core  
☒ State

**Connection Name \***

25-26 MN

**School Year \***

2025-26

**OAuth URL \***

https://api.education.mn.gov/edfiapi/

**API URL \***

https://api.education.mn.gov/edfiapi/

**Post-Amble \***

data/v3/2026

**ID Post-Amble \***

identity/v2

**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 \***

Provided by MDE

**Client Secret \***

Provided by MDE

Test Connection

Save
Cancel
Import Certificate

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** 2025-26.
6. Enter the following values:

Field	Value
<b>O-Auth URL</b>	https://api.education.mn.gov/edfiapi/

Field	Value
<b>API URL</b>	https://api.education.mn.gov/edfiapi/
<b>Post- Amble</b>	data/v3/2026
<b>ID Post Amble</b>	identity/v2
<b>Timeout in Seconds</b>	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.
<b>Client Key</b>	The Client Key will be provided by the Minnesota Department of Education. <b>For the 25-26 School Year, the Client Key from the 24-25 School Year will be used with '2026' added to the end. For example, '12345abcde2026'</b>
<b>Client Secret</b>	The Client Secret will be provided by the Minnesota Department of Education. <b>For the 25-26 School Year, the same Client Secret that was used in 24-25 can be used.</b>

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.

### Step 5. Update the Active Year to 2025-2026

**School Year Setup** ☆

Scheduling & Courses > Calendar Setup > School Year Setup

[Related Tools](#)

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Save Delete New

School Year Editor			
Label	Start Year	End Year	Active
2025-26	2025	2026	X
2024-25	2024	2025	
2023-24	2023	2024	
2022-23	2022	2023	
2021-22	2021	2022	
2020-21	2020	2021	
2019-20	2019	2020	

#### School Year Detail

\*Label  
2025-26

MCCC Year ID

\*Start Year  
2025

Start Date  
07/01/2025

Active  
☒

\*End Year  
2026

End Date  
06/30/2026

School Year  Load Preference From Previous Year Reset Default Preference

**Instructional Minutes Preference**

☒ Exclude non-instructional periods

☒ Exclude non-instructional minutes

☒ Exclude time gaps between periods

**School Day Minutes Preference**

☒ Exclude non-instructional periods

☐ Exclude non-instructional minutes Max non-instructional minutes per period

☐ Exclude time gaps between periods Max non-instructional minutes for period gaps

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### To do this:

1. Navigate to the School Year Setup tool (*Scheduling & Courses > Calendar Setup > School Year Setup*).
2. Select the 2025-2026 school year in the School Years Editor window. If the 2025-2026 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.

**School Detail**

\*Name  
Campus Elementary

NCES School Number  
[ ] - [ ]

Standard Code (SIF StatePrld) [ ] CEEB Number [ ]

Ed-Fi School ID [ ]

Course Catalog - Master List [ ]

\*Phone  
( 763 ) 555 - 5555 x [ ]

Fax  
( [ ] ) [ ] - [ ] x [ ]

Email  
[ ]

URL  
[ ]

\*State School Number  
123

Site Classification  
10: Elementary (PK-6) [v]

Cross-Site Enrollment  
☒

External LMS Exclude  
☐ Exclude

Dual Enrollment  
☐

*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. Refer to [MDE's website](#) for confirmation.
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

Local Student Number

123456789

Use Ed-Fi ID

Student State ID

00000000001

Use Ed-Fi ID

MiscID

Local Staff Number

Use Ed-Fi ID

Staff State ID

Use Ed-Fi ID

Student Ed-Fi ID

00000000001

Person GUID

Portal Username

No Active Portal Account

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 2025-2026 Scope Year

Once the 2025-2026 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 ☆
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  
 25-26 MN Ed-Fi ▾

School(s)

Campus Person ID(s)

Campus Course ID(s)

Campus Section ID(s)

☐ Select Dependencies

☐ Grade Information

☐ Parent Information

☐ Schedule Information

☐ Student Information

All Schools  
☐

All People  
☒

All Courses  
☒

All Sections  
☒

Grayed out resource checkboxes indicate a resync is already in progress for that School & Resource Combination.

Resync

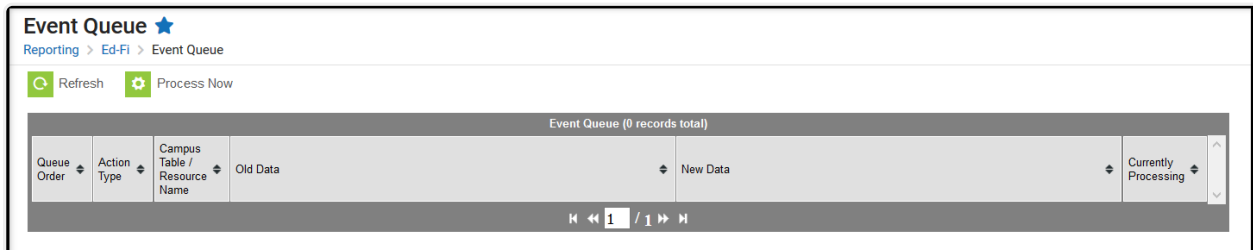
### To do this:

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.

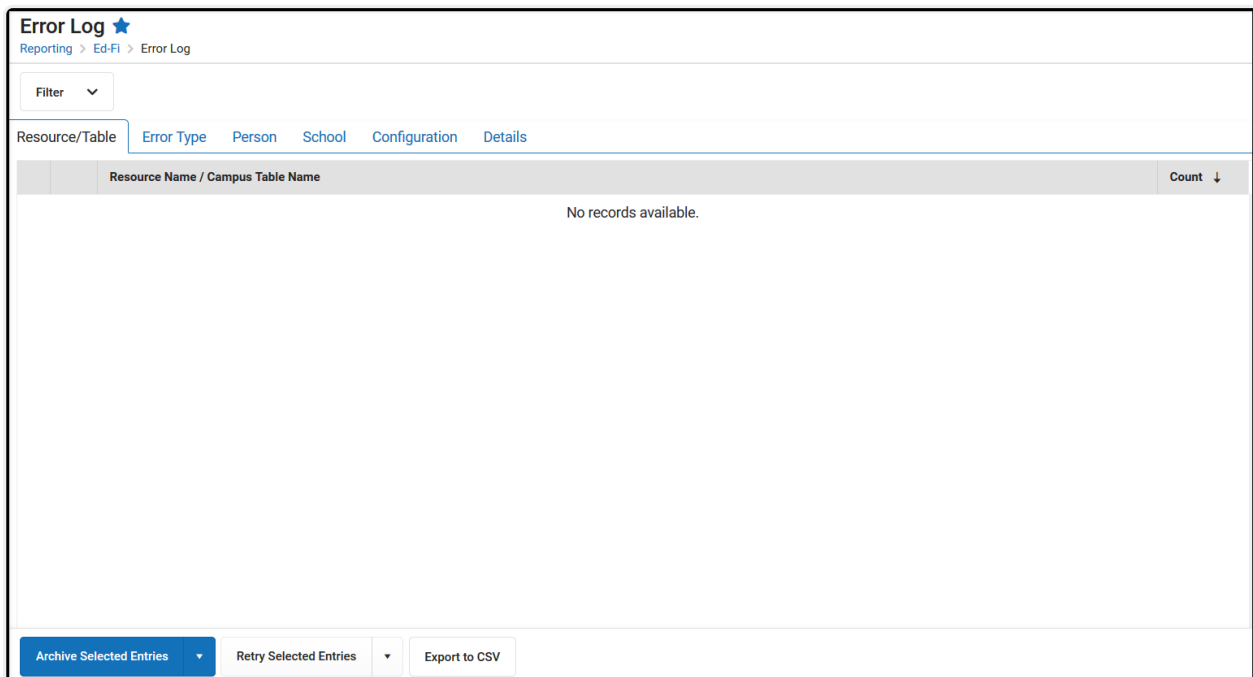


The screenshot shows the 'Event Queue' interface. At the top, there's a title 'Event Queue' with a star icon. Below it, a breadcrumb trail reads 'Reporting > Ed-Fi > Event Queue'. There are two buttons: 'Refresh' (with a circular arrow icon) and 'Process Now' (with a gear icon). The main area is a table titled 'Event Queue (0 records total)'. The table has columns: 'Queue Order', 'Action Type', 'Campus Table / Resource Name', 'Old Data', 'New Data', and 'Currently Processing'. The table is currently empty. At the bottom of the table, there's a pagination bar showing '1 / 1'.

*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).



The screenshot shows the 'Error Log' interface. At the top, there's a title 'Error Log' with a star icon. Below it, a breadcrumb trail reads 'Reporting > Ed-Fi > Error Log'. There's a 'Filter' dropdown menu. Below the filter, there are tabs: 'Resource/Table', 'Error Type', 'Person', 'School', 'Configuration', and 'Details'. The 'Resource/Table' tab is selected. The main area is a table with columns: 'Resource Name / Campus Table Name' and 'Count'. The table is currently empty, with the text 'No records available.' displayed in the center. At the bottom, there are three buttons: 'Archive Selected Entries' (with a dropdown arrow), 'Retry Selected Entries' (with a dropdown arrow), and 'Export to CSV'.

*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-

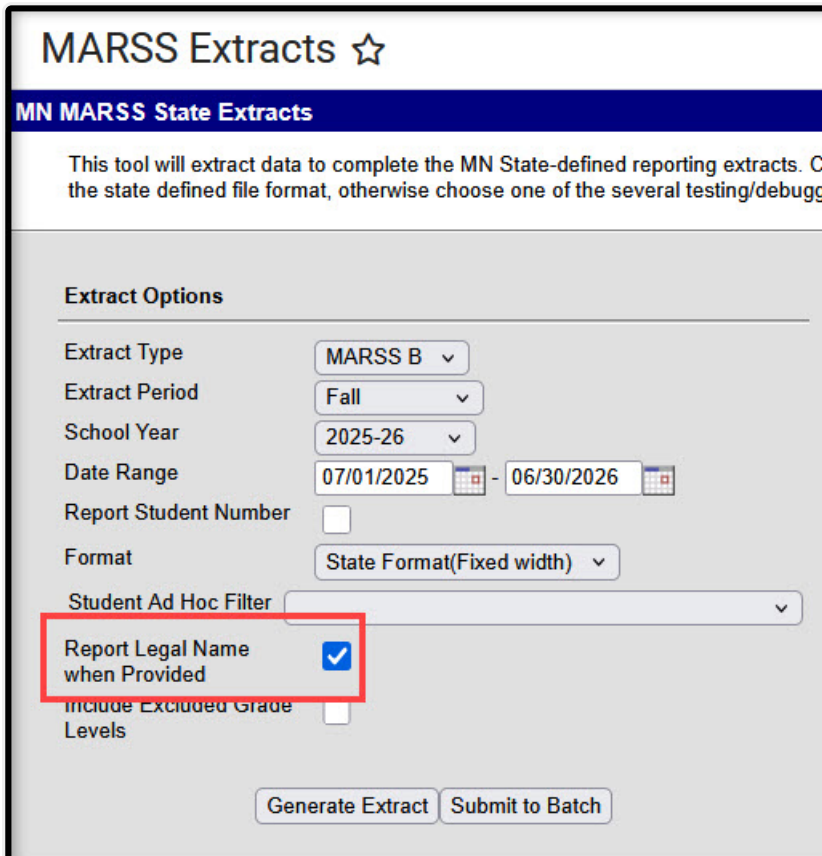
Fi data, users can briefly turn off the Ed-Fi Resource Preferences to allow the MARRS file data to 'catch-up'. Districts should contact MDE directly for detailed information on the comparison report or refer to information posted on MDEs website [here](#).

## 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.



**MARRS Extracts** ☆

**MN MARSS State Extracts**

This tool will extract data to complete the MN State-defined reporting extracts. Choose the state defined file format, otherwise choose one of the several testing/debugging formats.

**Extract Options**

Extract Type: MARSS B ▾

Extract Period: Fall ▾

School Year: 2025-26 ▾

Date Range: 07/01/2025 - 06/30/2026

Report Student Number: ☐

Format: State Format(Fixed width) ▾

Student Ad Hoc Filter: ▾

**Report Legal Name when Provided** ☒

Include Excluded Grade Levels: ☐

Generate Extract Submit to Batch

*MARRS 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 articles for more information:

- [Minnesota Ed-Fi Students Resource](#)

- [Minnesota Ed-Fi Student Education Organization Associations Resource](#)
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