

District Settings Tool Rights

Last Modified on 12/14/2025 8:45 pm CST

District Settings tools contain basic information that applies across the entire district. Much of the data contained in these tools is created when a conversion of data from a district's legacy system to Campus occurs. Staff such as **System Administrators** or **District Office Staff** may be given rights to update this information.

See the articles in the [School & District Settings - District](#) category to learn more about how this information is entered and used.

District Information

The District Information tool contains basic district contact and resource information. This information is commonly pulled by state reporting extracts and used in report headers.

District Information ★

School & District Settings > District > District Information

Save

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

District Editor

ISD #4321

Original Record

District Detail

*Name

ISD #4321

*State District Number

9876

State

MN

NCES DistrictID

1234567

Cross-Site Enrollment Participation

Intradistrict

Ed-Fi District Number

District Contact First Name

Chris

District Contact Last Name

*Phone

(999) 555-8132

District Staff

Type

01

Fax

() - -

URL

http://www.rdale.org

Email

Region Number

Federal Tax ID

Address

1234 CAMPUS DRIVE SE

City

ANY TOWN

State

MN

Zip

55121

County

Hennepin

Physical Address

1234 CAMPUS DRIVE SE

Physical City

ANY TOWN

Physical State

MN

Physical Zip

55121

District Information

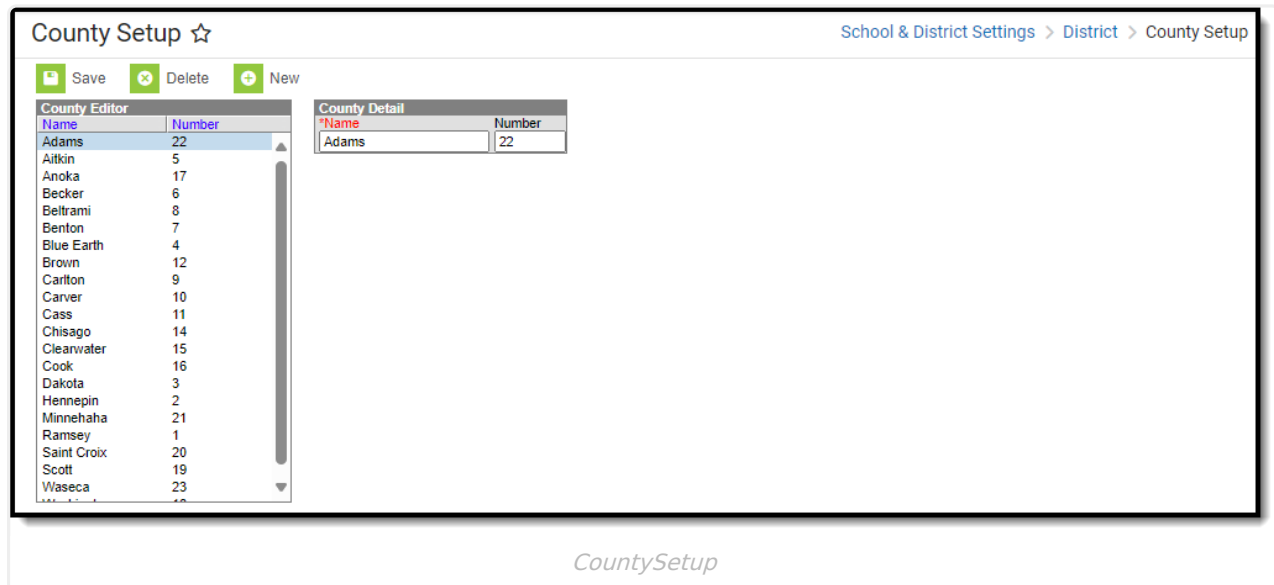
Available Tool Rights - District Information

Page 1

R	W	A	D
View existing district information.	Edit existing district information.	Add new district information.	N/A

County Setup

This tool lists the counties that the school district serves. Once counties are defined in this tool, they are available for selection on the [District Information](#) and [District County Setup](#) tools.



Available Tool Rights - County Setup

R	W	A	D
View existing counties.	Edit existing counties.	Add new counties.	Delete Counties.

District County Setup

Once counties have been created in the [Counties](#) list, districts can select the county related to their district location. The counties within the district may be selected for state reporting purposes using this tool.

District County Setup ☆
School & District Settings > District > District County Setup

New Save Delete

District County Editor
County Name
Adams
Anoka
Carver
Chisago
Dakota
Hennepin
Ramsey
Saint Croix
Scott
Washington

District County Info
County
Adams

District County Setup

Available Tool Rights - District County Setup

R	W	A	D
View existing district counties.	Select additional district counties.	Add new district counties.	Delete existing district county records.

Grade Level Age Setup

The Grade Level Age Setup tool ensures students are being enrolled into the appropriate grade level based on their date of birth and age.

Grade Level Age Setup ☆
School & District Settings > District > Grade Level Age Setup

Save

Grade Level Age Editor

Name	Description	Minimum Age	Maximum Age	Cutoff Date
01	Grade 1			
02	Grade 2			
03	Grade 3			
04	Grade 4			
05	Grade 5			
06	Grade 6			
07	Grade 7			
08	Grade 8			
09	Grade 9			
10	Grade 10			
11	Grade 11			
12	Grade 12			
EC	Early Childhood			
HK	Kindergarten Disabled			
PS	Pre-School Screening			
KA	Kindergarten Section A			
KB	Kindergarten Section B			
KC	Kindergarten Section C			
KD	Kindergarten Section D			
KE	Kindergarten Section E			

Grade Level Age Detail

Name

01

Description

Grade 1

Minimum Age

Maximum Age

Cutoff Date

☒ Use First Instructional Date
 ☐ Enter Cutoff Date

Grade Level Age Setup

Available Tool Rights - Grade Level Setup

R	W	A	D
View existing grade level age settings.	N/A	N/A	Modify existing grade level age settings.

Grade Level Definitions

The Grade Level Definitions editor displays the Code, Name, Description, NCES Grade, PESC Grade and Sequence mapped to each grade level. By mapping these values to each grade level, Campus is able to ensure grade levels are correctly and consistently reported and calculated throughout the product.

Grade Level Definitions ☆ School & District Settings > District > Grade Level Definitions

Grade Level Definitions Editor						
Code	Name	Description	NCES Grade	PESC Grade	Sequence	Active
01	01	Grade 1	01		1	x
02	02	Grade 2	02		2	x
03	03	Grade 3	03		3	x
04	04	Grade 4	04		4	x
05	05	Grade 5	05		5	x
06	06	Grade 6	06		6	x
07	07	Grade 7	07		7	x
08	08	Grade 8	08		8	x
09	09	Grade 9	09		9	x
10	10	Grade 10	10		10	x
11	11	Grade 11	11		11	x
12	12	Grade 12	12		12	x
EC	EC	Early Childhood	PK		13	x
HK	HK	Kindergarten Disabled	KG		14	x
PS	PS	Pre-School Screening			15	x
KA	KA	Kindergarten Section A	KG		16	x
KB	KB	Kindergarten Section B	KG		17	x
KC	KC	Kindergarten Section C	KG		18	x
KD	KD	Kindergarten Section D	KG		19	x
KE	KE	Kindergarten Section E	KG		20	x

Grade Level Definitions

Available Tool Rights - Grade Level Definitions

R	W	A	D
View existing grade level definitions.	N/A	N/A	Modify existing grade level definitions.

School Boundaries Override Setup

School Choice allows students to attend a different school than the one mandated by their geographic location. Not all districts use this program. In districts where School Choice is used, the district office must create district Override Types. Override Types represent programs that may be assigned at the school level to a [calendar](#), [household address](#) and/or [student](#). The district determines the functionality of the override type by selecting one or more of the available options.

School Boundaries Override Setup ☆ School & District Settings > District > School Boundaries Override Setup

Save Delete New

Name	Code
Legal Requirement	LR
Magnet	MGT1
MARSS End Status Example	OVRD
OLL	123

Override Type

Name: Magnet

Code: MGT1

- ☒ Allow Portal Applications
- ☒ Allow Census Applications
- ☒ Continuous Enrollment
- ☒ Rolls Forward
- ☒ Uses Program Boundaries

School Boundaries Override Setup

Available Tool Rights - School Boundaries Override

R	W	A	D
View existing override types.	Modify existing override types.	Add new override type.	Delete override type.

Related Tools/Topics:

- [School Choice](#): Review these articles to learn how School Choice is used in Campus to facilitate student application for enrollment to one or more schools or programs.

Suggested User Groups

Typically, users of this tool have already been assigned one or more Product Security Roles that grant administrative-level access; therefore, a user group assignment is not necessary.

If your district's needs are different, you may choose to create a group that meets those needs.

See [User Groups and Suggested Roles](#) for more information.