District Settings Tool Rights

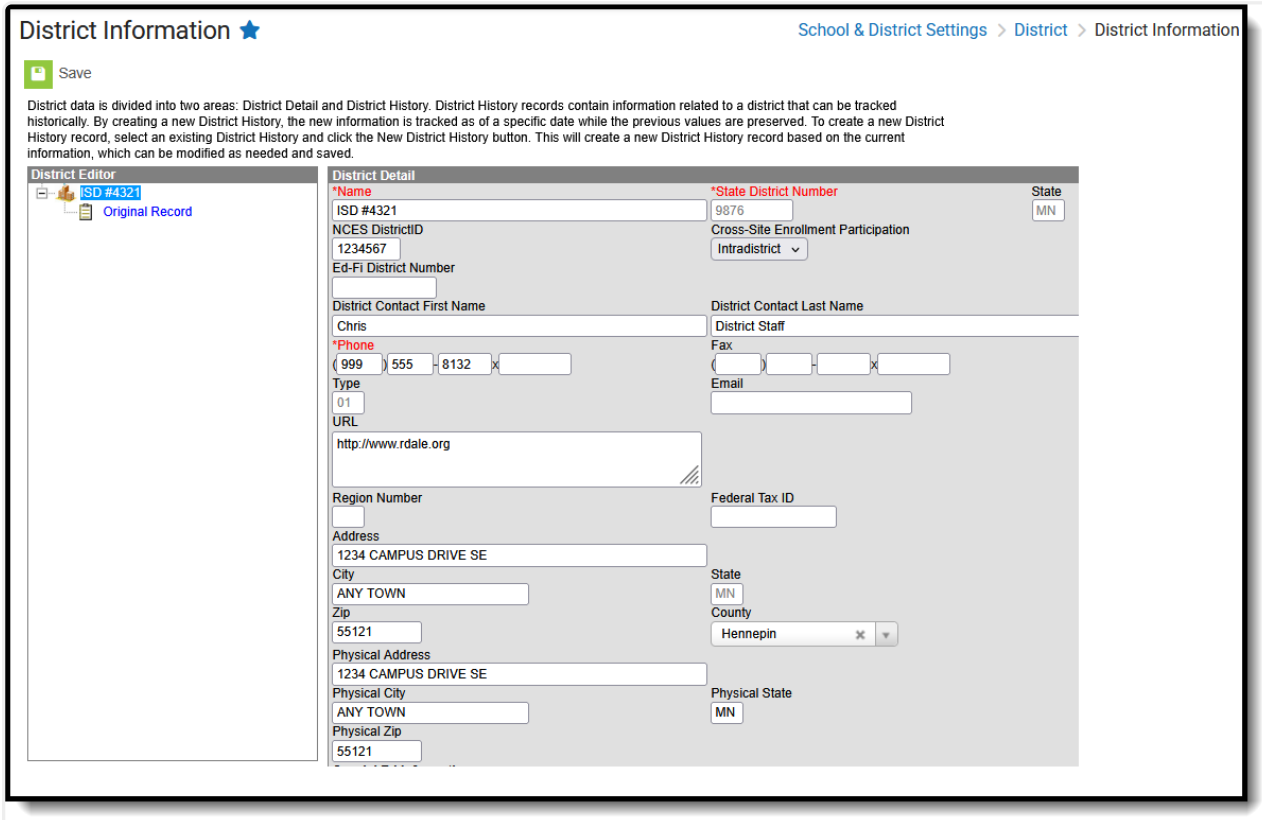
Last Modified on 07/13/2026 11:06 am CDT

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.



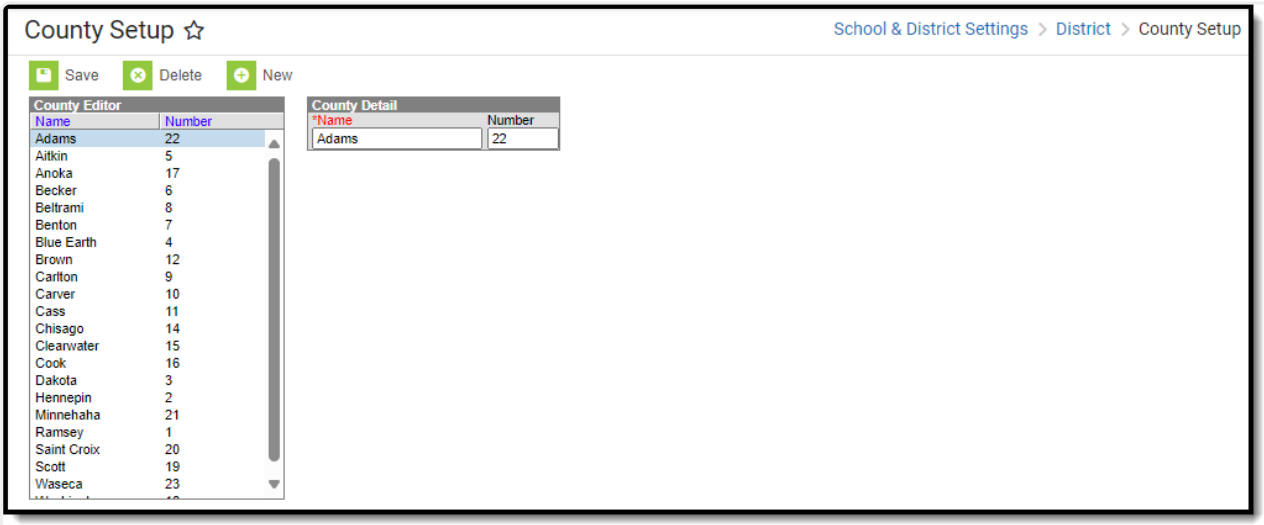
District Information

Available Tool Rights - District Information

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.



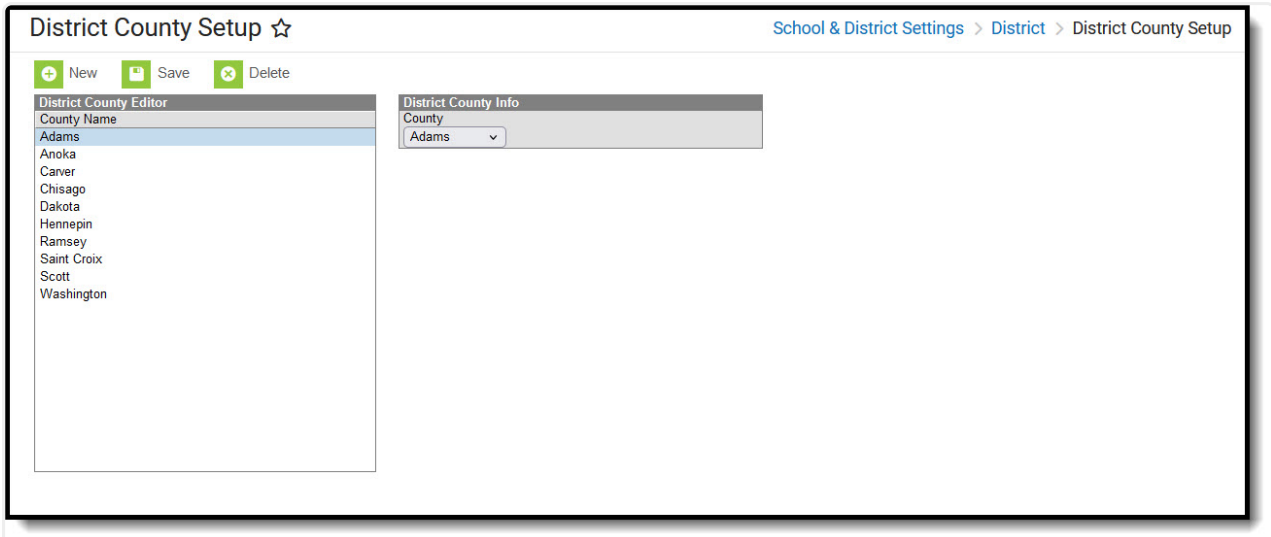
CountySetup

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.



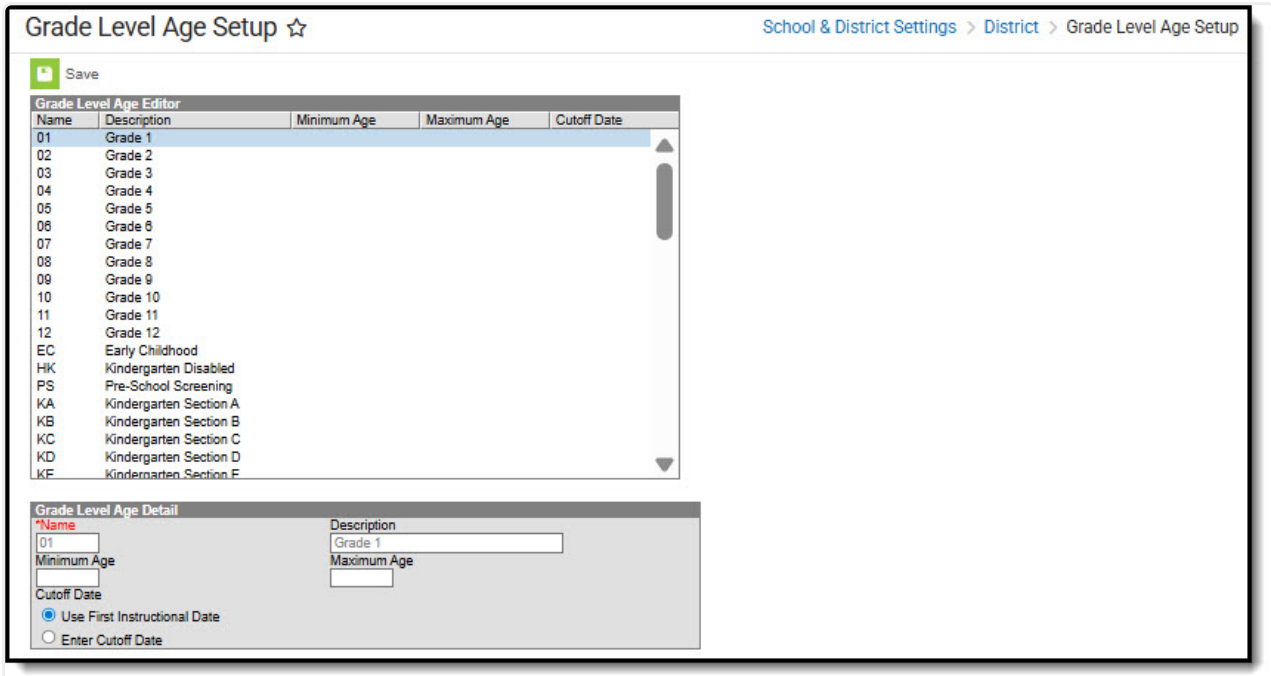
District County Setup

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.



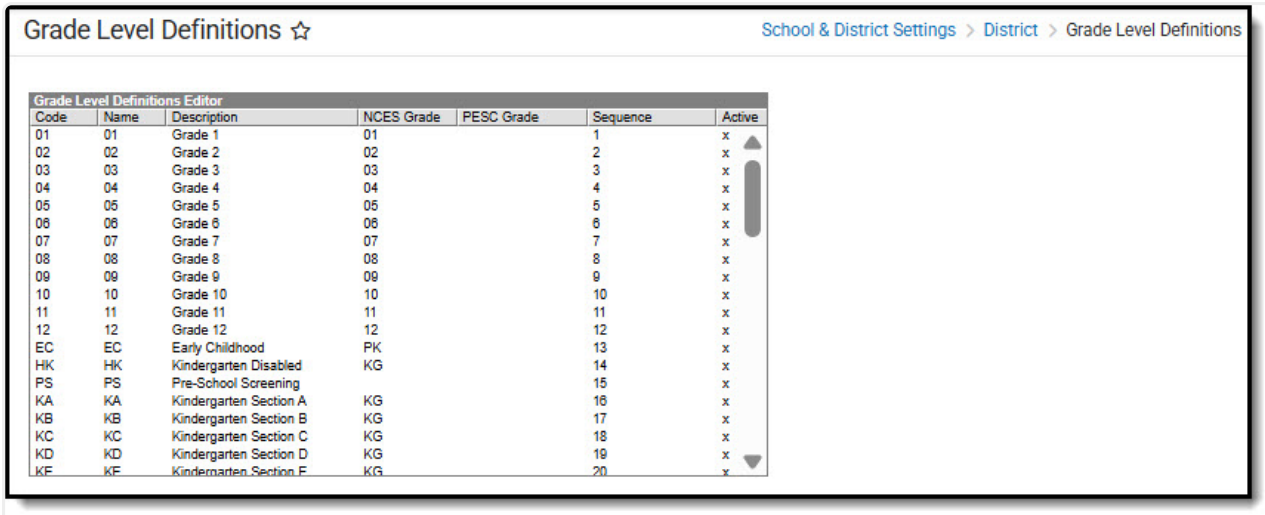
Grade Level Age Setup

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.



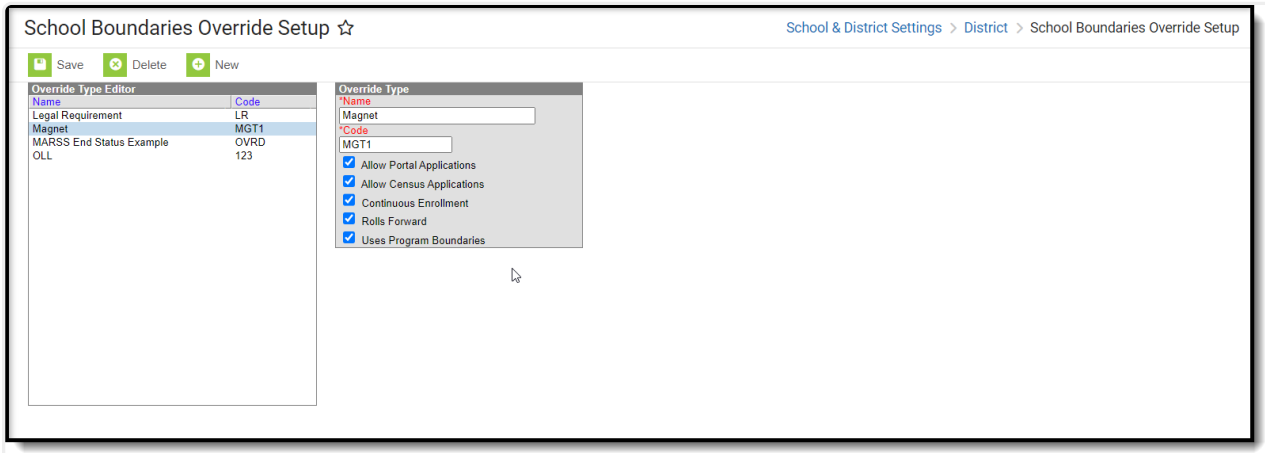
Grade Level Definitions

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 Stup

Available Tool Rights - School Boundaries Override

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

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 differ, you may choose to create a group to meet them.

See User Groups and Suggested Roles for more information.