

District Settings Tool Rights

Last Modified on 05/06/2026 8:29 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 ★
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 | District Detail | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|--|--------------------|--------------------------------|-------------|----------------------------|--|--|-----------------------|--|--|--------------------------------------|--|--|--------------------------|----------------|--|------------|-------|--|-----------------------------|--|--|---------------|----------------|--|---------------------------------|--|--|------------------|-------------|--------------------|--------------|--|--|--|--|--|---------------------------|----------------------|--|-----------------------|--|--|
| <ul style="list-style-type: none"> ISD #4321 Original Record | <table style="width: 100%;"> <tr> <td>*Name ISD #4321</td> <td>*State District Number 9876</td> <td>State MN</td> </tr> <tr> <td>NCES DistrictID 1234567</td> <td colspan="2">Cross-Site Enrollment Participation Intradistrict</td> </tr> <tr> <td>Ed-Fi District Number</td> <td colspan="2"></td> </tr> <tr> <td>District Contact First Name Chris</td> <td colspan="2">District Contact Last Name District Staff</td> </tr> <tr> <td>*Phone (999) 555-8132</td> <td colspan="2">Fax () - -</td> </tr> <tr> <td>Type 01</td> <td colspan="2">Email</td> </tr> <tr> <td>URL http://www.rdale.org</td> <td colspan="2"></td> </tr> <tr> <td>Region Number</td> <td colspan="2">Federal Tax ID</td> </tr> <tr> <td>Address 1234 CAMPUS DRIVE SE</td> <td colspan="2"></td> </tr> <tr> <td>City ANY TOWN</td> <td>State MN</td> <td>County Hennepin</td> </tr> <tr> <td>Zip 55121</td> <td colspan="2"></td> </tr> <tr> <td>Physical Address 1234 CAMPUS DRIVE SE</td> <td colspan="2"></td> </tr> <tr> <td>Physical City ANY TOWN</td> <td colspan="2">Physical State MN</td> </tr> <tr> <td>Physical Zip 55121</td> <td colspan="2"></td> </tr> </table> | *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 District Staff | | *Phone (999) 555-8132 | Fax () - - | | Type 01 | Email | | URL http://www.rdale.org | | | Region Number | Federal Tax ID | | Address 1234 CAMPUS DRIVE SE | | | City ANY TOWN | State MN | County Hennepin | Zip 55121 | | | Physical Address 1234 CAMPUS DRIVE SE | | | Physical City ANY TOWN | Physical State MN | | Physical Zip 55121 | | |
| *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 District Staff | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| *Phone (999) 555-8132 | Fax () - - | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Type 01 | Email | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| URL http://www.rdale.org | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Region Number | Federal Tax ID | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Address 1234 CAMPUS DRIVE SE | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| City ANY TOWN | State MN | County Hennepin | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Zip 55121 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Physical Address 1234 CAMPUS DRIVE SE | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Physical City ANY TOWN | Physical State MN | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Physical Zip 55121 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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.

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 | District County Info |
|--|----------------------|
| County Name Adams Anoka Carver Chisago Dakota Hennepin Ramsey Saint Croix Scott Washington | 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

| 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 | Description |
| 01 | Grade 1 |
| Minimum Age | Maximum Age |
| | |
| Cutoff Date | |
| <input checked="" type="radio"/> Use First Instructional Date <input type="radio"/> 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 |
| KF | KF | Kindergarten Section F | 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

| Override Type Editor | | Override Type |
|--------------------------|------|---|
| Name | Code | Name |
| Legal Requirement | LR | Magnet |
| Magnet | MGT1 | Code |
| MARSS End Status Example | OVRD | MGT1 |
| OLL | 123 | <input checked="" type="checkbox"/> Allow Portal Applications <input checked="" type="checkbox"/> Allow Census Applications <input checked="" type="checkbox"/> Continuous Enrollment <input checked="" type="checkbox"/> Rolls Forward <input checked="" type="checkbox"/> 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 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.