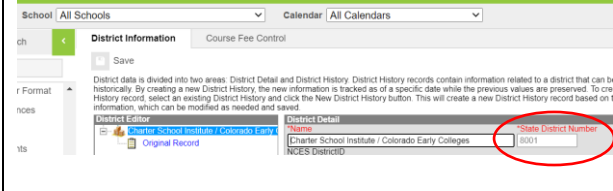
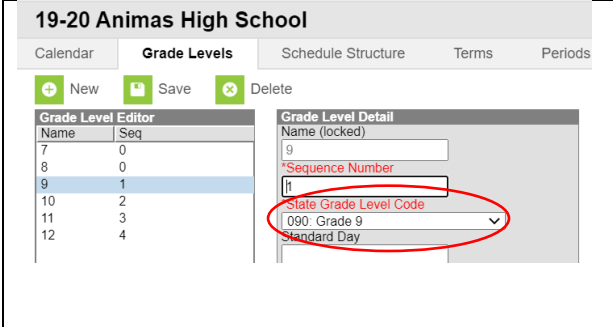
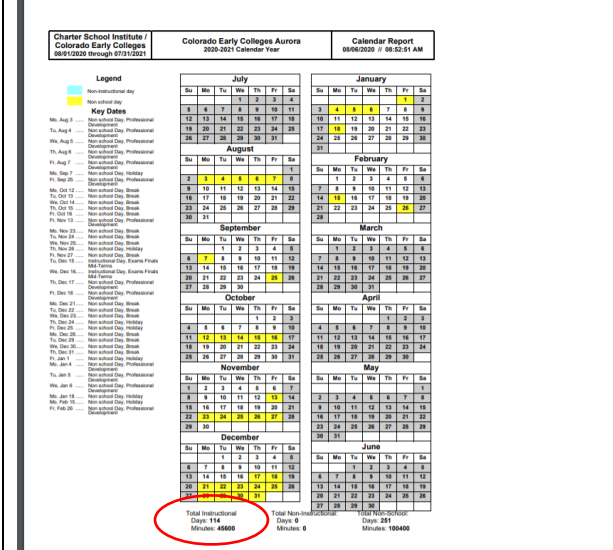
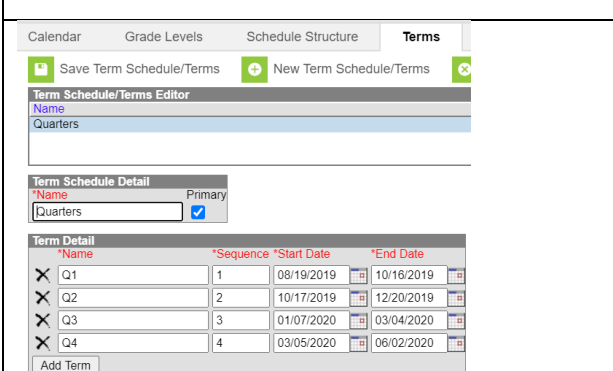


# Infinite Campus Start of the Year System Setup Audit – For Schools

The following guidance provides a starting point for ensuring key areas related to state reporting are appropriately set up. Schools should make use of the IC Knowledge Base through the links below and IC support for advance system set up questions.

 <p><b>District Information</b></p> <p>District data is divided into two areas: District Detail and District History. District History records contain information related to a district that can be 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 information, which can be modified as needed and saved.</p> <p>District Editor: Charter School Institute / Colorado Early Colleges / NOCES District</p> <p>State District Number: 8001</p>	<h3 style="color: #0070C0;">DISTRICT INFO</h3> <p><b>System Administration&gt;Resources&gt;District Information</b></p> <p>If you don't see this option, ensure 'All Schools' is selected in the School dropdown for networks with multiple schools on a system</p> <p>Check for 8001 district code</p>																				
 <p><b>19-20 Animas High School</b></p> <p>Grade Levels</p> <p>Grade Level Editor</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Name</th> <th>Seq</th> </tr> </thead> <tbody> <tr><td>7</td><td>0</td></tr> <tr><td>8</td><td>0</td></tr> <tr><td>9</td><td>1</td></tr> <tr><td>10</td><td>2</td></tr> <tr><td>11</td><td>3</td></tr> <tr><td>12</td><td>4</td></tr> </tbody> </table> <p>Grade Level Detail</p> <p>Name (locked): g</p> <p>Sequence Number: h</p> <p>State Grade Level Code: 090: Grade 9</p> <p>Standard Day</p>	Name	Seq	7	0	8	0	9	1	10	2	11	3	12	4	<h3 style="color: #0070C0;">GRADE LEVELS</h3> <p><b>System Administration&gt;Calendar&gt;Grade Levels</b></p> <p>Verify that the grade levels are mapped to the correct State Grade Level</p> <p><b>Check Against:</b></p> <p>Any expected Grade Level changes for the coming year. (All expected grade changes should be confirmed with CSI in the Spring prior to the change taking effect.)</p> <p><a href="https://kb.infinitecampus.com/help/grade-levels">https://kb.infinitecampus.com/help/grade-levels</a></p>						
Name	Seq																				
7	0																				
8	0																				
9	1																				
10	2																				
11	3																				
12	4																				
 <p>Charter School Institute / Colorado Early Colleges 06/04/2020 through 07/01/2021</p> <p>Colorado Early Colleges Aurora 2020-2021 Calendar Year</p> <p>Calendar Report 06/04/2020 @ 08:55:51 AM</p> <p>Legend: Non-Instructional Day (blue), Instructional Day (yellow)</p> <p>Key Dates: Non school Day, Professional Development, etc.</p> <p>Monthly calendars for July, August, September, October, November, December, January, February, March, April, May, June.</p> <p>Total Instructional Days: 144 Total Non-Instructional Days: 4600</p>	<h3 style="color: #0070C0;">CALENDAR</h3> <p><b>System Administration&gt;Calendar&gt;Days&gt;Print</b></p> <p>Check whether there are &gt;160 days</p> <p><i>For reference, schools generally have 160-180 days instructional days. Schools with significantly more or less may have set up issues.</i></p> <p>Any schools with &lt;160 days must be approved by the state. (All schools operating &lt;160 days/4 day weeks should be confirmed with CSI in the Spring prior to the &lt;160 days/4 day week taking effect.)</p> <p><b>References: CRS 22-33-104 1(b)</b></p> <p>A school or schools shall not be in session for fewer than one hundred sixty days without the specific prior approval of the commissioner of education.</p> <p><a href="https://kb.infinitecampus.com/help/days">https://kb.infinitecampus.com/help/days</a> (Calendar Days Report)</p>																				
 <p>Calendar</p> <p>Save Term Schedule/Terms</p> <p>Term Schedule/Terms Editor</p> <p>Term Schedule Detail</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Name</th> <th>Sequence</th> <th>Start Date</th> <th>End Date</th> </tr> </thead> <tbody> <tr><td>Q1</td><td>1</td><td>08/19/2019</td><td>10/16/2019</td></tr> <tr><td>Q2</td><td>2</td><td>10/17/2019</td><td>12/20/2019</td></tr> <tr><td>Q3</td><td>3</td><td>01/07/2020</td><td>03/04/2020</td></tr> <tr><td>Q4</td><td>4</td><td>03/05/2020</td><td>06/02/2020</td></tr> </tbody> </table>	Name	Sequence	Start Date	End Date	Q1	1	08/19/2019	10/16/2019	Q2	2	10/17/2019	12/20/2019	Q3	3	01/07/2020	03/04/2020	Q4	4	03/05/2020	06/02/2020	<h3 style="color: #0070C0;">TERMS</h3> <p><b>System Administration&gt;Calendar&gt;Terms</b></p> <p>Verify term start and dates</p> <p><a href="https://kb.infinitecampus.com/help/terms">https://kb.infinitecampus.com/help/terms</a></p>
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Q1	1	08/19/2019	10/16/2019																		
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Q3	3	01/07/2020	03/04/2020																		
Q4	4	03/05/2020	06/02/2020																		

# Infinite Campus Start of the Year System Setup Audit – For Schools

## SCHEDULES

### System Administration>Calendar>Schedule Structure

Click the schedule dropdown to view each schedule.

Consider whether there may need to be one for elementary, middle, high, homeschool.

*Name	*Sequence	Start Time	End Time	Lunch Time	Non-Instructional	Responsive
X 1	1	08:25 AM	09:17 AM	0	<input type="checkbox"/>	<input type="checkbox"/>
X 2	2	09:21 AM	10:13 AM	0	<input type="checkbox"/>	<input type="checkbox"/>
X 3	3	10:17 AM	11:09 AM	0	<input type="checkbox"/>	<input type="checkbox"/>
X 4	4	11:13 AM	12:05 PM	0	<input type="checkbox"/>	<input type="checkbox"/>
X LUNCH	5	12:07 PM	12:40 PM	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>
X 5	6	12:46 PM	01:38 PM	0	<input type="checkbox"/>	<input type="checkbox"/>
X 6	7	01:42 PM	02:34 PM	0	<input type="checkbox"/>	<input type="checkbox"/>
X 7	8	02:38 PM	03:30 PM	0	<input type="checkbox"/>	<input type="checkbox"/>

## PERIODS

### System Administration>Calendar>Periods

Verify Instructional Minutes, School Day Minutes

Verify passing periods

Mark any periods that are non-instructional

Verify that lunch is noted either in lunch time or as non-instructional

### References: October Count Audit Guide

- Passing periods are defined as the time between two classes, and between a class and a lunch period
- Passing periods up to seven minutes may be included in the calculation of full- or part-time funding.

<https://kb.infinitecampus.com/help/periods>

## DAYS

### System Administration>Calendar>Days

Change Period schedule if needed

Spot check a couple days, both school days and known vacation days (ex: Labor Day will likely be a day off-confirm that's the case on the calendar).

Instruction and Attendance should be unchecked if classes do not meet

<https://kb.infinitecampus.com/help/days>

## ATTENDANCE

### System Administration> Attendance> Attendance Codes

### Excuse Codes

Verify 'Status' and 'Excuse' settings for Absence Excused, Absence Unexcused. If Suspension is an existing code, check that it's Absent Excused.

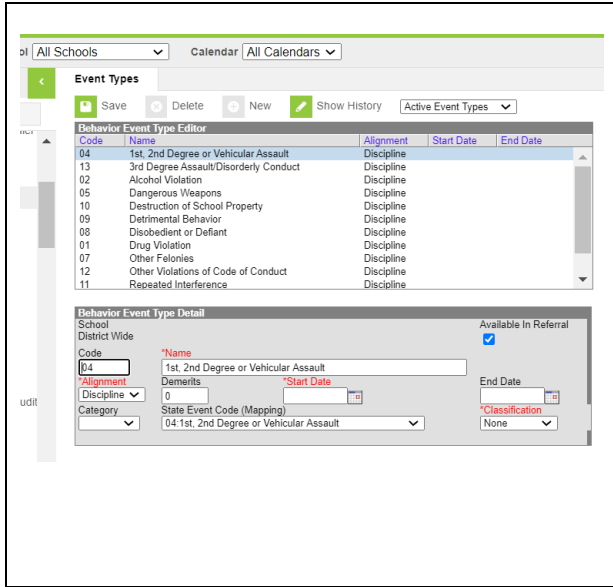
'Display code in behavior resolution' allows user to Update attendance when assign behavior resolutions

### References: 1 CCR 301-78

- Absences due to suspension or expulsion of a child must be considered excused absences.

<https://kb.infinitecampus.com/help/attendance-admin>

# Infinite Campus Start of the Year System Setup Audit – For Schools



## BEHAVIOR EVENT CODES

### Behavior >Admin>Event Types

*Note: Be sure you are in the All Schools dropdown in case the school has mapped state reportable events and resolutions at the district level*

Verify that event types are set up for each 'State Event Code' There are 21 reportable codes (since we use this for CRDC reporting, too) and all should be set up in the system. (Note, codes go up to 22, but there is no code 11.)

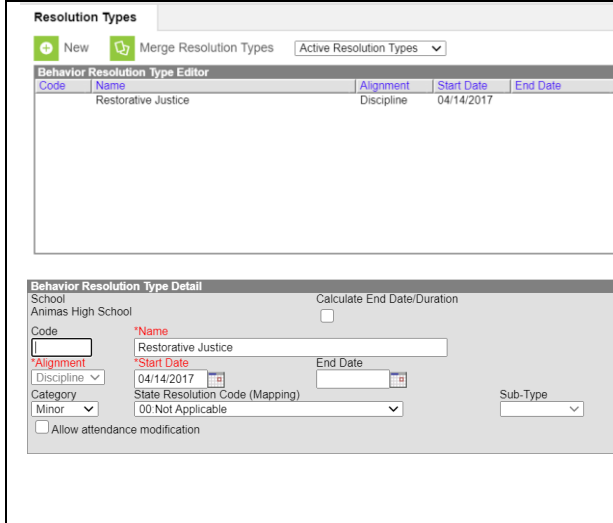
#### Check Against:

State reportable behavior resolution codes in Discipline data collection.

**References:** [School Discipline and Attendance File Layout](#)

- To access a list of state reportable events

<https://kb.infinitecampus.com/help/event-types>



## BEHAVIOR RESOLUTION CODES

### Behavior>Admin>Resolution Types

*Note: Be sure you are in the All Schools dropdown in case the school has mapped state reportable events and resolutions at the district level*

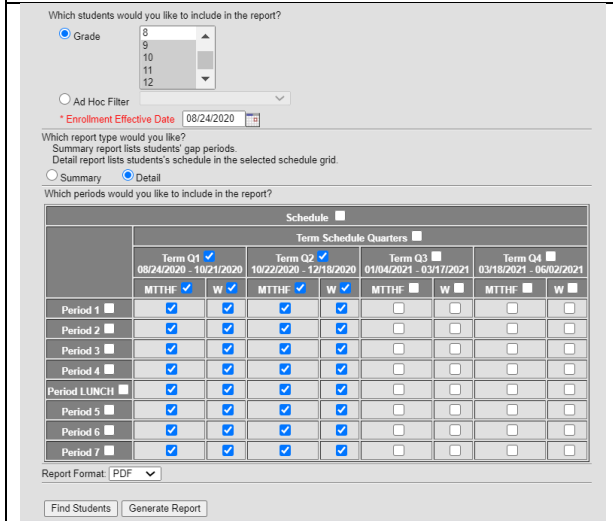
Verify that resolution types are set up for each 'State Resolution Code' There are 11 reportable codes

If 'Allow attendance modification' is checked users can select from attendance excuse codes - see Attendance section above

**References:** [School Discipline and Attendance File Layout](#)

- To access state reportable resolutions (01-11).

<https://kb.infinitecampus.com/help/resolution-types>



## STUDENT SCHEDULES

### Scheduling>Student Gap Scheduler

Confirm that students generally look scheduled into courses for the first half of the year (i.e., Q1-2 OR Sem 1, OR Tri 1-2)

<https://kb.infinitecampus.com/help/student-gap-scheduler>