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.

CSI schools are expected to review their SIS by early August each year to ensure the setup expectations outlined below, which impact state reporting, are met. CSI Data Submissions Team members may audit components of SIS setup each year.

|  |  |
| --- | --- |
| Screenshot of the Infinite Campus District Information window | **DISTRICT INFO****System Administration>Resources>District Information**If you don’t see this option, ensure ‘All Schools’ is selected in the School dropdown for networks with multiple schools on a systemCheck for 8001 district code  |
| Screenshot of the Infinite Campus Grade Levels dropdown | **GRADE LEVELS****System Administration>Calendar>Grade Levels**Verify that the grade levels are mapped to the correct State Grade Level**Check Against:**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.) [*https://kb.infinitecampus.com/help/grade-levels*](https://kb.infinitecampus.com/help/grade-levels) |
| Screenshot of the Infinite Campus Annual Calendar report  | **CALENDAR****System Administration>Calendar>Days>Print**Check whether there are >160 days*For reference, schools generally have 160-180 days instructional days. Schools with significantly more or less may have set up issues.*Any schools with <160 days must be approved by the state. (All schools operating <160 days/4 day weeks should be confirmed with CSI in the Spring prior to the <160 days/4 day week taking effect.) **References: CRS 22-33-104 1(b)**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.[*https://kb.infinitecampus.com/help/days*](https://kb.infinitecampus.com/help/days)(Calendar Days Report) |
| Screenshot of the Infinite Campus Terms Setup window | **TERMS****System Administration>Calendar>Terms**Verify term start and end dates[*https://kb.infinitecampus.com/help/terms*](https://kb.infinitecampus.com/help/terms) |
| Screenshot of the Infinite Campus Schedule Structure window | **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.*  |
| Screenshot of the Infinite Campus Periods set up window | **PERIODS****System Administration>Calendar>Periods**Verify Instructional Minutes, School Day Minutes Verify passing periodsMark 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*](https://kb.infinitecampus.com/help/periods) |
| Screenshot of the Infinite Campus Day Detail window  | **DAYS****System Administration>Calendar>Days**Change Period schedule if neededSpot 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*](https://kb.infinitecampus.com/help/days) |
| Screenshot of the Infinite Campus Attendance Excuse Code Detail window for Out of School suspensionsScreenshot of the Infinite Campus Attendance Excuse Detail window for Absent UnexcusedScreenshot of the Infinite Campus Attendance Excuse detail for Absent ExcusedScreenshot of the Infinite Campus Attendance Codes window | **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*](https://kb.infinitecampus.com/help/attendance-admin) |
|  Screenshot of the Infinite Campus Behavior Event Type Editor | **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.)***Check Against:**State reportable behavior resolution codes in Discipline data collection.**References:** [School Discipline and Attendance File Layout](https://www.cde.state.co.us/datapipeline/schooldisciplineattendance) * To access a list of state reportable events

[*https://kb.infinitecampus.com/help/event-types*](https://kb.infinitecampus.com/help/event-types) |
| Screenshot of the Infinite Campus Resolution Types window Screenshot of the Infinite Campus of the Behavior Resolution Type Detail window | **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’ ischecked users can select from attendanceexcuse codes - see Attendance section above**References:** [School Discipline and Attendance File Layout](https://www.cde.state.co.us/datapipeline/schooldisciplineattendance) * To access state reportable resolutions (01-11).

[*https://kb.infinitecampus.com/help/resolution-types*](https://kb.infinitecampus.com/help/resolution-types) |
| Screenshot of the Behavior Resolution definitionsScreenshot of the Behavior Resolution definitionsScreenshot of the Infinite Campus Behavior Resolution Type Detail Dropdown for State Codes | **RESOLUTION CODES (cont.)****Behavior>Admin>Resolution Types**Resolution coding can be confusing if comparing to the File Layout as they are reflected with 11 coding options, but the layout does not number them as such.The 11 coding options are actually listed as separate fields on the layout (see screenshot) but do not specify any actual numbered codes, which makes it difficult to differentiate.The best option to ensure all are included is to open up an behavior in IC and click on the State Resolution Code (mapping) dropdown. You will see this lists all the 11 options that should be added and mapped in your Behavior Resolution setup. You can compare those with both the File Layout fields listed and the previous year’s Discipline by Student Demographics template. Be sure no new ones have been added for the current school year.Ensure all the options are available in the Resolution Types administration section. |
| Screenshot of the Infinite Campus Student Gap Scheduler window | **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*](https://kb.infinitecampus.com/help/student-gap-scheduler) |