

Private Checkbox Information

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Throughout Census are checkboxes on several editors that allow staff to mark certain data as private. This can be done on mailing addresses, email addresses, phone numbers, etc.

The screenshot shows the 'Household Information' form. At the top, there's a title 'Household Information' with a star icon. Below it is a breadcrumb trail: 'Census > Households > Household Information'. There are two buttons: 'Save' (green square with a document icon) and 'Delete' (green square with an 'x' icon). The form itself has a header 'Household Information' and contains the following fields: 'Name' with the value 'Anderson', 'Phone Number' with the value '(612) 555-6783', and a 'Private' checkbox which is checked. Below these is a 'Comments' text area. At the bottom right of the form, it says '- Modified by: Unknown'.

Private Checkbox

This checkbox can be marked to indicate the data should be kept within school settings. District staff can pull that information in an ad hoc filter, indicating which individuals would like their contact information kept private.

Marking this does not remove data from any reports or hide the information in any way, except in the following instances:

- In [Campus Student](#) and [Campus Parent](#), when an address is marked as private, the address does not display.
- On the [Team Members](#) tool, when a contact option is marked as private, the value in that field is hidden from view when viewing the Team Members tab or when printing Team Member information.

The following areas have a Private checkbox:

- [Address Households](#) (Census > Addresses > Households)
- [Census Wizard](#) (Census > Census Wizard)
- [Household Information](#) (Census > Households > Household Information)
- [Household Members](#) (Census > Households > Members)
- [People Relationships](#) (Census > People > Relationships)
- [People Demographics](#) (Census > People > Demographics > Personal Contact Information)

When private checkboxes are marked, the ad hoc filter lists these items as 1; if the private checkbox is not marked, the filter lists these items as 0. The following image shows the Private checkbox options in the Filter Designer.

Select categories & fields

Filter By

All Fields

Student

Learner

Census

Student Contacts

homePhonePrivate

workPhonePrivate

cellPhonePrivate

pagerPrivate

emailPrivate

secondaryEmailPrivate

Household Contact Summary

private

privatePhone

privateAddress

Mailing Addresses

privateAddress

Add Function

Selected Fields

student.lastName

student.firstName

student.middleName

student.personID

student.gender

pcontact.homePhonePrivate

pcontact.workPhonePrivate

pcontact.cellPhonePrivate

pcontact.pagerPrivate

pcontact.emailPrivate

pcontact.secondaryEmailPrivate

pcontact.homePhone

contacts.private

contacts.privatePhone

contacts.privateAddress

mailingAddress.privateAddress

mailingAddress.addressLine1

mailingAddress.addressLine2

Edit Function

Ad hoc Private Checkbox Fields