

# Data Health Check Report

Last Modified on 03/11/2024 8:44 am CDT

[Audit Report Summary Section](#) | [Audit Report Detail Section](#)

**This tool has been retired as of Campus.2339**

**Existing Data Health Check rule lists have been converted. Validation Groups will need to be added manually to the Data Validation Tool. Use the [Data Health Check to Data Validations Checklist](#) to transition to the Data Validations Report.**

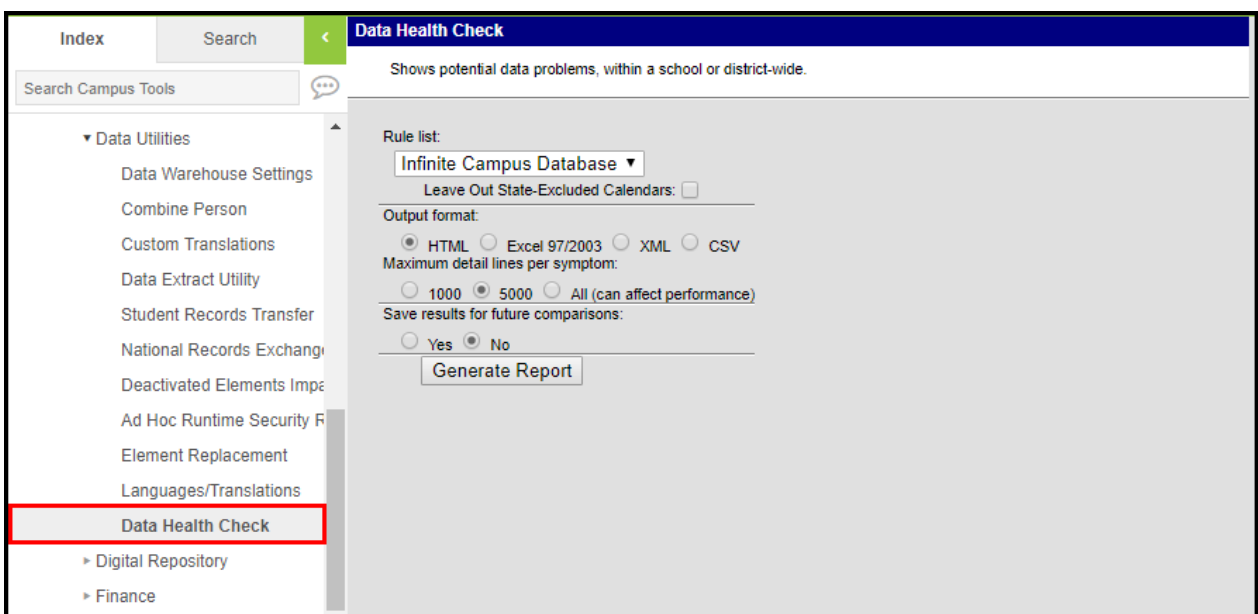
**PATH:** *System Administration > Data Utilities > Data Health Check*

**Search Term:** *Data Health Check*

This document provides information on the Data Health Check Report to be used on live districts already using Campus as well as during the implementation process of a new district.

For districts already using Campus, this report shows areas where data can be cleaned to ensure accuracy and increase overall data quality. For districts implementing Campus, this report is generated after every conversion to identify area of source system data cleanup as well as potential mapping rule changes needed by the conversion analyst for a successful implementation.

**This tool is add-on functionality that is not enabled by default within Campus. Please contact Campus Support for more information on accessing and using this tool.**



In this report, the following definitions are used:

- **Student** is defined as anyone who has an enrollment and/or a student number.
- **Current year student** is defined as anyone who has an enrollment record in a current or future year.
- **Prior year student** is defined as anyone who has an enrollment record before the current year.
- **Scheduling** rules look at information in the current year or the next year, not at past years.

The following tables define each summarized item:

## Students

Item	Definition
Students who have no Student Number	The student number field is null/blank when the person has an enrollment record.
Student who have the Same Student Number	Multiple persons who have the same student number.
Current year students who have no State ID	Persons who have enrollment records in the current or future school year but have no state ID number assigned (state ID field is null or blank).
Students who have the same State ID	Multiple person who have the same state ID number.
Students who have the exact same name and birth date	Identifies people with the exact same first and last name and birth date.
Students who have similar names	Identifies people with similar names (e.g., same first name and last name).
Students who have no Birth Date	Persons who have no birth date assigned (field is null/blank).
Students who do not have M or F in the gender field	Person who have invalid or no gender assigned. Invalid is any value other than M(ale) or F(emale).
Prior year Students who have no State ID	Persons who have inactive enrollment records from past school years and the state ID field is blank.
Students who have no Enrollments	Persons who have a student number but do not have any enrollments.

## Census

Item	Definition
People who have the same Social Security Number	People who have identical Social Security numbers.

Item	Definition
Active Students who have no Guardian	Persons who have enrollment records in the current year or future year and there is no current relationship to another person marked as guardian.
Active Students Not in a Household	Persons who do not have a current membership in a household.
Active Students in Households by Themselves	Person who has an enrollment record and a student number in his/her own household.
Active Students who do not have a Mailing Address	Persons who have enrollment records or a student number and do not have an address where mail can be sent.
People who have unusual characters in their names	Persons who have characters other than letters, spaces, dash (-), period (.), or apostrophe (') in their first, middle or last name.
Contacts who have the Same Name	People who do not have student numbers or enrollment records and have the same matching names as described above.
Households with More than Eight Members	A family has more than 8 members assigned. This occurrence is often a result of a conversion error.
Households with More than One Primary Mailing Address	A family has more than one mailing address assigned. This is often a result of a conversion error. There should only be one primary address per household.
Households with More than Two Addresses	A family has more than one address to account for movement between two homes or for families with a mailing address and a different physical address.
Households with More than Two Guardians	A household where more than two people are assigned as guardians of students in the household.
People in more than One Household	People who have active memberships in two or more households.
Contacts who have accessed the parent portal	Indicates all student contacts who have accessed their Campus Portal account.

## Scheduling

Item	Definition
Student's Grade Level not Found in Calendar	Enrolled student's grade level is not listed in the enrolled calendar. This happens when a user deletes a grade level in the Calendar.
Sections with No Schedule	Section placements are not marked on the section tab of a course.
Students Enrolled with no Schedule	A student is enrolled in a calendar but is not enrolled in any course sections.

Item	Definition
Roster Record not in the Same Calendar as Student's Enrollment	Student is enrolled in a calendar with sections assigned and is moved to another calendar, causing orphaned section assignments.
Discrepancy Between Age and Grade Level	Student's age does not appear to match the student's grade level. This could indicate a mis-entered birth date. Listed age is based on the age of the student during the enrollment.
Section with no Teachers	An active course section does not have a primary teacher assigned.
Sections with no Students	An active course section does not have any actively enrolled students.

## Transcripts

Item	Definition
Transcripts without Credits	A student has a transcript record but does not have any earned or attempted credits listed.
Transcript without GPA Values	A student's transcript record does not have a GPA
Unweighted GPA Value Higher than Weighted	A student's GPA has an unweighted GPA value higher than the weighted GPA value.
Weighted GPA Value Higher than Max	A student's weighted GPA value is higher than the maximum GPA value.

## Behavior

Item	Definition
Current year events without resolutions	Identifies current year behavior events with no behavior resolutions assigned.
Prior year events without resolutions	Identifies prior year behavior events with no behavior resolutions assigned.

## Special Education (Sped)

Item	Definition
Current year enrollments that have unlocked IEPs	Indicates current year students who have unlocked IEPs.
Prior year enrollments that have unlocked IEPs	Indicates prior year enrollment records tied to unlocked IEPs.

# Audit Report Summary Section

The summary information lists high-level areas of concern where data may be incorrect. For historical purposes, results of past reports are also available if they exist.

Summary				
Symptom	Priority	Occurrences	Total	Rate
<b>Students</b>				
Students who have no student number	High	107	45166	0.23%
Students who have the same student number	High	10	45166	0.02%
Current year students who have no state ID	High	13	21	61.90%
Students who have the same state ID	High	28	45166	0.06%
Students who have the exact same name and birth date	High	426	45166	0.94%
Students who have similar names	Medium	3491	45166	7.72%
Students who have no birth date	Medium	444	45166	0.98%
Students who do not have M or F in the gender field	Medium	1	45166	0.00%
Prior year students who have no state ID	Low	4464	35074	12.72%
Students who have no enrollments	Low	10071	45166	22.29%
<b>Census</b>				
People who have the same SSN	High	1692	131907	1.28%
Active students who have no guardian	High	6	18	33.33%

## Symptom Column

The Symptom column will display definitions when hovering over the name of the symptom. At the bottom of the Summary information, total percentages and assessment of the data will be viewable for each time the report was generated.

## Priority Column

The Priority column is the level of attention a district should have based on the item to which it refers. The areas with a high priority should be reviewed first, followed by medium and low. To aid in this review, items are sorted by High, Medium and Low priority.

For example, a student with no student number is considered a severity level of *high* because this number is often used in state reporting extracts. A household with more than two addresses is considered a severity of *low* because a household may have a P.O. box and a street address.

All data in error should be reviewed for accuracy, regardless of the severity level.

## Occurrences Column

The Occurrences column provides a total number of occurrences of each summarized item. An item with a value of zero indicates that issue does not exist and data is believed to be correct. Items with a number greater than zero indicates an issue with the data requiring review or for some instances (such as students with the same name, students with no enrollment records, etc), some data shows odd similarities or inconsistencies which should be reviewed to ensure accuracy.

The occurrences total is hyper-linked and will bring the user to the detail section of the report.

## Total Column

The Total column provides a total number of records reviewed per symptom when generating the report.

## Rate Column

This column indicates the total percentage of records per symptom that were flagged as an occurrence and may contain erroneous data. Another way to look at this is the estimated percentage of erroneous data per symptom.

## Audit Report Detail Section

The detail section provides additional information on the summarized item. The detailed columns vary with each summarized item. If there are no errors listed in the Summary section of the report, the item will not be listed in the Detail section.

**Students who have the same student number** [Back To Summary](#)

Student Number	First Name	Last Name	Gender	Birth Date	Most Recent School	Year	Grade
100001	David		M		High School	13-14	09
100001	Dominique		F		High School	09-10	11
100001	Joseph		M		High School	14-15	10
100001	Parker		M		High School	14-15	10
100001	James		M		High School	14-15	03
100001	Yolanda		F		High School		
100001	Alana		F		High School	06-07	12
100001	Alanna		F		High School	05-06	11
100001	Matthew		M		High School	05-06	10
100001	Matthew		M		High School	01-02	06

[Back To Summary](#)

At any time, the user can select the Back to Summary link and return to the list of items included in the summary.

The following table provides the field names of the items listed in the report and related definitions:

Column	Definition
<b>Address</b> <b>Address 1</b> <b>Address 2</b>	Location of where student resides.
<b>Birth Date</b>	Date of birth for the person (student, parent, staff, etc).
<b>Calendar</b>	Calendar of enrollment.
<b>Cell Phone</b>	Person's cell phone number.

Column	Definition
<b>City/State/Zip</b> <b>City/State/Zip 1</b> <b>City/State/Zip 2</b>	Residence location for mailing purposes.
<b>Course</b>	Class into which a student is enrolled, also referred to as section.
<b>Credit Type</b>	Category of achievement (English, Mathematics, Technology, etc) to which a course is assigned.
<b>Credits Attempted</b>	Total number of credits attempted by the student when enrolled in the course.
<b>Credits Earned</b>	Total number of credits student earned by successful completion of the course.
<b>Enrolled Calendar</b>	Calendar in which the student is enrolled.
<b>Enrolled School</b>	School in which the student is enrolled.
<b>First Name</b>	Legal first name of student, parent/guardian, staff, etc.
<b>Gender</b>	Indication of person being either Male or Female.
<b>Grade</b>	Grade level of enrollment.
<b>Home Phone</b>	Designated phone number at residence.
<b>Household</b>	Name of household.
<b>Last Name</b>	Legal last name of student, parent/guardian, staff, etc.
<b>Max GPA</b>	Maximum GPA that can be achieved by the student.
<b>Middle Name</b>	Legal middle name of student, parent/guardian, staff, etc.
<b>Most Recent School</b>	School in which student has the most recent enrollment record.
<b>Name</b>	Name of individual, family, course section, etc.
<b>Phone Number</b>	Contact number at home (usually).
<b>Roster Calendar (Enrolled)</b>	Calendar in which the student is scheduled.
<b>Roster School (Enrolled)</b>	School in which the student is enrolled.
<b>School</b>	School of enrollment for the student.
<b>Section</b>	Number of the course section.
<b>SSN</b>	Federally assigned Social Security number.
<b>State ID</b>	State-assigned identification number.
<b>Student Number</b>	School- or district-assigned identification number.
<b>Term</b>	Calendar section broken into parts - often a quarter, trimester, semester, etc.

Column	Definition
<b>Unweighted GPA</b>	GPA value with no additional points.
<b>Weighted GPA</b>	GPA value with additional point.
<b>Year</b>	Calendar year (2008-09, 2009, etc.).

## Student Symptoms

The following information is related to student data.

### Students who have no Student Number

**PATH:** *Student Information > General > Demographics > Person Identifiers > Local Student Number*

The Student Number is a unique identifying number assigned to each student in a school/district. It is used within Campus primarily for tracking and state reporting purposes.

The screenshot shows the 'Person Identifiers' form with the following fields:

- Local Student Number: [Empty field]
- Student State ID: [Empty field]
- Local Staff Number: [Empty field]
- Staff State ID: [Empty field]
- Person GUID: 71F37D1D-F37F-4487-8D8F-526741C8E43B

A checkbox labeled 'Generate Number' is present to the right of the 'Local Student Number' field.

The student number will stay with the student for his/her tenure in the district even if he/she moves from school to school.

### Student who have the Same Student Number

**PATH:** *Student Information > General > Demographics > Person Identifiers > Local Student Number*

Duplications of student numbers will cause issues in state reporting, student searches and syncing. Data integrity is lost when multiple students have the same number.

The screenshot shows the 'Person Identifiers' form with the following fields:

- Local Student Number: 1111111111
- Student State ID: [Empty field]
- Local Staff Number: [Empty field]
- Staff State ID: [Empty field]
- Person GUID: 71F37D1D-F37F-4487-8D8F-526741C8E43B

A checkbox labeled 'Generate Number' is present to the right of the 'Local Student Number' field.

A system preference exists that will automatically assign a student number for newly enrolled students. Having this preference enabled reduces future issues with duplicate student numbers.



**Student Number Format**

Save

**Student Number Format**

Number Format Preference.

No auto numbering  
 Fixed style year/school num/seq - sequential. Ex. 042221000 = 04 222 1000  
 Fixed style year/school num/seq - sequential no leading zeros. Ex. 42221001 = 4 222 1001  
 Random  
 StateID used for student number   
 OtherID used for student number   
 Windowing start number end number - sequential (Maximum number of digits allowed is 9)  
 Min. Value  Max. Value

## Current year students who have no State ID

**PATH:** *Census > People > Demographics > Person Identifiers > Student State ID*

State IDs are assigned to each student and are historically maintained. Departments of education typically assign this number, as it is used extensively in state reporting. All students should have a state ID.

**Person Identifiers**

Local Student Number   Generate Number

**Student State ID**

Local Staff Number

Staff State ID

Person GUID 71F37D1D-F37F-4487-8D8F-526741C8E43B

## Students who have the same State ID

**PATH:** *Census > People > Demographics > Person Identifiers > Student State ID*

Multiple students cannot share the same state ID, as this number is used extensively in state reporting and duplicates will cause a variety of data integrity issues.

**Person Identifiers**

Local Student Number   Generate Number

**Student State ID** 1111111111

Local Staff Number

Staff State ID

Person GUID 71F37D1D-F37F-4487-8D8F-526741C8E43B

If two different students share the same number, clarification should be made by the appropriate department of education. If the same student exists within Campus twice, the Combine Student Wizard may be used to combine the two records into one.

A preference exists that will automatically assign a state ID number for newly enrolled students (System Administration > Preferences > Student Number Format).

## Students who have the exact same name and birth date

**PATH:** *Census > People > Demographics > Person Information > Last Name, First Name, Birth Date*

In large districts, it is entirely possible to have students with the same name and birth date. However, it is necessary to review these individuals for accuracy. While these students may have the same name birth date, other issues may be causing the duplication (e.g., different student numbers, different state ID numbers).

Demographics		Identities	Households	Relationships	Enrollments	District Employment
<b>Person Information</b>						
PersonID: 357594						
*Last Name	*First Name	Middle Name	Suffix			
Tester	Student		▼			
*Gender	*Birth Date (Age: 16)	Soc Sec Number				
Male ▼	09/20/2001					
Race/Ethnicity (Edit)						No Image Available
Federal Designation:		6:White				
Race(s):		White				
Hispanic/Latino:		N:No				

## Students who have similar names

**PATH:** *Census > People > Demographics > Person Information > Last Name, First Name*

It is important to ensure students with similar names are not in fact the same person incorrectly duplicated within Campus. Duplicated students can impact state reporting data and confuse who and how data is stored between the students.

**Anderson, Zachary R**  
 Grade: 12    DOB: 07/18/2000    Gender: M

Credentials   Overrides   Fees   ID History   Person Documents   Schedule   Payments

Demographics   Identities   Households   Relationships   Enrollments   District Employment

Save   Delete   Person Summary Report   Demographics Data   Documents

**Person Information**  
 PersonID: 4179

\*Last Name: Anderson   \*First Name: Zachary   Middle Name: Robert   Suffix:

\*Gender: Male   \*Birth Date (Age: 17): 07/18/2000   Soc Sec Number: --

Race/Ethnicity (Edit):    No Image Available  
 Federal Designation: 6:White

**Anderson, Zackary J**  
 Grade: 12    DOB: 04/26/1999    Gender: M

Credentials   Overrides   Fees   ID History   Person Documents   Schedule   Payments

Demographics   Identities   Households   Relationships   Enrollments   District Employment

Save   Delete   Person Summary Report   Demographics Data   Documents

**Person Information**  
 PersonID: 78592

\*Last Name: Anderson   \*First Name: Zackary   Middle Name: James   Suffix:

\*Gender: Male   \*Birth Date (Age: 18): 04/26/1999   Soc Sec Number: --

Race/Ethnicity (Edit):    No Image Available  
 Federal Designation: 6:White

## Students who have no Birth Date

**PATH:** *Census > People > Demographics > Birth Date*

Birth Dates are required information for students. This information is used in state reports, learner planning information and immunization records.

Demographics   Identities   Households   Relationships   Enrollments   District Employment

Save   Delete   Person Summary Report   Demographics Data

**Person Information**  
 PersonID: 161553

\*Last Name: Student   \*First Name: Hannah   Middle Name:    Suffix:

\*Gender: Female   \*Birth Date:    Soc Sec Number: --

Race/Ethnicity (Edit):    No Image Available  
 State Race/Ethnicity:   
 Federal Designation: No Data

## Students who do not have M or F in the gender field

**PATH:** *Census > People > Demographics > Person Information > Gender*

The gender field is required for students. Invalid errors indicate the gender value is blank or null.

Demographics | Identities | Households | Relationships | Enrollments | Districts

Save | Delete | Person Summary Report | Demographics Data

**Person Information**

PersonID: 161553

\*Last Name: Student | \*First Name: Hannah | Middle Name: | Suffix: |

\*Gender: | Birth Date: | Soc Sec Number: |

Race/Ethnicity (Edit): | No Image Available

State Race/Ethnicity: | Federal Designation: No Data

## Prior year Students who have no State ID

**PATH:** *Census > People > Demographics > Person Identifiers > Student State ID*

Inactive students are not currently enrolled in a school or calendar. These students may have attended for a few days during the converted school year or ended their enrollment.

**Person Identifiers**

Local Student Number: |  Generate Number

Student State ID: |

Local Staff Number: |

Staff State ID: |

Person GUID: 71F37D1D-F37F-4487-8D8F-526741C8E43B

## Students who have no Enrollments

**PATH:** *Census > People > Enrollments*

Persons entered into Campus fall into three categories, students, staff and persons. The differentiating factor is the existence of a student number (which turns a person into a student) and a staff number (which turns a person into a staff member).

When a student has a student ID number there is usually an accompanying enrollment record. If there is a student number but no enrollment record, an error may be displayed.

Demographics | Identities | Households | Relationships | **Enrollments** | Districts

Print Enrollment History | New | Notice of Change in Enrollment | New Enrollment

**Enrollment Editor**

Edit	Grade	Type	Calendar	Start Date	End Date

# Census Symptoms

The following information relates to Census data.

## People who have the same Social Security Number

**PATH:** *Census > People > Demographics > Person Information > Social Security Number*

Social Security numbers are identifiers for individuals born in or working in the United States. Legitimate duplication of social security numbers is possible but not common. This error usually is a result of the duplication of an individual within the system or data entry error.

**Demographics** | Identities | Households | Relationships | Enrollments | Dist

Save | Delete | Person Summary Report | Demographics Data

**Person Information**

PersonID: 161553

\*Last Name: Student | \*First Name: Hannah | Middle Name: | Suffix: |

\*Gender: Female | Birth Date: | Soc Sec Number: 111 - 11 - 1111

Race/Ethnicity (Edit): | No Image Available

State Race/Ethnicity: | Federal Designation: No Data | Race(s):

## Active Students who have no Guardian

**PATH:** *Student Information > General > Relationships*

Guardian relationships allow parents and guardians to have access to their children's information, particularly through the Portal. Several student reports and mailing reports rely on the guardian information to generate.

Students should have at least one guardian.

**Demographics** | Identities | Households | **Relationships** | Enrollments | District Employment

Save | New Non-Household Relationship

**Relationships within the Student, Tom & Brenda \*\*Primary Household Relationships**

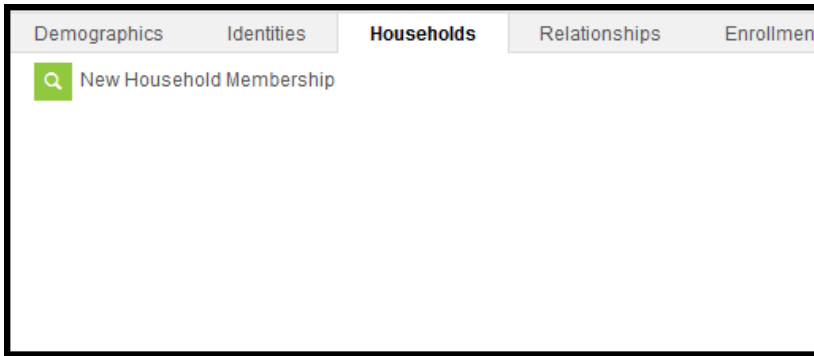
Name	Gender	Relationship	Start Date	End Date	Emergency	Priority	Guardian	Mailing	Portal	Messenger	Private
Student , Brenda	F	Mother/Son					<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Student , Johanna G	F	Brother/Sister	08/28/2012				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Student , Luke C	M	Brother/Brother	08/28/2012				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Student , Tom	M	Father/Son					<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

## Active Students Not in a Household

**PATH:** *Student Information > General > Households*

Households are useful in establishing guardian and sibling relationships. As with guardian information, students not in a household may be missing from reports, causing items to not

generate.



## Active Students in Households by Themselves

**PATH:** *Census > Household > Members*

For general household creation, a student should not be in a household without a guardian. There are instances where a student may be an emancipated minor, a foster child or have other extenuating circumstances. However, as a standard practice, a student should be part of a household with at least one guardian assigned.



Image 18: Household Members

## Active Students who do not have a Mailing Address

**PATH:** *Census > Households > Addresses*

Mailing addresses are used to send information to students' homes and are therefore useful in school/parent communication. Mailing addresses should be established; doing so will ensure the parent/guardian receives all information that is mailed.

Household Info | **Addresses** | Members | Fees

Save Delete Find New Address

Address	Start Date	End Date	Mailing	Secondary	Private
1234 Main St	09/09/2013		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Household Location Detail

Address  
1234 Main St # [MAP]

\*Start Date: 09/09/2013 End Date: [ ]

Mailing:  Secondary:  Private:

- Modified by: Administrator, System 05/12/2014 10:29

## People who have unusual characters in their names

**PATH:** *Census > People > Demographics > Last Name, First Name, Middle Name*

Names normally can have letters, spaces, dashes (-), periods (.) or apostrophes (') in them. Characters other than these could have been entered in error.

Demographics | Identities | Households | Relationships | Enrollments | Distr

Save Delete Person Summary Report Demographics Data

Person Information

PersonID: 161553

\*Last Name: Student\*\* \*First Name: Han&nah Middle Name: Suffix: [ ]

\*Gender: Female Birth Date: Soc Sec Number: [ ]

Race/Ethnicity (Edit): No Image Available

State Race/Ethnicity: Federal Designation: No Data

## Contacts who have the Same Name

**PATH:** *Census > People > Demographics > Households*

Persons noted as contacts within a household who have the same name as another contact should be reviewed for duplicate entry. This information is used when viewing census data for complete information on a student.

Demographics		Identities		Households		Relationships		Enrollments		Dis	
<input type="text" value="New Household Membership"/>											
Student Household Household **Primary											
Household Membership											
	Start Date	End Date	Secondary	Private							
Edit	01/13/2014										
Edit	09/10/2013										
Household Phone & Address(es)											
			Start Date	End Date							
Phone	(555)555-5555										
Address	1234 Main St , Central, MN 54321		Map	09/09/2013							
Members											
Name	Relationship	Enrollment (grade)			Phone(s)	Email					
Student , Andrew M		2013-14 Robbinsdale Cooper Hig (11)									

## Households with More than Eight Members

**PATH:** *Census > Household > Members*

A household can have as many members as needed to list all people that live in the house/building. However, it is suggested that households with a large number of people be reviewed for accuracy.

Household Info		Addresses		Members		Fees	
<input type="text" value="Find New Member"/>							
Household Member Editor							
Name	Start Date	End Date	Secondary	Private			
Student, Adrian L	10/08/2013						
Student, Adrian L	01/13/2014						
Student, Alexis J	05/13/2014						
Student, Andrew M	09/09/2013						
Student, Andrew M	05/06/2014						
Student, Blake M	05/06/2014						
Student, Hannah	09/10/2013						
Student, Hannah	05/06/2014						
Student, Jacob C	05/01/2014						

## Households with More than One Primary Mailing Address

**PATH:** *Census > People > Demographics > Households > Addresses*

Campus allows households to have more than one address to account for movement between two homes or for a mailing address and a physical address (P.O. Box and non-P.O. Box addresses).



Household Info **Addresses** Members Fees

Save Delete Find New Address

Household Location Editor

Address	Start Date	End Date	Mailing	Secondary	Private
1234 Main St	09/09/2013				
2345 6th	09/09/2013				

Household Location Detail

Address  
1234 Main St # [MAP]

\*Start Date  
09/09/2013

End Date

Mailing  Secondary  Private

- Modified by: Administrator, System 05/12/2014 10:40

However, only one address can be marked as the primary dwelling of the household. Primary addresses are used in reports and are the main source of contact for a student.

## Households with More than Two Addresses

**PATH:** *Census > People > Demographics > Households > Addresses*

Campus allows households to have more than one address to account for movement between two homes or for a mailing address and a physical address (P.O. Box and non-P.O. Box addresses).

Household Info **Addresses** Members Fees

Save Delete Find New Address

Household Location Editor

Address	Start Date	End Date	Mailing	Secondary	Private
3456 7th Ave	01/08/2014		X	X	
1234 Main St	09/09/2013			X	
2345 6th	09/09/2013		X		

Household Location Detail

Address  
3456 7th Ave #

\*Start Date  
01/08/2014

End Date

Mailing  Secondary  Private

- Modified by: Administrator, System 05/12/2014 10:41

## Households with More than Two Guardians

**PATH:** *Census > People > Demographics > Relationships*

Students can have more than two guardians to accommodate non-traditional families, but these entries should be reviewed for errors.

Demographics	Identities	Households	Relationships	Enrollments	District Employment	District Assignments				
Save <span style="margin-left: 20px;">New Non-Household Relationship</span>										
<b>Relationships within the Student Household **Primary Household Relationships</b>										
Name	Gender	Relationship	Start Date	End Date	Emergency Priority	Guardian	Mailing	Portal	Messenger	Private
Student , Adrian L	F	Guard: Mother				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Student , Andrew M	M	Guard: Father				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Student , Blake M	M	Guard: Uncle				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Student , Jacob C	M					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## People in more than One Household

**PATH:** *Census > People > Households*

A person, whether a student, staff person or guardian, can be in more than one household. This flexibility provides for easy maintenance of complex family structures. However, this should be reviewed for accuracy as mis-entry is possible.

Demographics	Identities	Households	Relationships	Enrollments	District Employment	District Assignments
New Household Membership						
<b>Campus Household Household **Primary</b>						
Household Membership						
	Start Date	End Date	Secondary	Private		
Edit	05/07/2014					
Household Phone & Address(es)						
	Phone	Address	Address	Start Date	End Date	
	(612)555-7479	4321 109th Ave NE, Blain, MN 55449	5337 Pennsylvania Ave N, New Hope, MN 55428-3817	04/11/2014	07/29/2005	04/10/2014
Members						
Name	Relationship	Enrollment (grade)	Phone(s)	Email		
Parent , Charles E			C: (555)199-1275			
Parent , Shirley L			C: (555)117-2774			
Student , Andrew M	Guard: Father	2013-14 Robbinsdale Cooper Hig (11)				
<b>Student Household Household **Primary</b>						
Household Membership						
	Start Date	End Date	Secondary	Private		
Edit	05/06/2014					
Edit	09/10/2013					
Household Phone & Address(es)						
	Phone	Address	Address	Address	Start Date	End Date
	(555)555-5555	3456 7th Ave , Central, MN 54321	1234 Main St , Central, MN 54321	2345 6th , Central, MN 54321	01/08/2014	09/09/2013

## Contacts who have accessed the parent portal

**PATH:** *Campus Parent Portal; Census > People > Relationships > Portal*

This report lists all student contacts who have accessed their Campus Parent Portal account. In order for a contact to access the Parent Portal for a student, they must have a Portal account created for them and be marked as Portal on the Relationship record of the student.

Student, Adrian L  
 Grade: 11 #123456 DOB: 02/09/1997 Gender: F Counselor:

Demographics Identities Households **Relationships** Enrollments District Employment District Assignments

Save New Non-Household Relationship

Relationships within the Anderson **Primary Household Relationships									
Name	Gender	Relationship	Start Date	End Date	Emergency Priority	Guardian Mailing	Portal	Messenger	Private
Parent, Jaime	F	Guard: Mother	07/29/2005			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parent, Carol	M	Guard: Father	07/29/2005			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Student, Alice	F	Sibling				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Student, Antonio	M	Sibling				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Non-Household Relationships									
Name	Gender	Relationship	Start Date	End Date	Emergency Priority	Guardian Mailing	Portal	Messenger	Private
X Aunt, Shirley	F	NonGuard: Emergency Contact				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Scheduling Symptoms

The following information relates to Scheduling data.

### Student's Grade Level not Found in Calendar

**PATH:** *System Administration > Calendar > Grade Levels*

This error occurs when newly imported student enrollment information has not yet been mapped to existing grade levels within that calendar. Student's grade levels should be changed to fit the calendar within which they are enrolled.

13-14 Harrison High

Calendar **Grade Levels** Schedule Structure

+ New

Grade Level Editor	
Name	Seq
09	10
10	11
11	12
12	13

Grade levels can be deleted from the calendar when an enrollment exists with that deleted grade level. The enrollment record will not have a grade level assigned.

### Sections with No Schedule

**PATH:** *Scheduling > Courses > Section > Section Schedule Placement*

Course sections are scheduled into already established schedule structures. This report details the course sections that do not have designated meeting times within the school day.

Section | Staff History | Roster | Attendance

Save | Delete

**Section Editor**

SectionID  
125551

\*Section Number: 123 | Teacher Display Name: Katie Teacherson

Max Students: (25) | Lunch Count:  | Milk Count:  | Adult Count:

Room: | Skinny Seq: | Homeroom:

Online Learning (Override): ()

Primary Teacher  
There is no active primary teacher for this section.

**Section Schedule Placement**

	1		2		3		4	
	Reg	B	Reg	B	Reg	B	Reg	B
01	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
02	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
03	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
04	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
05	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Students Enrolled with no Schedule

**PATH:** *Student Information > General > Schedule*

This section pulls students who have an active enrollment but are not scheduled into any course sections. Review the student information to ensure it is a current student. If it is a current student, add the necessary course sections.

Summary | Enrollments | **Schedule** | Attendance | Flags | Gr

Table - Group by Course (All Terms) | Display Active Courses Only | Print

Documents

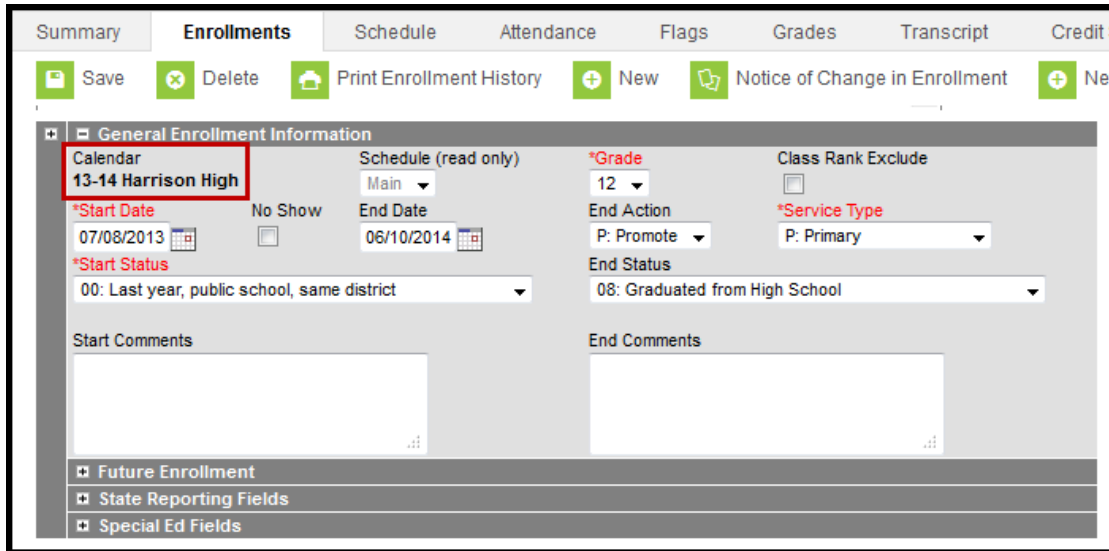
	Term Q1 (07/01/13-09/30/13)	Term Q2 (10/01/13-12/31/13)	Term Q3 (01/01/14-04/02/14)	Term Q4 (04/03/14-06/30/14)
00	EMPTY	EMPTY	EMPTY	EMPTY
01	EMPTY	EMPTY	EMPTY	EMPTY
02	EMPTY	EMPTY	EMPTY	EMPTY
03	EMPTY	EMPTY	EMPTY	EMPTY
04	EMPTY	EMPTY	EMPTY	EMPTY
05	EMPTY	EMPTY	EMPTY	EMPTY
06	EMPTY	EMPTY	EMPTY	EMPTY
07	EMPTY	EMPTY	EMPTY	EMPTY
08	EMPTY	EMPTY	EMPTY	EMPTY
09	EMPTY	EMPTY	EMPTY	EMPTY
10	EMPTY	EMPTY	EMPTY	EMPTY
11	EMPTY	EMPTY	EMPTY	EMPTY

## Roster Record not in the Same Calendar as Student's

## Enrollment

**PATH:** *Student Information > General > Enrollments*

This error occurs when a student is enrolled in a calendar and scheduled into course sections, but is moved to another calendar, causing orphaned section assignments.



The screenshot shows the 'Enrollments' tab in the Infinite Campus system. The 'General Enrollment Information' section is expanded, showing the following details:

- Calendar:** 13-14 Harrison High (highlighted with a red box)
- Schedule (read only):** Main
- \*Grade:** 12
- Class Rank Exclude:**
- \*Start Date:** 07/08/2013
- No Show:**
- End Date:** 06/10/2014
- End Action:** P: Promote
- \*Service Type:** P: Primary
- \*Start Status:** 00: Last year, public school, same district
- End Status:** 08: Graduated from High School
- Start Comments:** (Empty text area)
- End Comments:** (Empty text area)

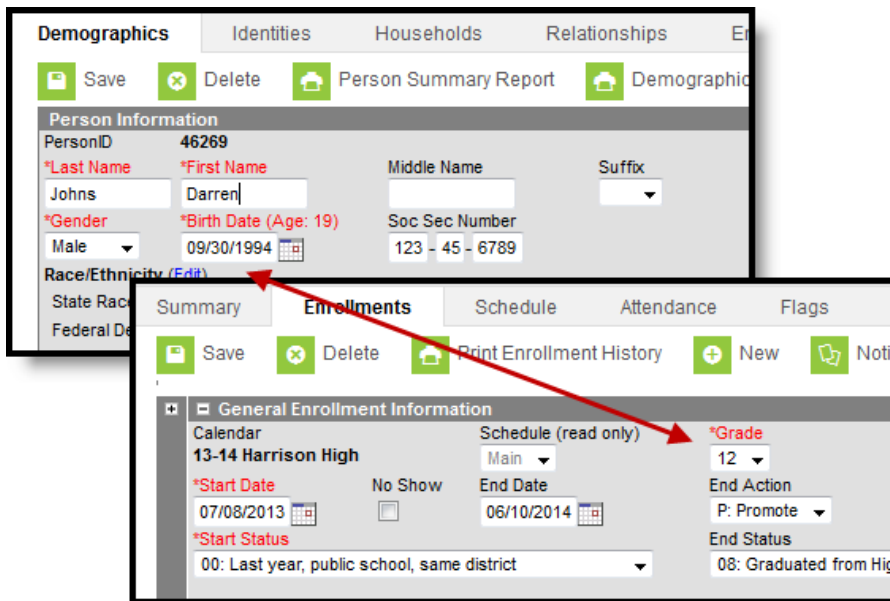
Below the main information, there are sections for 'Future Enrollment', 'State Reporting Fields', and 'Special Ed Fields', all of which are currently collapsed.

## Discrepancy Between Age and Grade Level

**PATH:** *Census > People > Demographics; Student Information > General > Enrollments*

It is a general assumption that students in a certain grade level are between a certain age (kindergarten students are 5 or 6). The existence of this error indicates students are either below the general age range or over the general age range for the grade level into which the student is enrolled.

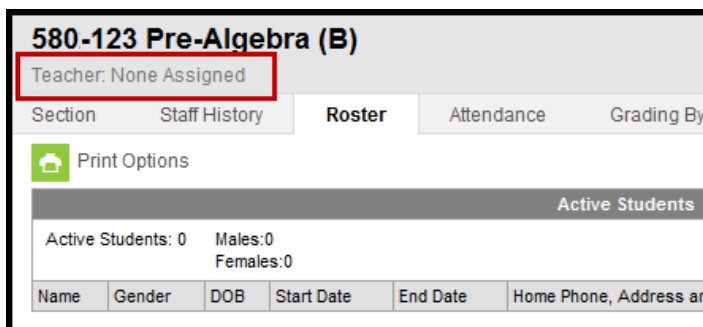
Age is a calculated field based on the entered birth date.



## Section with no Teachers

**PATH:** *Scheduling > Courses > Sections > Roster*

When a section of a course does not have a primary teacher assigned to it, the section will appear in this report.



## Sections with no Students

**PATH:** *Scheduling > Course > Section > Roster*

This section provides a list of course sections that do not have any students scheduled in them.

**580-123 Pre-Algebra (B)**  
 Teacher: None Assigned

Section Staff History **Roster** Attendance Grading By

Print Options

Active Students

Active Students: 0 Males:0  
 Females:0

Name	Gender	DOB	Start Date	End Date	Home Phone, Address an
------	--------	-----	------------	----------	------------------------

## Transcript Symptoms

The following information relates to Transcript data.

### Transcripts without Credits

**PATH:** *Student Information > General > Transcript > Choose a Transcript Format > Default*

Credits earned are displayed on student transcripts. Accurate representation of credits earned is a primary functions of the transcript.

**Courses Taken 2007-2008 Grade 11**  
 from 0622 057 North High

Course	Mark	Weight	Credit
025 Entertain. & Sports	A	1.000	1.000
Marketing			
029 Marketing Class	A	1.000	1.000
029 Marketing Class	A	1.000	1.000
029 Marketing Class	A	1.000	1.000
031 Myth & Legend	A	1.000	1.000
032 U.S. Literature A	A-	1.000	1.000
032 U.S. Literature B	B+	1.000	1.000
041 Nutrition and Foods	A	1.000	1.000
043 Spring Team Sports	B+	1.000	1.000
070 Integrated Math III A	B-	1.000	1.000
071 Integrated Math III B	A-	1.000	1.000
071 Integrated Math III C	B	1.000	1.000
077 Chemistry A	C+	1.000	1.000
077 Chemistry B	C+	1.000	1.000
077 Chemistry C	B	1.000	1.000
083 AP US History A	A-	1.000	1.000
084 AP US History B	A	1.000	1.000
084 AP US History C	A-	1.000	1.000
Total Credits:			18.000

### Transcript without GPA Values

**PATH:** *Student Information > General > Transcripts > Choose a Transcript Format > Default*

This error indicates the GPA value calculated after successful passing of a course to be posted on a student's transcript is not appearing.

**Testing, Amy**  
 Student Number: 1111111 Grade: 12  
 1234 Main St. Campusland MN, 54321  
 Generated on 07/07/2009 12:34:46 PM Page 1 of 2

<b>Transcript Statistics</b>		<b>Student #:</b> 1111111
Cumulative GPA (Weighted)		<b>Diploma Date:</b>
Class Rank	124 of 476	<b>Diploma:</b>
Percentile	73.95%	<b>Current Grade:</b> 12
		<b>Birthdate:</b> 02/13/1991
		<b>Gender:</b> F

## Unweighted GPA Value Higher than Weighted

**PATH:** *Student Information > General > Transcript*

Weighted grades allow more difficult courses to have a greater impact on a student's overall GPA. Therefore, weighted values should be higher than unweighted values. Otherwise, the value of earned credits is decreased.

Courses Taken 2012-2013 Grade 10											
	Course	Standard	Repeat Course	Mark	GPA Value		Bonus	GPA Wt.	Credit/Category.	Term	Comments
					weighted	unweighted					
Edit	100091, Intro to Information Tech- CTE			A	1.0000	4.0000		1.0000	0.500 Computers/ Approved Career & Technical	1-2	
Edit	543021, German II (A)			A	1.0000	4.0000		1.0000	0.500 Foreign Lang	1-2	
Edit	543022, German II (B)			A	1.0000	4.0000		1.0000	0.500 Foreign Lang	3-2	
Edit	571121, English 10 Lit/Wri			B	1.0000	3.0000		1.0000	0.500 English	3-2	
Edit	573011, English 10 Speech			B	1.0000	3.0000		1.0000	0.500 Eng- Speech	1-2	
Edit	580231, Algebra II (A)			A	1.0000	4.0000		1.0000	0.500 Math	1-2	
Edit	580232, Algebra II (B)			A	1.0000	4.0000		1.0000	0.500 Math	3-2	
Edit	591011, Biology I (A)			B	1.0000	3.0000		1.0000	0.500 Science	1-2	
Edit	591012, Biology I (B)			B	1.0000	3.0000		1.0000	0.500 Science	3-2	
Edit	603011, Wild. Geog			B	1.0000	3.0000		1.0000	0.500 Wild. Geog.	3-2	
Edit	604011, Economics			B	1.0000	3.0000		1.0000	0.500 Social Science	3-2	
Edit	620041, Pottery & Crafts			A	1.0000	4.0000		1.0000	0.500 Fine Arts	1-2	

## Weighted GPA Value Higher than Max

**PATH:** *Student Information > General > Transcript*

The GPA value is higher than the maximum allowed GPA value. This may be correct if the school awards additional GPA points for students in accelerated courses (e.g., AP), but it should be verified.



Courses Taken 2012-2013 Grade 10											
	Course	Standard	Repeat Course	Mark	GPA Value		Bonus	GPA Wt.	Credit/Category	Term	Comments
					weighted	unweighted					
Edit	100091, Intro to Information Tech- CTE			A	4.0000			1.0000	0.500 Computers/ Approved Career & Technical	1-2	
Edit	543021, German II (A)			A	4.0000			1.0000	0.500 Foreign Lang	1-2	
Edit	543022, German II (B)			A	4.0000			1.0000	0.500 Foreign Lang	3-2	
Edit	571121, English 10 Lit/Wri			B	3.0000			1.0000	0.500 English	3-2	
Edit	573011, English 10 Speech			B	3.0000			1.0000	0.500 Eng- Speech	1-2	
Edit	580231, Algebra II (A)			A	4.0000			1.0000	0.500 Math	1-2	
Edit	580232, Algebra II (B)			A	4.0000			1.0000	0.500 Math	3-2	
Edit	591011, Biology I (A)			B	3.0000			1.0000	0.500 Science	1-2	
Edit	591012, Biology I (B)			B	3.0000			1.0000	0.500 Science	3-2	
Edit	603011, Wild. Geog			B	3.0000			1.0000	0.500 Wild. Geog.	3-2	
Edit	604011, Economics			B	3.0000			1.0000	0.500 Social Science	3-2	
Edit	620041, Pottery & Crafts			A	4.0000			1.0000	0.500 Fine Arts	1-2	

## Behavior Symptoms

The following information relates to Behavior data.

### Current year events without resolutions

**PATH:** Behavior > Behavior Management

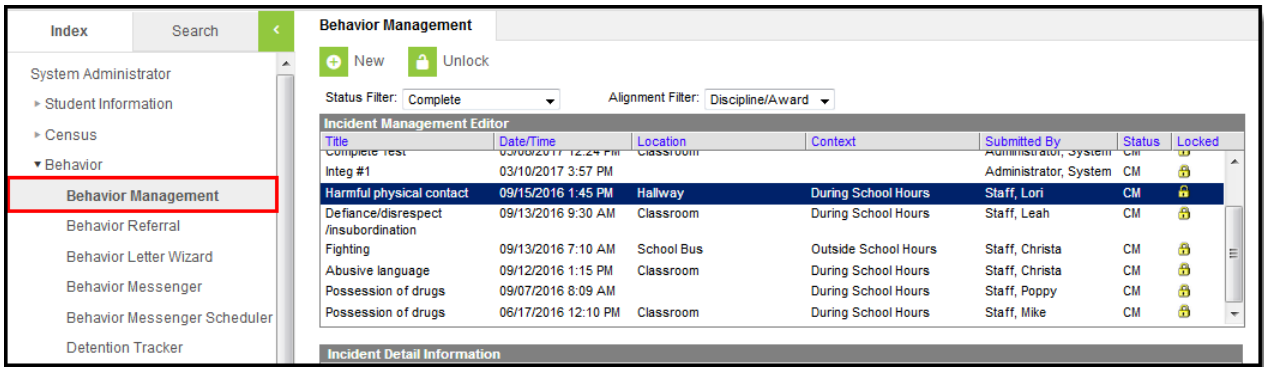
It is important to review current year active behavior events that have not yet been assigned a behavior resolution. These events are considered open and unresolved and may be missing resolution information.

Incident Management Editor							
Title	Date/Time	Location	Context	Submitted By	Status	Locked	
Complete Test	03/08/2017 12:24 PM	Classroom		Administrator, System	CM	🔒	
Integ #1	03/10/2017 3:57 PM			Administrator, System	CM	🔒	
Harmful physical contact	09/15/2016 1:45 PM	Hallway	During School Hours	Staff, Lori	CM	🔒	
Defiance/disrespect /insubordination	09/13/2016 9:30 AM	Classroom	During School Hours	Staff, Leah	CM	🔒	
Fighting	09/13/2016 7:10 AM	School Bus	Outside School Hours	Staff, Christa	CM	🔒	
Abusive language	09/12/2016 1:15 PM	Classroom	During School Hours	Staff, Christa	CM	🔒	
Possession of drugs	09/07/2016 8:09 AM		During School Hours	Staff, Poppy	CM	🔒	
Possession of drugs	06/17/2016 12:10 PM	Classroom	During School Hours	Staff, Mike	CM	🔒	

### Prior year events without resolutions

**PATH:** Behavior > Behavior Management

It is important to review prior year active behavior events that have not yet been assigned a behavior resolution as these events could very well be missing resolution data and have not been properly closed.



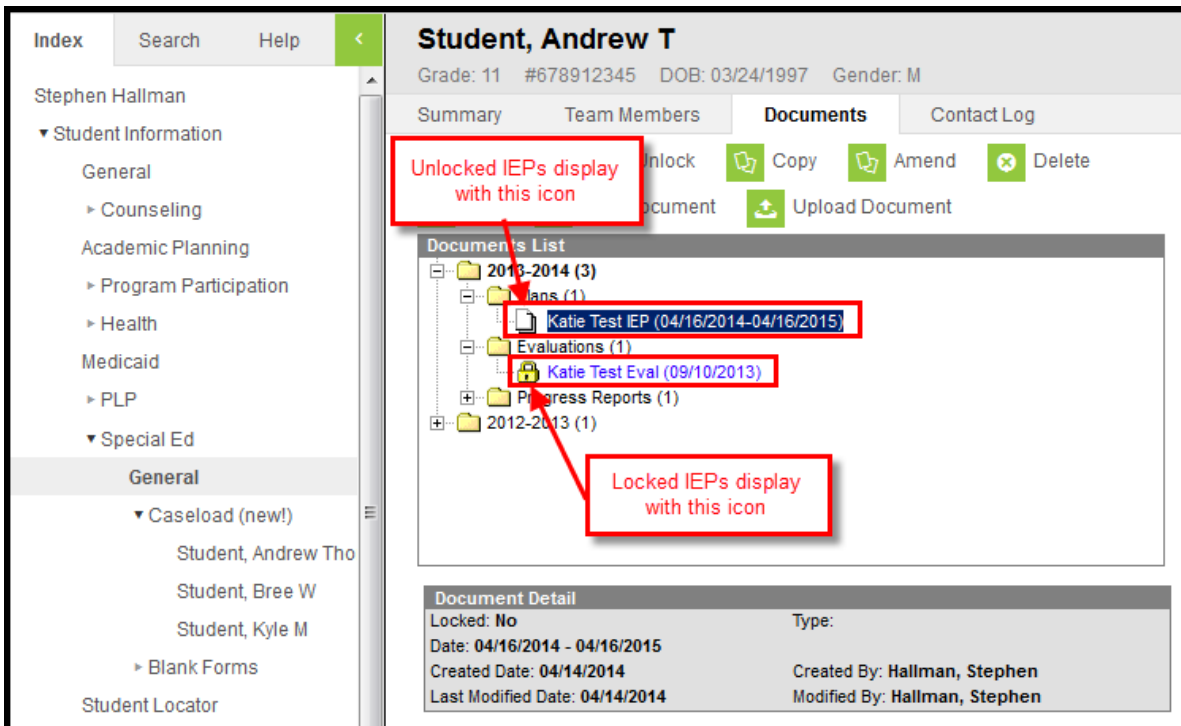
## Special Education (Sped) Symptoms

The following information relates to Special Education data.

### Current year enrollments that have unlocked IEPs

**PATH:** *Student Information > Special Ed > General > Documents > IEP*

Once a Special Ed plan or evaluation is complete, the IEP should be locked to prevent additional modifications. It is important to review existing unlocked IEPs and lock any of those that no longer require modification.



### Prior year enrollments that have unlocked IEPs

**PATH:** *Student Information > Special Ed > General > Documents > IEP*

It is important to review existing unlocked IEPs and lock any of those that no longer require

modification. This is especially true of prior year enrollment IEPs as they have been unlocked for a long period of time, indicating a strong likelihood these IEPs should be locked.

**Student, Andrew T**  
 Grade: 11 #678912345 DOB: 03/24/1997 Gender: M

Summary Team Members **Documents** Contact Log

Unlocked IEPs display with this icon

Locked IEPs display with this icon

**Documents List**

- 2013-2014 (3)
  - Plans (1)
    - Katie Test IEP (04/16/2014-04/16/2015)**
  - Evaluations (1)
    - Katie Test Eval (09/10/2013)**
- Progress Reports (1)
- 2012-2013 (1)

**Document Detail**

Locked: No	Type:
Date: 04/16/2014 - 04/16/2015	
Created Date: 04/14/2014	Created By: Hallman, Stephen
Last Modified Date: 04/14/2014	Modified By: Hallman, Stephen