

# Census Verification Report

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The **Census Verification** report batch prints student's census verification data. This data includes race/ethnicity data, household guardian information, contact details and other student-specific information that is verified at the beginning of a school year.

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**Census Verification** ☆

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**Census Verification Report**

This report will batch print student census verification data. Page breaks are inserted automatically for each student and household. This is a very complex report and it is recommended that the number of students run per batch is limited. Including all options in the report could make the report longer than one page per household.

Which students would you like to include in the report?

Grade All Students  
88  
09  
10  
11

Ad Hoc Filter ▼

Active Students Only

Which households would you like to print?

Primary Households

Secondary Households

Non-household Guardian Information

What optional information would you like included?

Non-household Relationship Contact Information

Student Race/Ethnicity Information

Include Race Options as Checkboxes

Guardian Race/Ethnicity Information

Include Race Options as Checkboxes

Health Conditions

Flagged Conditions Only

Transportation Bus Information

Transportation Parking Information

Student Pictures

District Name in Header

Privacy Options:

Include Birth Date

Include Social Security Number

Include Student ID

How would you like to sort students?

By Student

By Grade/Student

By Homeroom Teacher

By Teacher/Period

Teacher: All Teachers ▼ Period: 00 ▼ Period Schedule: 1 ▼ Term: Q1 ▼

Report Format: PDF ▼

Report Comments:

Generate Report

Census Verification Report

# Report Logic

People do not display on the report unless there is a relationship relative to a student being reported. In the instance of a student (Student A) being a member of Household 1 and Household 2, and another student (Student B) being a member of Household 1, Student B displays as a household member for Student A in Household 1 and a Non-Household Contact for Student A in Household 2. This is due to how non-household contacts are constructed. A person can be specifically added as a non-household contact or by being in a household with a person, which automatically makes the first person become a non-household contact in any other household in

which the second person belongs.

Information included on the Census Verification Report reports from the following areas in the Census module:

- [Household Name and Addresses](#)
- [Non-household Contacts](#)
- [Demographics](#)
- [Relationships](#)

Active Address information is based on the End Date entered on the address. This end date is inclusive of the last day. For example, when the address is ended for a household as of September 19, that address is considered active until the next day (September 20), at which point the new address is active and prints on reports and displays on the Summary page.

The following information is pulled from Student Information:

- [Transportation data](#)
- [Health Conditions](#)

The table below provides information on the fields included in the report from the respective areas above.

Census Verification Report Fields	Campus Path	Campus Field
<b>Student Demographics</b>		
<b>Name</b>	Census > People > Demographics > Person Information	Last Name First Name Middle Name Suffix
<b>Student ID</b>	Census > People > Demographics > Person Identifiers	Local Student Number
<b>Grade</b>	Student Information > General > Enrollments > General Enrollment Information	Grade Level
<b>Social Security Number</b>	Census > People > Demographics > Person Information	Social Security number
<b>Birth Date</b>	Census > People > Demographics > Person Information	Birth Date
<b>Gender</b>	Census > People > Demographics > Person Information	Gender

<b>Census Verification Report Fields</b>	Campus Path	Campus Field
<b>Federal Designation</b>	Census > People > Demographics > Person Information > Race/Ethnicity	Federal Designation
<b>Hispanic/Latino</b>	Census > People > Demographics > Person Information > Race/Ethnicity	Is the Individual Hispanic/Latino?
<b>Race(s)</b>	Census > People > Demographics > Person Information > Race/Ethnicity	Is the individual from one or more of these races?
<b>Primary Household Information and Non-Household Relationship Contact Information</b> <ul style="list-style-type: none"> <li>• Anyone who has a guardian relationship with the student is indicated with an asterisk.</li> <li>• All current addresses assigned to a household print, including primary, secondary and mailing addresses. An indication of the mailing address is included on the printed report.</li> <li>• Secondary emails are indicated with two asterisks.</li> </ul>		
<b>Household Name</b>	Census > People > Households	Household Name
<b>Household Phone</b>	Census > People > Households	Phone
<b>Primary Address</b>	Census > People > Households	Address
<b>Relationship</b>	Census > People > Households	Relationship
<b>Name</b>	Census > People > Households Census > People > Demographics	Name
<b>Email Secondary Email</b>	Census > People > Households Census > People > Demographics	Email
<b>Phone Numbers</b>	Census > People > Households Census > People > Demographics	Phone(s)
<b>Priority</b>	Census > People > Relationships	Emergency Priority
<b>Guardian Race/Ethnicity</b> <ul style="list-style-type: none"> <li>• Guardian designation is determined by the Guardian checkbox for the Student in Census &gt; People &gt; Relationships.</li> <li>• A guardian only appears on the Census Verification Report for the Household in which they belong. Only one household prints per page. When a student has two primary households, two pages print for that student.</li> </ul>		
<b>Guardian Name</b>	Census > People > Demographics > Person Information	Last Name First Name
<b>Hispanic/Latino</b>	Census > People > Demographics > Person Information > Race/Ethnicity	Is the Individual Hispanic/Latino

<b>Census Verification Report Fields</b>	Campus Path	Campus Field
<b>Races</b>	Census > People > Demographics > Person Information > Race/Ethnicity	Is the individual from one or more of these races?
<b>Health Conditions</b> When selected in the report editor, only those conditions that are flagged appear in the Verification report.		
<b>Condition</b>	Student Information > Health > Conditions	Description
<b>Start Date</b>	Student Information > Health > Conditions	Start Date
<b>End Date</b>	Student Information > Health > Conditions	End Date
<b>Comments</b>	Student Information > Health > Conditions	Comments
<b>Transportation Bus and Parking Information</b>		
<b>AM Bus</b>	Student Information > General > Transportation > Transportation Detail	In Bus
<b>PM Bus</b>	Student Information > General > Transportation > Transportation Detail	Out Bus
<b>Late Bus</b>	Student Information > General > Transportation > Transportation Detail	Late Bus
<b>Arrive Time</b>	Student Information > General > Transportation > Transportation Detail	In Time
<b>Depart Time</b>	Student Information > General > Transportation > Transportation Detail	Out Time
<b>Make</b>	Student Information > General > Transportation > Parking Detail	Make
<b>Model</b>	Student Information > General > Transportation > Parking Detail	Model
<b>Color</b>	Student Information > General > Transportation > Parking Detail	Color
<b>License Number</b>	Student Information > General > Transportation > Parking Detail	Plate Number
<b>Permit Number</b>	Student Information > General > Transportation > Parking Detail	Parking Permit

## Report Editor

The following provides information on the available options on the Census Verification Report Editor.

When fields are chosen to be included in the report, but no data is stored in Infinite Campus for that field, the item still appears on the report but does not contain any data.

Field	Description
<p><b>Student Selection</b></p>	<p>The Census Verification Report allows students to be selected by choosing which grade levels or by selecting an Ad hoc Filter. The report can also be generated to include all students in the school who are currently enrolled and have ended enrollment, or just for those active students. The default selection is by <b>Grade</b>.</p> <p>When generating the report for <b>Active Students Only</b>, an <b>Effective Date</b> must be entered.</p> <div style="background-color: #e1f5fe; padding: 10px; border: 1px solid #ccc;"> <p>When the <b>Active Students Only</b> checkbox is marked, select students by choosing grade levels (not an ad hoc filter).</p> </div>
<p><b>Household Selection</b></p>	<p>The following options are available:</p> <ul style="list-style-type: none"> <li>• Primary Households</li> <li>• Secondary Households</li> <li>• Non-Household Guardian Information</li> </ul> <p>At least one option must be selected in order for the report to generate.</p> <p>The default selection is <b>Primary Households</b>. All students appear when this option is chosen; however, when a student does NOT have a primary household, the report for that student reads "lastName, firstName has incomplete Census data and does not belong to a primary household."</p> <p>When selecting <b>Secondary Households</b>, only students who have at least one secondary household are included (meaning, a student who only has a primary household does not print when only the Secondary Households option is chosen).</p> <p>When selection both <b>Secondary Households</b> and <b>Primary Households</b>, both household types are included on the report.</p> <p>When selecting <b>Non-household Guardian Information</b>, a page only prints for a student when that student has a Non-Household Contact with a guardian relationship and that guardian is a member of a household.</p>

Field	Description
<p><b>Optional Information Selection</b></p>	<p>Additional information that can be selected includes race/ethnicity data, student pictures, transportation data and health conditions. The following is a list of the optional items that can be selected:</p> <ul style="list-style-type: none"> <li>• Non-household Relationship Contact Information (default selection) (This returns individuals who have a relationship record but do not share any households).</li> <li>• Student Race/Ethnicity Information (default selection) <ul style="list-style-type: none"> <li>◦ Include Race Options as checkboxes</li> </ul> </li> <li>• Guardian Race/Ethnicity Information <ul style="list-style-type: none"> <li>◦ Include Race Options as checkboxes</li> </ul> </li> <li>• Health Conditions <ul style="list-style-type: none"> <li>◦ Flagged Conditions Only</li> </ul> </li> <li>• Transportation Bus Information</li> <li>• Transportation Parking Information</li> <li>• Student Pictures</li> <li>• District Name in Header</li> <li>• Resident District - <b>Only for Kentucky Districts</b></li> </ul> <p>Transportation data looks at a specific date from which to pull data. When the <b>Active Students Only</b> option is selected, the transportation record that is active on the date entered is used. When no transportation record is active on that date but the student has a record starting in the future, that data is used. When a student has no transportation data on that day or in the future, the section reports blank.</p>
<p><b>Privacy Options</b></p>	<p>Mark the desired privacy options to include - Birth Date, Social Security Number and/or Student ID. The default option is Include Birth Date.</p> <p>The Social Security Number selection is only available when a user has the Social Security number Tool Rights assigned.</p>
<p><b>Sort Options</b></p>	<p>Select the appropriate sort option for the report. The following options and logic applies:</p> <ul style="list-style-type: none"> <li>• <b>By Student</b> - report generates in alphabetic order by the student's last name</li> <li>• <b>By Grade/Student</b> - report generates in grade level order, alphabetic by student's last name</li> <li>• <b>By Homeroom Teacher</b> - report generates based on the student's assigned homeroom teacher (this option looks at both the Course and Section data to determine homeroom teachers) <ul style="list-style-type: none"> <li>◦ When the Active Students Only checkbox is NOT marked, the date the report is generated is the "reporting date." <ul style="list-style-type: none"> <li>▪ When the report is generated after the last day of the first term for the selected calendar, the first instructional day of the calendar is the "reporting date."</li> <li>▪ When the report is generated before the first day of the first term for the selected calendar, the first instructional day of</li> </ul> </li> </ul> </li> </ul>

Field	Description
	<p>the calendar is the "reporting date."</p> <ul style="list-style-type: none"> <li>◦ When the Active Student Only checkbox is marked, the Enrollment Effective Date is the "reporting date."</li> <li>◦ When the student is scheduled into two more reportable sections relative to the report options, the section with the lowest section ID is used for sorting/report. Note the following: <ul style="list-style-type: none"> <li>▪ A teacher from a section of a course that does not have the Active flag checked never reports when using the Sort by Teacher/Period logic.</li> <li>▪ A teacher from a section of a course that is marked as Homeroom (on the course or on the section) but does not have the Active flag checked never reports when using the Sort by Homeroom logic.</li> <li>▪ When the student does not have a course section flagged as Homeroom, the student reports as N/A for Homeroom Teacher.</li> <li>▪ When the student is in a course section that has had a change in Primary Teacher, the teacher who is active on the "reporting date" is used.</li> </ul> </li> <li>• <b>By Teacher/Period</b> - report generates based on the selected teacher, period, period schedule and term selected in the corresponding dropdown list. ONLY students who meet the criteria entered print on the report. When a Teacher is chosen for Period 4, only students scheduled into that teacher's class section for that period appears. <ul style="list-style-type: none"> <li>◦ When the Active Students Only checkbox is NOT marked, the date the report is generated is the "reporting date." <ul style="list-style-type: none"> <li>▪ When the report is generated after the last day of the first term for the selected calendar, the first instructional day of the calendar is the "reporting date."</li> <li>▪ When the report is generated before the first day of the first term for the selected calendar, the first instructional day of the calendar is the "reporting date."</li> </ul> </li> <li>◦ When the Active Student Only checkbox is marked, the Enrollment Effective Date is the "reporting date."</li> <li>◦ When the student is scheduled into two more reportable sections relative to the report options, the section with the lowest section ID is used for sorting/report. Note the following: <ul style="list-style-type: none"> <li>▪ A teacher from a section of a course that does not have the Active flag checked never reports when using the Sort by Teacher/Period logic.</li> <li>▪ A teacher from a section of a course that is marked as Homeroom (on the course or on the section) but does not have the Active flag checked never reports when using the Sort by Homeroom logic.</li> <li>▪ When the student does not have a course section flagged as Homeroom, the student reports as N/A for Homeroom Teacher.</li> <li>▪ When the student is in a course section that has had a</li> </ul> </li> </ul> </li> </ul>



Field	Description
	change in Primary Teacher, the teacher who is active on the "reporting date" is used.
	Teacher names, when sorting by Homeroom Teacher or Teacher/Period displays in the header of the report.
<b>Report Format</b>	Indicates how the report generates - in PDF or DOCX format.
<b>Report Comments</b>	Custom comments can be added to the report. These comments print on each student's verification data.

## Generate the Report

Selecting all available options may cause the report to be longer than one page.

A Year and School must be selected from the Campus Toolbar in order to generate the Census Verification Report.

1. Determine which students to include in the report by selecting either a **Grade level** or an **Ad hoc Filter**.
2. If only active students should be returned, mark the **Active Students Only** checkbox and enter an **Enrollment Effective Date**.
3. Select the desired **Households** to include on the report.
4. Select the desired **Optional** items to include on the report.
5. Select the desired **Privacy** items to include on the report.
6. Select the desired **Sort Options** for the report.
7. Enter any **Report Comments**.
8. Select the desired **Report Format**.
9. Click the **Generate Report** button.

<b>2021-22</b> <b>Middle School (0140)</b> <b>INDEPENDENT SCHOOL DISTRICT (1234)</b> <small>Generated on 08/27/2021 01:27:29 PM Page 1 of 1</small>	<b>Student, Raymond Census Verification Report</b> <small>Household: Parent</small>
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\*\* - Secondary Email Address

**Student Demographic Information**

Student's Name	ID	Grade	SSN	Birthdate	Gender
Student, Raymond	123456	08		09/19/2007	M

**Race/Ethnicity Information**

**Federal Race/Ethnicity Designation:** 4: Black or African American  
**Hispanic/Latino:**  Yes  No **Race(s):** Black or African American

**Primary Household Information**

**Name:** Parent **Phone:** (612)555-8032  
**Primary Address:** 246 62nd Ave N, Any Town, MN 55111 (Mailing)

Relationship	Name	Email	Phone Number(s)	Priority
Self	Student, Raymond			
Guard: Mother*	Parent, Yvette	yvette.parent@work.com yvette.parent123@home.com **	(C) (612)555-7735	
Sibling	Student, Dylan			
Sibling	Student, Jason		(C) (612)555-4375	
Sibling	Student, Brittany			

**Non-Household Relationship Contact Information**

Relationship	Name	Email	Phone Number(s)	Priority
NonGuard: Emergency Contact	Contact, Lorraine		(C) (612)555-8011	
NonGuard: Emergency Contact	Contact, Courtney		(C) (612)555-5313	
Guard: Father*	Parent, Kevin	kevin.parent@work.com keving.parent123@home.com**	(C) (612)555-1492	

**Health Conditions**

Condition	Start Date	End Date	Comments
1.			
2.			

**Transportation Bus Information**

AM Bus	PM Bus	Late Bus	Arrive Time	Depart Time

*Census Verification Report - PDF Format*