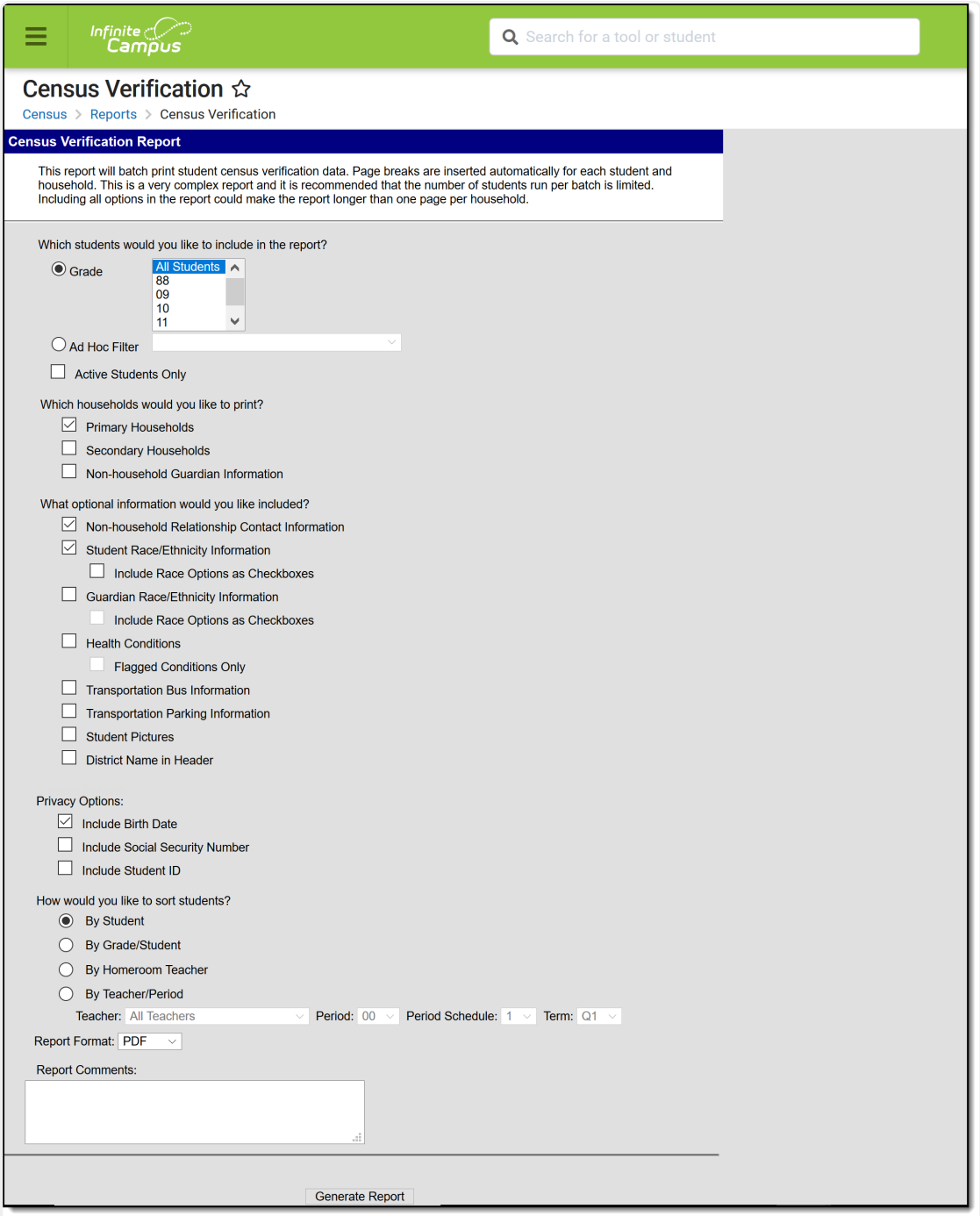
Census Verification Report

Last Modified on 08/28/2026 9:08 am CDT

Tool Search: Census Verification

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



Census Verification Report

See the Census Reports Tool Rights article for information about rights needed to use this tool.

Report logic

People do not appear on the report unless there is a relationship to a reported student. 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 can be added by being in a household with a person, which automatically makes the first person 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 a household's address ends as of September 19, that address remains active until the next day (September 20), at which point the new address becomes active and appears on reports and 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
Student Demographics		

Census Verification Report Fields	Campus Path	Campus Field
Name	Census > People > Demographics > Person Information	Last Name First Name Middle Name Suffix
Student ID	Census > People > Demographics > Person Identifiers	Local Student Number
Grade	Student Information > General > Enrollments > General Enrollment Information	Grade Level
Social Security Number	Census > People > Demographics > Person Information	Social Security number
Birth Date	Census > People > Demographics > Person Information	Birth Date
Gender	Census > People > Demographics > Person Information	Gender
Federal Designation	Census > People > Demographics > Person Information > Race/Ethnicity	Federal Designation
Hispanic/Latino	Census > People > Demographics > Person Information> Race/Ethnicity	Is the Individual Hispanic/Latino?
Race(s)	Census > People > Demographics > Person Information > Race/Ethnicity	Is the individual from one or more of these races?
Primary Household Information and Non-Household Relationship Contact Information • Anyone who has a guardian relationship with the student is indicated with an asterisk. • 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. • Secondary emails are indicated with two asterisks.		
Household Name	Census > People > Households	Household Name
Household Phone	Census > People > Households	Phone
Primary Address	Census > People > Households	Address
Relationship	Census > People > Households	Relationship
Name	Census > People > Households Census > People > Demographics	Name
Email **Secondary Email**	Census > People > Households Census > People > Demographics	Email

Census Verification Report Fields	Campus Path	Campus Field
Phone Numbers	Census > People > Households Census > People > Demographics	Phone(s)
Priority	Census > People > Relationships	Emergency Priority
Guardian Race/Ethnicity • Guardian designation is determined by the Guardian checkbox for the Student in Census > People > Relationships. • A guardian appears only on the Census Verification Report for the Household to which they belong. Only one household prints per page. When a student has two primary households, two pages print for that student.		
Guardian Name	Census > People > Demographics > Person Information	Last Name First Name
Hispanic/Latino	Census > People > Demographics > Person Information > Race/Ethnicity	Is the Individual Hispanic/Latino
Races	Census > People > Demographics > Person Information > Race/Ethnicity	Is the individual from one or more of these races?
Health Conditions When selected in the report editor, only flagged conditions appear in the Verification report.		
Condition	Student Information > Health > Conditions	Description
Start Date	Student Information > Health > Conditions	Start Date
End Date	Student Information > Health > Conditions	End Date
Comments	Student Information > Health > Conditions	Comments
Transportation Bus and Parking Information		
AM Bus	Student Information > General > Transportation > Transportation Detail	In Bus
PM Bus	Student Information > General > Transportation > Transportation Detail	Out Bus
Late Bus	Student Information > General > Transportation > Transportation Detail	Late Bus
Arrive Time	Student Information > General > Transportation > Transportation Detail	In Time
Depart Time	Student Information > General > Transportation > Transportation Detail	Out Time

Census Verification Report Fields	Campus Path	Campus Field
Make	Student Information > General > Transportation > Parking Detail	Make
Model	Student Information > General > Transportation > Parking Detail	Model
Color	Student Information > General > Transportation > Parking Detail	Color
License Number	Student Information > General > Transportation > Parking Detail	Plate Number
Permit Number	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 selected 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 contains no data.

Field	Description
Student Selection	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 or have ended enrollment, or only active students. The default selection is by **Grade.** When generating the report for **Active Students Only**, an **Effective Date** must be entered. When the **Active Students Only** checkbox is marked, select students by choosing grade levels (not an ad hoc filter).

Field	Description
Household Selection	The following options are available: • Primary Households • Secondary Households • Non-Household Guardian Information At least one option must be selected in order for the report to generate. The default selection is **Primary Households**. 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." When selecting **Secondary Households**, only students with at least one secondary household are included (meaning a student with only a primary household does not print when only the Secondary Households option is chosen). When selecting both **Secondary Households** and **Primary Households**, both household types are included in the report. When selecting **Non-household Guardian Information**, a page prints only for a student if that student has a Non-Household Contact with a guardian relationship and that guardian is a member of a household.

Field	Description

Optional Information Selection	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:
	• Non-household Relationship Contact Information (default selection) (This returns individuals who have a relationship record but do not share any households).
	• Student Race/Ethnicity Information (default selection)
	  ◦ 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
	• Resident District - **Only for Kentucky Districts**
	
	Transportation data looks at a specific date from which to pull data. When the **Active Students Only** option is selected, the transportation record active on the entered date 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.

Privacy Options	Mark the desired privacy options to include - Birth Date, Social Security Number and/or Student ID. The default option is Include Birth Date. The Social Security Number selection is only available when a user has the Social Security Number Tool Rights assigned.

Sort Options	Select the appropriate sort option for the report. The following options and logic apply:
	• **By Student** - report generates in alphabetical order by the student's last name
	• **By Grade/Student** - report generates in grade level order, alphabetically by student's last name
	• **By Homeroom Teacher** - report generates based on the student's assigned homeroom teacher (this option looks at both the Course and Section data to determine homeroom teachers)
	  ◦ When the Active Students Only checkbox is NOT marked, the date the report is generated is the "reporting date."
	  ▪ 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."
	  ▪ When the report is generated before the first day of the first term for the selected calendar, the first instructional day of

Field	Description
	the calendar is the "reporting date." ◦ When the Active Student Only checkbox is marked, the Enrollment Effective Date is the "reporting date." ◦ When the student is scheduled into two or more reportable sections, the section with the lowest section ID is used for sorting/reporting. Note the following: ▪ A teacher from a course section without the Active flag checked never reports when using the Sort by Teacher/Period logic. ▪ A teacher from a section of a course marked as Homeroom (on the course or the section) but without the Active flag checked never reports when using the Sort by Homeroom logic. ▪ When the student does not have a course section flagged as Homeroom, the student reports as N/A for Homeroom Teacher. ▪ When a student is in a course section that has had a change in Primary Teacher, the teacher active on the "reporting date" is used. • **By Teacher/Period** - report is generated based on the selected teacher, period, period schedule, and term in the corresponding dropdown lists. 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 appear. ◦ When the Active Students Only checkbox is NOT marked, the date the report is generated is the "reporting date." ▪ 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." ▪ 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." ◦ When the Active Student Only checkbox is marked, the Enrollment Effective Date is the "reporting date." ◦ When the student is scheduled into two or more reportable sections, the section with the lowest section ID is used for sorting/reporting. Note the following: ▪ A teacher from a course section without the Active flag checked never reports when using the Sort by Teacher/Period logic. ▪ A teacher from a section of a course marked as Homeroom (on the course or the section) but without the Active flag checked never reports when using the Sort by Homeroom logic. ▪ When the student does not have a course section flagged as Homeroom, the student reports as N/A for Homeroom Teacher. ▪ When a student is in a course section that has had a change

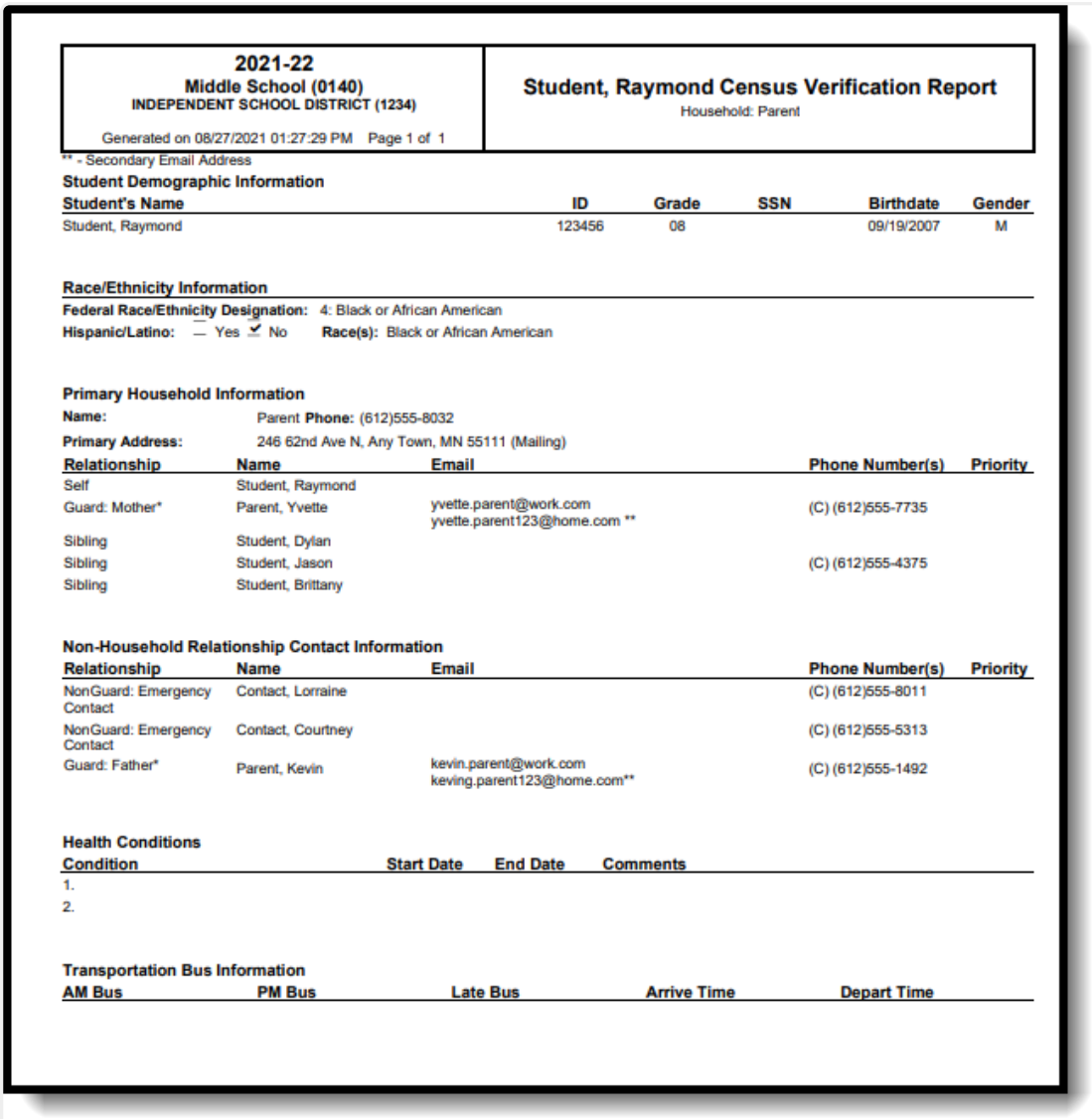
Field	Description
	in Primary Teacher, the teacher active on the "reporting date" is used. Teacher names, when sorting by Homeroom Teacher or Teacher/Period displays in the report header.
Report Format	Indicates how the report generates - in PDF or DOCX format.
Report Comments	Custom comments can be 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 exceed 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 in the report.
4. Select the desired **Optional** items to include on the report.
5. Select the desired **Privacy** items to include in 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.



2021-22
Middle School (0140)
INDEPENDENT SCHOOL DISTRICT (1234)
Generated on 08/27/2021 01:27:29 PM Page 1 of 1

Student, Raymond Census Verification Report
Household: Parent

** - 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