

Student Record Card 1 (Maryland)

Last Modified on 01/07/2026 1:10 pm CST

Tool Search: Student Record Cards

The student record card is used to maintain a paper copy of student information as required by the Maryland Department of Education. One card is printed per student.

Student Record Cards ☆

Student Record Cards

The student record card is used to maintain a paper copy of student information as required by Maryland Department of Education. Please select which record card to print. One card will print per student per enrollment.

Student Record Cards 2, 3, 4 and 7 are resource intensive and can only be generated for one school at a time, if there are more than 500 students in the file the report must be run in batch mode.

Extract Options

Record Card Type: Record Card 1

Start Date: 07/01/2007

End Date: 06/30/2008

Format: PDF

Select Students

The results of the report can be narrowed by selecting specific grade levels, using a Student Ad Hoc filter, or entering the student State Student ID number. Any State Student ID entered must exactly match the State ID shown in the student's Demographics Summary. The report can be run for multiple State Student IDs when each number is separated by a comma.

The results default to students in All Grades

Grade: All Grades (03, 04, 05, 06)

Ad Hoc Filter: (empty)

State Student ID: (empty)

Select Calendars

Which calendar(s) would you like to include in the report?

active year

list by school

list by year

21-22

21-22 0004 Steuart Hill Academ
21-22 0007 Cecil Elementary
21-22 0008 City Springs Elem/M
21-22 0010 James McHenry Elem.
21-22 0011 Eutaw-Marshburn Ele
21-22 0012 Lakeland Elementary
21-22 0013 Tench Tilghman Elem
21-22 0015 Stadium School Midd
21-22 0016 Johnston Square Ele
21-22 0021 Hilton Elementary
21-22 0022 George Washington E
21-22 0023 Wolfe Street Academ
21-22 0027 Commodore John Roc
21-22 0028 Sandtown-Winchester

CTRL-click or SHIFT-click to select multiple

Generate Report | Submit to Batch

Refresh | Show top 50 tasks submitted between 12/27/2021 and 01/03/2022

Batch Queue List

Queued Time	Report Title	Status	Download

Student Record Card Editor

Extract Options

Field	Description
Record Card Type	Record Card 1
Start Date	Default date is the earliest date of the calendar(s) selected. The date can be changed.
End Date	Default date is the latest date of the calendar(s) selected. The date can be changed.
Format	<ul style="list-style-type: none">• Fixed Width (State Format)• HTML• Comma Separated (CSV)
Grade	Applying a grade level filter will narrow report results to only include students in the selected grade levels.
Ad Hoc Filter	Ad Hoc Filters are available for users to narrow report results.
State Student ID	Limits search results to only include students matching the State Student IDs entered. This field allows the entry of multiple State Student IDs, with each number separated by a comma.
Select Calendars	<ul style="list-style-type: none">• All calendars can be selected• Defaults to the calendar selected in the Campus Toolbar• Selection of at least one calendar is required
Generate Report Submit to Batch	Users have the option of submitting the report request to the batch queue by clicking Submit to Batch instead of Generate Extract . This process allows larger reports to generate in the background without disrupting the use of Campus. For more information about submitting a report to the batch queue, see the Batch Queue article. <div style="background-color: #e0f2ff; padding: 10px; border-radius: 5px;"><p>If you select more than one calendar, Campus will require you to Submit to Batch to prevent performance issues.</p></div>

Record Card Example

Record Card Side 1 - Student's Personal Data

Legal Name	Smith, John Paul Jr.	LOCID	9876543210	SASID	1234567891011	Birth Date:	01/17/2013
Social Security Number:	0000000000	Race	(check all that apply)	Sex of Student	Male	Female	Evidence of Birth Verified by:
F1 or J1 Visa Status for applicable secondary students: (For LEA purposes, not required for MSDE reporting)		<input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Asian		Hispanic	Yes	No	Name: Title:
Proof of Residency (Include a copy of documents)		<input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian or Other Pacific Islander				Date:	
List of languages spoken in home: ENG: English		<input checked="" type="checkbox"/> White				Evidence of Birth Verification:	
Date	01/03/2022						
Student Address	1111 Allendale Road, Baltimore, Md 21216						
Responsible Adult for Student at Address	Gabriella Campos						
Relationship to Student	Mother						
Parent/Guardian							
Name:	Gabriella Campos						
Relationship:	Mother						
Address:	2945 Allendale Road, Baltimore, Md 21216						
Phone:	646-555-0006						

Student Record Card 1 Side 1

Record Card Side 2 - Student's School Attendance Data

Legal Name	Smith, John Paul Jr.				LOCID	9876543210	SASID	1234567891011	Birth Date:	01/17/2013				
LEA		Days				Entry Code		Exit/Completion Code						
Year	Grade	No.	School Number	School Name	Abs	Pres	Code	Month	Day	From	Code	Month	Day	To
2022	03	30	0021	0021 Hilton Elementary	0020	1780	13	08	23		00			
2021	02	30	0021	0021 Hilton Elementary	0000	1800	02	09	01		00			
2020	01	30	0067	0067 Edgewood Elementary	0000	1740	10	08	30		00			

Student Record Card 1 Side 2

Report Layout - Record Card Side 1

Element	Description	Location
Last Name	<p>The student's last name.</p> <p>Reports the last name from the current Identity record. Legal Last Name reports. If Legal Last Name is null, the Last Name reports.</p> <p><i>Alpha, 25 characters</i></p>	<p>Census > People > Identities > Current Identity > Last Name</p> <p>Identity.lastname</p>
First Name	<p>The student's first name.</p> <p><i>Alpha, 15 characters</i></p>	<p>Census > People > Identities > Current Identity > First Name</p> <p>Identity.firstname</p>
Middle Name	<p>The student's middle name.</p> <p><i>Alpha, 15 characters</i></p>	<p>Census > People > Identities > Current Identity > Middle Name</p> <p>Identity.middlename</p>

Element	Description	Location
Suffix	Student's generational suffix. <i>Alpha, 4 characters</i>	Census > People > Identities > Current Identity > Suffix Identity.suffix
State Assigned Student ID (SASID)	The State Assigned Student ID Number assigned to the student. <i>Alphanumeric, 10 characters</i>	Census > People > Demographics > Student State ID Person.studentStateID
Local Student ID Number (LOCID)	The number assigned by the local education agency. <i>Alphanumeric, 10 characters</i>	Census > People > Demographics > Student Number Person.studentNumber
Date of Birth	The student's date of birth. <i>Date field, 8 characters</i> <i>MM/DD/YYYY</i>	Census > People > Identities > Current Identity > Birth Date Identity.birthdate
Ethnicity	Identifies whether the student is Hispanic/Latino. Reports Y or N . <i>Alpha, 1 character Y or N</i>	Census > People > Demographics > Race Ethnicity Identity.hispanicEthnicity
Race	The five-digit code describing the student's race. <ul style="list-style-type: none"> • 10000 = American Indian/Alaskan Native • 02000 = Asian • 00300 = Black or African American • 00040 = Native Hawaiian or Other Pacific Islander • 00005 = White For example, if a student is considered both white and black, they would report a value of 00305. <i>Numeric, 5 digits</i>	Census > People > Demographics > Race Ethnicity Identity.raceEthnicityFED

Element	Description	Location
Date	<p>The system date.</p> <p><i>Date Field, 8 characters</i> <i>YYYYMMDD</i></p>	N/A
Student's Address	<p>Reports the active address associated with the student.</p> <p><i>Alphanumeric</i></p>	<p>Census > People > Households</p> <p>Dbo.address</p>
Student's Phone Number	<p>All household phone numbers.</p> <p><i>Numeric, 10 digits</i></p>	<p>Census > People > Households</p> <p>Household.phone</p>
Adult Responsible for Student at The student's Address	<p>Full legal name for the adult responsible (marked as guardian) for the student at the student's address. Listed as Last Name, First Name, and Middle Initial. More than one person may report per address.</p> <p><i>Alphanumeric, 50 characters</i></p>	Census > People > Relationships
Relationship (Adult Responsible for Student at the student's Address)	<p>The relationship of the guardian to the student.</p> <p><i>Alphanumeric, 25 characters</i></p>	<p>Census > People > Relationships</p> <p>Contacts.relationship</p>
Parent/Guardian Name	<p>The Last Name and First Name of all people marked as guardian.</p> <p><i>Alphanumeric, 50 characters</i></p>	<p>Census > People > Relationships</p> <p>Identity.firstname</p> <p>Identity.lastname</p>
Relationship (Parent/Guardian)	<p>The relationship of the person who is reported as the Parent/Guardian.</p> <p><i>Alphanumeric, 25 characters</i></p>	Census > People > Relationships
Parent/Guardian Address	<p>All addresses of all households tied to the guardian.</p> <p><i>Alphanumeric</i></p>	<p>Census > People > Relationships</p> <p>Dbo.address</p>

Element	Description	Location
Proof of Residency	<p>Indicates whether Proof or Residency is indicated on the Enrollment.</p> <p><i>Alphanumeric</i></p>	<p>Student Information > General > Enrollment > State Reporting > Proof of residency</p> <p>Enrollmentmd.proof of residency</p>
Student's Gender	<p>The student's gender.</p> <p>M: Male</p> <p>F: Female</p> <p>X: Non-Binary</p> <p><i>Alphanumeric</i></p>	<p>Census > People > Identities > Current Identity > Gender</p> <p>Identity.gender</p>
Evidence of Birth Verified	<p>Name and Title of the person who verified the evidence of birth and the date they verified it on.</p> <p>Reports as Name/Title/Date.</p> <p><i>Alphanumeric</i></p>	<p>Census > People > Demographics > Report from > Evidence of Birth Verified By Name, Birth Evidence Date, Birth Evidence Title</p>
Evidence of Birth Verification	<p>The evidence of birth from the most recent identity.</p> <p>Valid Options</p> <ul style="list-style-type: none"> • Birth Certificate • Attending Physician's Certificate • Parent Statement • Visa/Passport • Baptismal or Church Certification • Hospital Certificate • Birth Registration • Other <p><i>Alphanumeric</i></p>	<p>Census > People > Demographics > Birth Verification</p> <p>Identity.birthVerification</p>

Element	Description	Location
F1 or J1 Visa Status	<p>Indicates whether the student is designated as a foreign exchange student.</p> <p>This field only reports if the student is in state grade 09, 10, 11 or 12 AND the Foreign Exchange field is F1 or J1.</p> <p><i>Alphanumeric</i></p>	<p>Student Information > General > Enrollment > State Reporting > Foreign Exchange</p> <p>enrollmentMD.foreignexchange</p>
Social Security Number	<p>This field reports as all zeros, even if the student's SSN field is populated in Census.</p> <p><i>Numeric, 9 digits</i></p>	N/A
Language(s) Spoken in Home	<p>Reports all languages spoken in the home, including the Home Primary Language, from the most recent identity record.</p> <p><i>Alphanumeric</i></p>	<p>Census > People > Identity > Home Primary Language</p> <p>Identity.homeprimarylanguage</p>

Report Layout - Record Card Side 2

This report includes all past and current enrollments for the student. Enrollments display in listed row format.

Element	Description	Location

Element	Description	Location
Last Name, First Name, Middle Name, Suffix	<p>The full legal name as appears on the evidence of birth document.</p> <p><i>Alphanumeric, 40 characters</i></p>	<p>Census > People > Identities > Current Identity > Last Name</p> <p>Census > People > Identities > Current Identity > First Name</p> <p>Census > People > Identities > Current Identity > Middle Name</p> <p>Census > People > Identities > Current Identity > Suffix</p> <p><code>Identity.lastname</code></p> <p><code>Identity.firstname</code></p> <p><code>Identity.middlename</code></p> <p><code>Identity.suffix</code></p>
Local Student ID Number (LASID)	<p>The number assigned by the local education agency.</p> <p><i>Numeric, 10 digits</i></p>	<p>Census > People > Demographics > Student Number</p> <p><code>Person.studentNumber</code></p>
State Assigned Student ID (SASID)	<p>The valid state assigned Student ID Number.</p> <p><i>Numeric, 10 digits</i></p>	<p>Census > People > Demographics > Student State ID</p> <p><code>Person.stateID</code></p>
Date of Birth	<p>The student's date of birth.</p> <p><i>Date Field, 8 characters YYYYMMDD</i></p>	<p>Census > People > Identities > Current Identity > Birth Date</p> <p><code>Identity.birthdate</code></p>
School Year	<p>The regular August–June school year. Referred to by the ending year. For example, the 2013-2014 school year is referred to as the 2014 school year.</p> <p><i>Numeric, 4 digits</i></p>	N/A
Grade Level	<p>The state grade level of the grade tied to the student's most recent enrollment within the start and end dates in the selected calendar.</p> <p><i>Numeric, 2 digits</i></p>	<p>Student Information > General > Enrollment > Grade</p> <p>System Administration > Calendar > Calendar > Grade Level > State Grade</p> <p><code>Gradelevel.stateGrade</code></p>

Element	Description	Location
LEA Number	<p>The two-digit state designation of the local education agency.</p> <p><i>Numeric, 2 digits</i></p>	<p>School & District Settings > District > District Information > State District Number</p> <p>District.Number</p>
School Number	<p>The four-digit code assigned to the school building.</p> <p><i>Alphanumeric, 4 digits</i></p>	<p>School & District Settings > Schools > School Information > State School Number</p> <p>EnrollmentMD.homeschool School.number</p>
School Name	<p>The school name associated with the selected calendar.</p> <p><i>Alphanumeric, 50 characters</i></p>	<p>School & District Settings > Schools > School Information > School Name</p> <p>School.name</p>
Days Absent	<p>The aggregate number of days the student was absent during the current school year, to the nearest half-day.</p> <p><i>Numeric, 4 digits</i></p>	N/A
Days Attending	<p>The aggregate number of days the student was in attendance during the current school year, to the nearest half-day.</p> <p><i>Numeric, 4 digits</i></p>	N/A
Entry Code	<p>Entry code as defined in the Maryland Student Records System Manual that best describes the student's last school affiliation prior to their entry into the current school. If a student has multiple entries, a record is required for each entry. Reports from the 2nd and 3rd left justified positions in the Start Status dictionary Code.</p> <p><i>Alphanumeric, 3 characters</i></p>	<p>Student Information > General > Enrollments > Start Status</p> <p>Enrollment.startstatus</p>
Entered From	Reports blank.	N/A

Element	Description	Location
Entry Date	<p>The student's date of entry. Reports from the enrollment in the selected calendar. If the student has more than one enrollment in the selected calendar, one line per enrollment reports.</p> <p><i>Date Field, 8 characters YYYYMMDD</i></p>	<p>Student Information > General > Enrollments > Start Date and End Date</p> <p>Enrollment.startdate</p>
Exit Code	<p>The Exit code defined in the Maryland Student Records System Manual that best describes the reason for exiting. If a student has multiple exits, a record is reported for each exit code.</p> <p>Reports from the 2nd and 3rd left justified positions in the End Status Code (Attribute dictionary > Enrollments > End Status > Code).</p> <p>00 reports if the Enrollment End Date is null.</p> <p><i>Alphanumeric, 3 characters</i></p>	<p>Student Information > General > Enrollments > End Status</p> <p>Enrollment.enddate</p>
Exited To	Reports blank.	N/A
Exit Date	<p>The Enrollment End Date.</p> <p><i>Date Field, 8 characters YYYYMMDD</i></p>	<p>Student Information > General > Enrollments > End Date</p> <p>Enrollment.enddate</p>