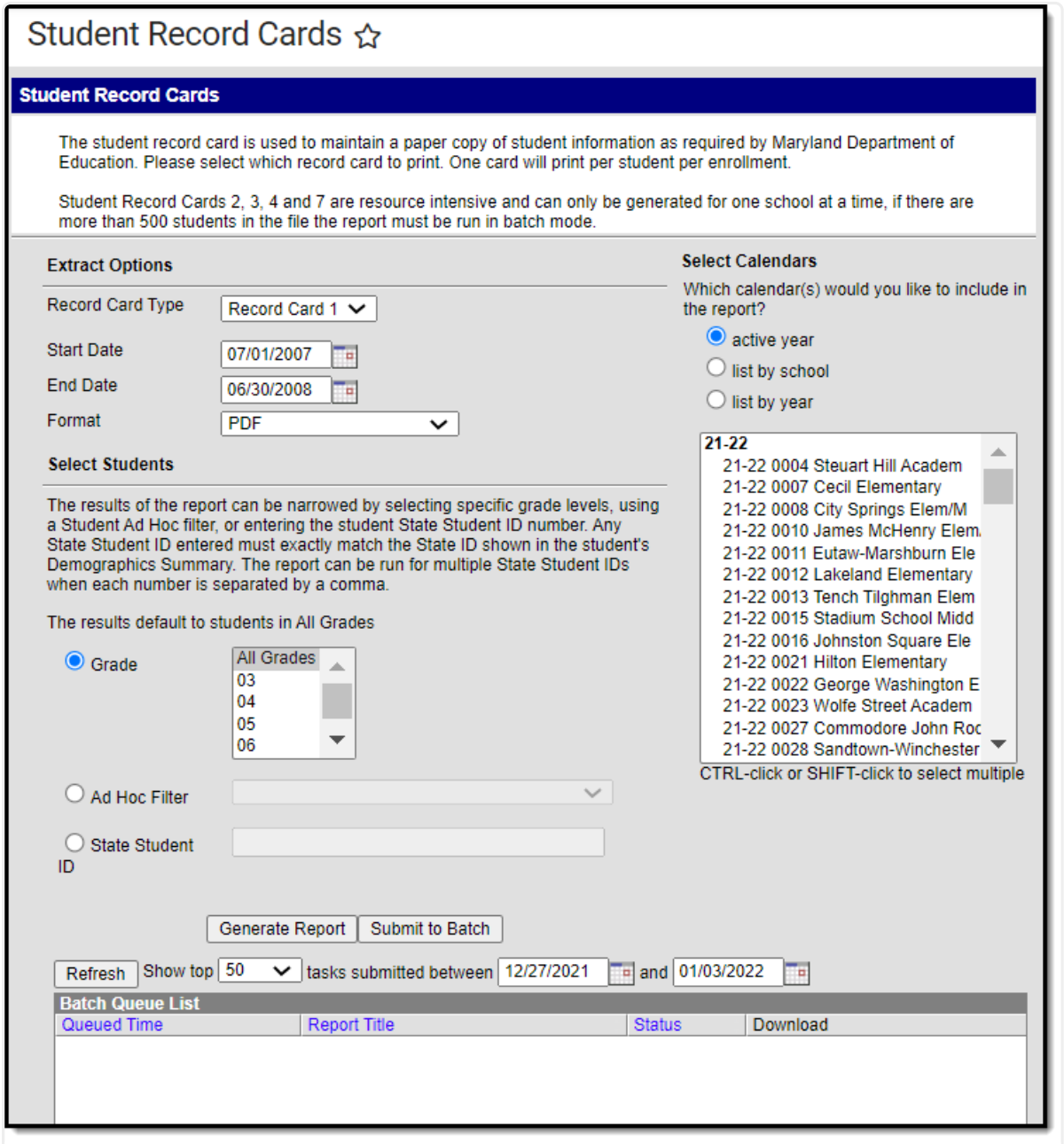
Student Record Card 1 (Maryland)

Last Modified on 11/12/2026 10:43 am CST

Path: Reporting > MD State Reporting > 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 Card Editor

Report editor

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	• 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	• 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. If you select more than one calendar, Campus will require you to **Submit to Batch** to prevent performance issues.

Report layout - Record card side 1

Element	Description	Location

Element	Description	Location
Last Name	The student's last name. Reports the last name from the current Identity record. Legal Last Name reports. If Legal Last Name is null, the Last Name reports. *Alpha, 25 characters*	Census > People > Identities > Current Identity > Last Name Identity.lastname
First Name	The student's first name. *Alpha, 15 characters*	Census > People > Identities > Current Identity > First Name Identity.firstname
Middle Name	The student's middle name. *Alpha, 15 characters*	Census > People > Identities > Current Identity > Middle Name Identity.middlename
Suffix	Student’s generational suffix. *Alpha, 4 characters*	Census > People > Identities > Current Identity > Suffix Identity.suffix
State Assigned Student ID (SASID)	The State Assigned Student ID Number assigned to the student. *Alphanumeric, 10 characters*	Census > People > Demographics > Student State ID Person.studentStateID
Local Student ID Number (LOCID)	The number assigned by the local education agency. *Alphanumeric, 10 characters*	Census > People > Demographics > Student Number Person.studentNumber
Date of Birth	The student's date of birth. *Date field, 8 characters MM/DD/YYYY*	Census > People > Identities > Current Identity > Birth Date Identity.birthdate

Element	Description	Location
Ethnicity	Identifies whether the student is Hispanic/Latino. Reports **Y** or **N**. *Alpha, 1 character Y or N*	Census > People > Demographics > Race Ethnicity Identity.hispanicEthnicity
Race	The five-digit code describing the student's race. • 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. *Numeric, 5 digits*	Census > People > Demographics > Race Ethnicity Identity.raceEthnicityFED
Date	The system date. *Date Field, 8 characters YYYYMMDD*	N/A
Student's Address	Reports the active address associated with the student. *Alphanumeric*	Census > People > Households Dbo.address
Sudent's Phone Number	All household phone numbers. *Numeric, 10 digits*	Census > People > Households Household.phone
Adult Responsible for Student at The student's Address	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. *Alphanumeric, 50 characters*	Census > People > Relationships

Element	Description	Location
Relationship (Adult Responsible for Student at the student's Address)	The relationship of the guardian to the student. *Alphanumeric, 25 characters*	Census > People > Relationships Contacts.relationship
Parent/Guardian Name	The Last Name and First Name of all people marked as guardian. *Alphanumeric, 50 characters*	Census > People > Relationships Identity.firstname Identity.lastname
Relationship (Parent/Guardian)	The relationship of the person who is reported as the Parent/Guardian. *Alphanumeric, 25 characters*	Census > People > Relationships
Parent/Guardian Address	All addresses of all households tied to the guardian. *Alphanumeric*	Census > People > Relationships Dbo.address
Proof of Residency	Indicates whether Proof or Residency is indicated on the Enrollment. *Alphanumeric*	Student Information > General > Enrollment > State Reporting > Proof of residency Enrollmentmd.proof of residency
Student's Gender	The student's gender. **M**: Male **F**: Female **X**: Non-Binary *Alphanumeric*	Census > People > Identities > Current Identity > Gender Identity.gender
Evidence of Birth Verified	Name and Title of the person who verified the evidence of birth and the date they verified it on. Reports as Name/Title/Date. *Alphanumeric*	Census > People > Demographics > Report from > Evidence of Birth Verified By Name, Birth Evidence Date, Birth Evidence Title

Element	Description	Location
Evidence of Birth Verification	The evidence of birth from the most recent identity. **Valid Options** • Birth Certificate • Attending Physician's Certificate • Parent Statement • Visa/Passport • Baptismal or Church Certification • Hospital Certificate • Birth Registration • Other *Alphanumeric*	Census > People > Demographics > Birth Verification Identity.birthVerification
F1 or J1 Visa Status	Indicates whether the student is designated as a foreign exchange student. 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. Al*phanumeric*	Student Information > General > Enrollment > State Reporting > Foreign Exchange enrollmentMD.foriegnexchange
Social Security Number	This field reports as all zeros, even if the student's SSN field is populated in Census. *Numeric, 9 digits*	N/A
Language(s) Spoken in Home	Reports all languages spoken in the home, including the Home Primary Language, from the most recent identity record. *Alphanumeric*	Census > People > Identity > Home Primary Language Identity.homeprimarylanguage

Report layout - Record card side 2

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

Element	Description	Location
Last Name, First Name, Middle Name, Suffix	The full legal name as appears on the evidence of birth document. *Alphanumeric, 40 characters*	Census > People > Identities > Current Identity > Last Name Census > People > Identities > Current Identity > First Name Census > People > Identities > Current Identity > Middle Name Census > People > Identities > Current Identity > Suffix Identity.lastname Identity.firstname Identity.middlename Identity.suffix
Local Student ID Number (LASID)	The number assigned by the local education agency. *Numeric, 10 digits*	Census > People > Demographics > Student Number Person.studentNumber
State Assigned Student ID (SASID)	The valid state assigned Student ID Number. *Numeric, 10 digits*	Census > People > Demographics > Student State ID Person.stateID
Date of Birth	The student's date of birth. *Date Field, 8 characters YYYYMMDD*	Census > People > Identities > Current Identity > Birth Date Identity.birthdate
School Year	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. *Numeric, 4 digits*	N/A

Element	Description	Location
Grade Level	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. *Numeric, 2 digits*	Student Information > General > Enrollment > Grade System Administration > Calendar > Calendar > Grade Level > State Grade Gradelevel.stateGrade
LEA Number	The two-digit state designation of the local education agency. *Numeric, 2 digits*	School & District Settings > District > District Information > State District Number District.Number
School Number	The four-digit code assigned to the school building. *Alphanumeric, 4 digits*	School & District Settings > Schools > School Information > State School Number EnrollmentMD.homeschool School.number
School Name	The school name associated with the selected calendar. *Alphanumeric, 50 characters*	School & District Settings > Schools > School Information > School Name School.name
Days Absent	The aggregate number of days the student was absent during the current school year, to the nearest half-day. *Numeric, 4 digits*	N/A
Days Attending	The aggregate number of days the student was in attendance during the current school year, to the nearest half-day. *Numeric, 4 digits*	N/A

Element	Description	Location
Entry Code	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. *Alphanumeric, 3 characters*	Student Information > General > Enrollments > Start Status Enrollment.startstatus
Entered From	Reports blank.	N/A
Entry Date	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. *Date Field, 8 characters YYYYMMDD*	Student Information > General > Enrollments > Start Date and End Date Enrollment.startdate
Exit Code	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. Reports from the 2nd and 3rd left justified positions in the End Status Code (Attribute dictionary > Enrollments > End Status > Code). **00** reports if the Enrollment End Date is null. *Alphanumeric, 3 characters*	Student Information > General > Enrollments > End Status Enrollment.enddate
Exited To	Reports blank.	N/A
Exit Date	The Enrollment End Date. *Date Field, 8 characters YYYYMMDD*	Student Information > General > Enrollments > End Date Enrollment.enddate

Appendix A: Absent calculation

If the student has a value in the FTE override field on the enrollment, then use the following:

1. Find Student's FTE on enrollment
2. Find the number of student day minutes from the calendar
3. Multiply the number of student day minutes by the FTE (move the decimal of FTE two places to the left)
4. Take the number of minutes the student was absent and divide by the product in number #3
5. Absences are defined by any attendance code tied to a state code of 1-21 or state code = 99
    a. **NOTE:** Currently all state codes are counted as an absence. If an attendance code is added that should NOT be counted then logic will need to be updated.

Use the table below to convert to 1,.5, or 0

Percent Absent	Absent Value	Attendance Value
0-33	0	1
34-66	.5	.5
67-100	1	0

If the student does not have an FTE override filled out, then use the following:

- Calculate the total number of absences for the reporting period based on the values found under Calendar> Whole day (absence) and Half day (absence)
    - Absences are defined as any attendance code associated with a state code of 1-21 or 99.