

# Race Ethnicity Wizard (Washington)

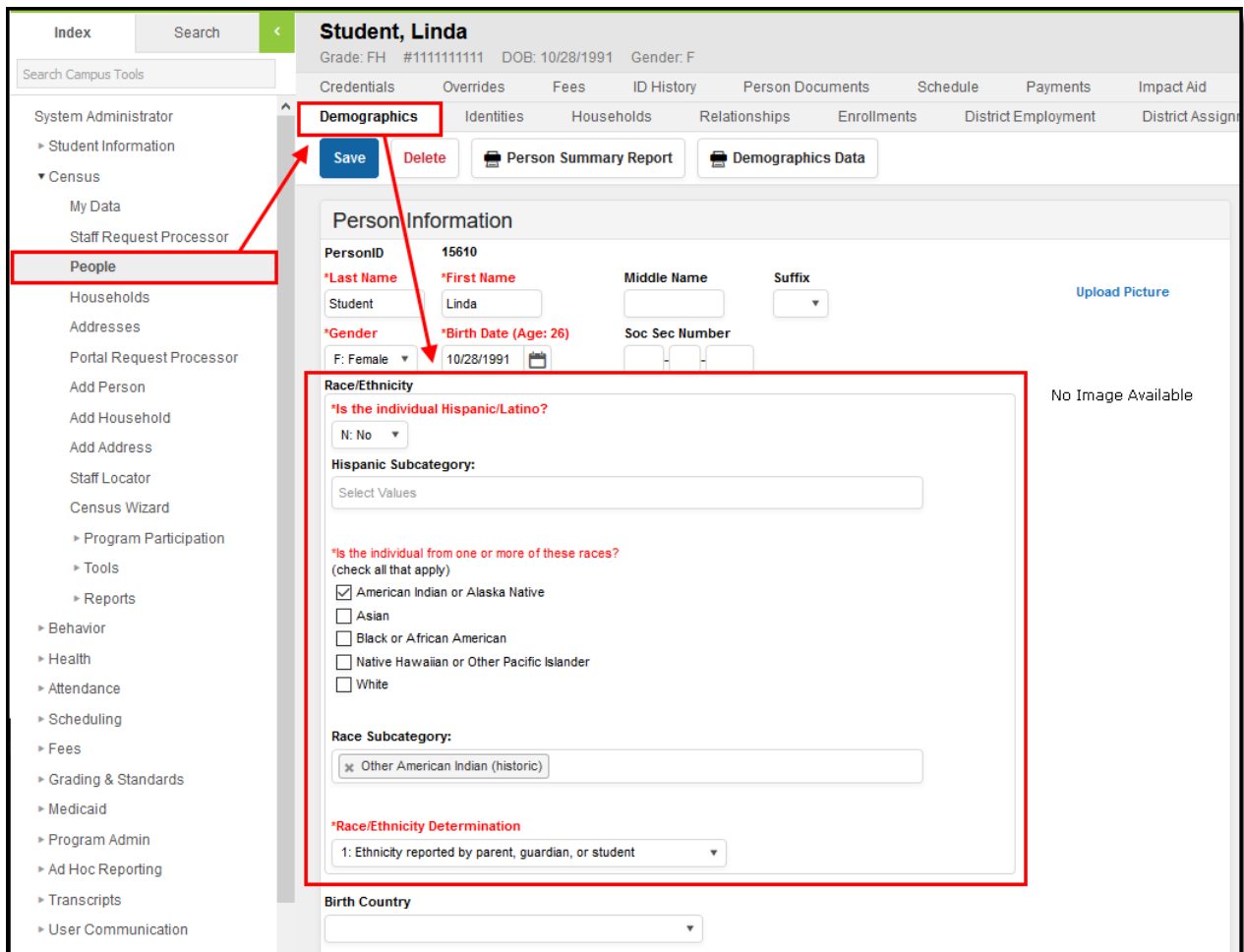
Last Modified on 01/23/2024 3:21 pm CST

[Federal Requirements](#) | [Race/Ethnicity Subcategories](#) | [Adding Race Data via the Race/Ethnicity Wizard](#) | [Race/Ethnicity Information in Ad hoc Reporting](#)

**PATH:** *Census > People > Demographics > Race/Ethnicity*

The Federal government has adopted standards for defining racial and ethnic data to be used by the Department of Education. To address this mandate, Infinite Campus provides a Race/Ethnicity Wizard for users to enter race/ethnicity data for students and all persons, if necessary. See the following sections below for more information about understanding and using Washington localizations to the Race/Ethnicity wizard:

See the core [Race/Ethnicity](#) article for information on necessary tool rights, available Ad hoc fields, and guidance on adding records.



## Federal Requirements

Educational institutions and other recipients of grants and contracts are required to collect and report racial and ethnic data. The following is a summary of the federal requirements:

- When collecting racial/ethnic data at the elementary and secondary school level, the identification of a student’s race and ethnicity is to be primarily made by the parents/guardians of the student rather than the student.

When reporting data to the Department of Education, aggregated racial and ethnic data will be reported in the following seven (7) categories:

| Code     | Racial Category                                  | Definition   |
|----------|--|--|
| <b>1</b> | <b>Hispanic/Latino</b>                           | A person of Cuban, Mexican, Puerto Rican, South Central American or other Spanish culture or origin, regardless of race; and for persons who are non-Hispanic/Latino only.   |
| <b>2</b> | <b>American Indian or Alaska Native</b>          | A person having origins in any of the original peoples of North and South America (including Central America), and who maintains a tribal affiliation or community attachment.   |
| <b>3</b> | <b>Asian</b>                                     | A person having origins in any of the original peoples of the Far East, Southeast Asia or the Indian subcontinent including Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam. |
| <b>4</b> | <b>Black or African American</b>                 | A person having origins in any of the black racial groups of Africa.   |
| <b>5</b> | <b>Native Hawaiian or Other Pacific Islander</b> | A person having origins in any of the original peoples of Hawaii, Guam, Samoa or other Pacific Islands.  |
| <b>6</b> | <b>White</b>                                     | A person having origins in any of the original peoples of Europe, the Middle East or North Africa.   |

## Race/Ethnicity Subcategories

Along with identifying if a student is Hispanic/Latino as well as any other races, users can also define race and hispanic subcategories. This functionality allows users to better describe a student's race and provides more meaningful data within state reports.

### Person Information

**PersonID** 15610

**\*Last Name** Student **\*First Name** Linda **Middle Name**  **Suffix**

**\*Gender** F: Female **\*Birth Date (Age: 26)** 10/28/1991 **Soc Sec Number** --

**Race/Ethnicity**

**\*Is the individual Hispanic/Latino?**  
N: No

**Hispanic Subcategory:**

**\*Is the individual from one or more of these races?**  
(check all that apply)

American Indian or Alaska Native  
 Asian  
 Black or African American  
 Native Hawaiian or Other Pacific Islander  
 White

**Race Subcategory:**

**\*Race/Ethnicity Determination**  
1: Ethnicity reported by parent, guardian, or student

**Birth Country**

## Adding Race Data via the Race/Ethnicity Wizard

A user can add race/ethnicity information on the Demographics or Identities tabs.

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

Save | Delete | Person Summary Report | Demographics Data

### Person Information

PersonID: 11707

\*Last Name: Student | \*First Name: James | Middle Name: | Suffix: | Upload Picture

\*Gender: M: Male | Birth Date: | Soc Sec Number: | No Image Available

**Race/Ethnicity**

Is the individual Hispanic/Latino?  
N: No

Hispanic Subcategory:  
Select Values

Is the individual from one or more of these races?  
(check all that apply)

American Indian or Alaska Native  
 Asian  
 Black or African American  
 Native Hawaiian or Other Pacific Islander  
 White

Race Subcategory:  
x Russian

Race/Ethnicity Determination  
1: Ethnicity reported by parent, guardian, or student

Birth Country: | Date Entered US: | Date Entered US School:

## Add a Race/Ethnicity Code from the Demographics Tab

1. In the Person Information editor, select the **Edit** link next to Race/Ethnicity.
2. Determine the answer to **Is the individual Hispanic/Latino?**

1. If *Y: Yes* was selected, select an **Hispanic Subcategory** value.

Hispanic Subcategories dynamically populate the searchable multi-select dropdown list. If the student/legal guardian(s) has not been re-surveyed, select an option listed as (historic). If the student/guardian(s) has been re-surveyed, select only options that are not identified as (historic). This helps further define the student's hispanic/latino race and is used for state reporting purposes.

2. If *N: No* is chosen, at least one Race checkbox must be selected.
3. Determine the answer to **Is the individual from one or more of these races?** Select all

appropriate options. See the table of Racial Categories for reference.

- Once a race has been selected, select a **Race Subcategory**.

Race Subcategories dynamically populate the searchable multi-select dropdown list based on race selection. If the student/legal guardian(s) has not been re-surveyed, select an option listed as (historic). If the student/guardian(s) has been re-surveyed, select only options that are not identified as (historic). This helps further define the student's race and is used for state reporting purposes.

- Select the **Race/Ethnicity Determination** option. This identifies that either the student or legal guardian(s) has not been re-surveyed, or defines how the individual's race/ethnicity was defined at the time they were re-surveyed. Options are shown in the table below.
- Click the **Save** icon when finished. Updated race/ethnicity information will be visible.

#### Race/Ethnicity Determination Options

| Code | Description   |
|------|---|
| 1    | Ethnicity reported by parent, guardian, or student          |
| 2    | Observed, Ethnicity not reported by parent/guardian/student |
| 3    | Student has not yet been resurveyed                         |

## Race/Ethnicity Information in Ad hoc Reporting

**PATH:** *Ad hoc Reporting > Filter Designer; Ad hoc Reporting > Report Designer*

Related fields have been added to the tools within Ad hoc Reporting for race/ethnicity requirements. These fields are available in the Filter Designer and Report Designer.

| Filter Field             | Location in Ad Hoc                         | Definition  |
|--------------------------|--|---|
| <b>raceEthnicity</b>     | Student > Demographics > raceEthnicity     | Race/ethnicity code of the person. This ties to the state dictated race code. This is not a new option. |
| <b>hispanicEthnicity</b> | Student > Demographics > hispanicEthnicity | Indicates person is considered to be of Hispanic/Latino ethnicity. This is not a new option.            |
| <b>raceEthnicityFed</b>  | Student > Demographics > raceEthnicityFed  | Federal race/ethnicity code. May be different than the raceEthnicity selection.                         |

| Filter Field                        | Location in Ad Hoc                                  | Definition  |
|-------------------------------------|---|---|
| <b>raceEthnicityDetermination</b>   | Student > Demographics > raceEthnicityDetermination | Selection of how the individual was determined to be the selected race/ethnicity  |
| <b>Race Ethnicity Subcategories</b> | Student > Demographics > WA Race Ethnicity          | This folder houses all of the possible race ethnicity subcategories that can be selected on a student's demographic/identity record(s). |

---