

# **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.

Index	Search <	Student, Linda						
Search Campus Too		Grade: FH #1111	111111 DOB: 10/28/19	1 Gender: F				
Search Campus Too	UIS	Credentials	Overrides Fees	ID History	Person Docume	nts Schedule	Payments	Impact Aid
System Admini	istrator ^	Demographics	Identities Hou	seholds f	Relationships E	nrollments District	Employment	District Assignr
Student Infor	mation	Save Delet	e 🛛 🖶 Person Sumn	ary Report	🖶 Demographics Da	ita		
▼ Census								
My Data		Person Info	rmation					
Staff Req	uest Processor	PersonID	15610					
People		*Last Name	*First Name	Middle Name	e Suffix			
Househo	lds	Student	Linda				Upload	Picture
Addresse	es	*Gender	*Birth Date (Age: 26)	Soc Sec Nurr	nber			
Portal Re	quest Processor	F: Female 🔻 🕇	10/28/1991 🛗		-			
Add Pers	on	Race/Ethnicity					No Image	Available
Add Hous	sehold		Hispanic/Latino?				no maga	
Add Addre	ess	N: No 💌						
Staff Locator		Hispanic Subcategory:						
Census V	Wizard	Select Values						
▶ Program	m Participation							
► Tools		*Is the individual fro (check all that appl	om one or more of these rac y)	es?				
▶ Reports	s	American India	n or Alaska Native					
Behavior		Asian						
► Health		Black or Africa	in American in or Other Pacific Islander					
► Attendance		White						
Scheduling								
⊳ Fees		Race Subcatego	y:					
▶ Grading & St	andards	X Other Americ	an Indian (historic)					
▶ Medicaid								
▶ Program Adr	min	*Race/Ethnicity D						
► Ad Hoc Repo		1: Ethnicity report	ed by parent, guardian, or s	tudent	•		J	
► Transcripts		Birth Country						
▶ User Comm	unication			•				
► User Comm	unicauon			•				

# **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
1	Hispanic/Latino	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.
2	American Indian or Alaska Native	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.
3	Asian	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.
4	Black or African American	A person having origins in any of the black racial groups of Africa.
5	Native Hawaiian or Other Pacific Islander	A person having origins in any of the original peoples of Hawaii, Guam, Samoa or other Pacific Islands.
6	White	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.

PersonID *Last Name	15610			
	*First Name	Middle Name	Suffix	
Student	Linda		Julix	
Gender	*Birth Date (Age: 26)	Soc Sec Number		
F: Female V	10/28/1991	Soc Sec Number		
Race/Ethnicity	10/20/1991			
	Il Hispanic/Latino?			
N: No ¥				
				-
Hispanic Subcat	egory:			
Select Values				
				1
The the individual t	rom one or more of these ray	nao?		
"Is the individual fi (check all that app	rom one or more of these rac oly)	ces?		
(check all that app		ces?		
(check all that app	oly)	ces?		
(check all that app American Ind	oly) ian or Alaska Native	ces?		
(check all that app American Indi Asian Black or Africe	oly) ian or Alaska Native	ces?		
(check all that app American Indi Asian Black or Africe	oly) ian or Alaska Native can American	ces?		
(check all that app American Ind Asian Black or Afric Native Hawai	oly) ian or Alaska Native can American	ces?		
(check all that app American Ind Asian Black or Afric Native Hawai White	oly) ian or Alaska Native can American ian or Other Pacific Islander	ces?		
(check all that app American Ind Asian Black or Afric Native Hawai White Race Subcatego	oly) ian or Alaska Native can American iian or Other Pacific Islander <b>pry:</b>	ces?		
(check all that app American Ind Asian Black or Afric Native Hawai White Race Subcatego	oly) ian or Alaska Native can American ian or Other Pacific Islander	ces?		
(check all that app American Ind Asian Black or Afric Native Hawai White Race Subcatego	oly) ian or Alaska Native can American iian or Other Pacific Islander <b>pry:</b>	ces?		
(check all that app American Ind Asian Black or Afric Native Hawai White Race Subcatego	oly) ian or Alaska Native can American iian or Other Pacific Islander <b>pry:</b> can Indian (historic)	ces?		

# 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 As
Save	e 🖶 Person	Summary Report	🖶 Demogra	ohics Data			
Person Info	rmation						
reraonio	11707 *First Name	Middle Na	ime Suffix				
Student	James		•			Upload P	Picture
*Gender	Birth Date	Soc Sec 1	lumber				
M: Male 💌	<b>—</b>	<u> </u>					
Race/Ethnicity						No Image /	Available
Is the individual H	ispanic/Latino?					NU IIIIage /	AVAIIADIR
N: No 🔻							
Hispanic Subcateg	jory:						
Select Values							
(check all that apply American India Asian Black or African	n or Alaska Native						
Race Subcategory	:						
🗶 Russian							
Race/Ethnicity Det	termination d by parent, guardiar	n, or student	¥				
1: Ethnicity reporte							
1: Ethnicity reporte							

## 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?

Campus

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.

4. 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.

- 5. 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.
- 6. 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
raceEthnicity	Student > Demographics > raceEthnicity	Race/ethnicity code of the person. This ties to the state dictated race code. This is not a new option.
hispanicEthnicity	Student > Demographics > hispanicEthnicity	Indicates person is considered to be of Hispanic/Latino ethnicity. This is not a new option.
raceEthnicityFed	Student > Demographics > raceEthnicityFed	Federal race/ethnicity code. May be different than the raceEthnicity selection.



Filter Field	Location in Ad Hoc	Definition
raceEthnicityDetermination	Student > Demographics > raceEthnicityDetermination	Selection of how the individual was determined to be the selected race/ethnicity
Race Ethnicity Subcategories	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).