

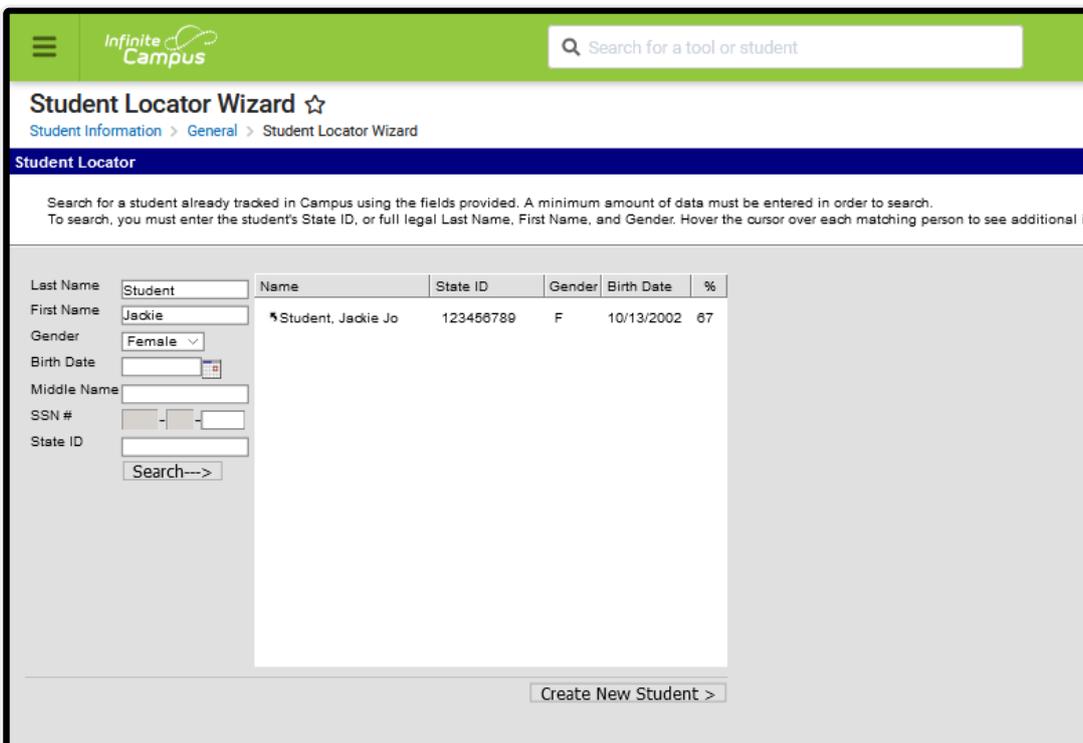
Student Locator Wizard

Last Modified on 02/20/2026 11:06 am CST

Tool Search: Student Locator

The Student Locator Wizard provides a way to search for existing students across the district, and when necessary, create new students. This tool can also be used to locate and update information for a specific student.

The Student Locator searches ALL people in order to prevent duplicates.



The screenshot shows the 'Student Locator Wizard' interface. At the top, there is a search bar with the text 'Search for a tool or student'. Below this, the title 'Student Locator Wizard' is displayed with a star icon. A breadcrumb trail reads 'Student Information > General > Student Locator Wizard'. The main heading is 'Student Locator'. Below the heading, there is a search instruction: 'Search for a student already tracked in Campus using the fields provided. A minimum amount of data must be entered in order to search. To search, you must enter the student's State ID, or full legal Last Name, First Name, and Gender. Hover the cursor over each matching person to see additional i'. The search form includes fields for Last Name (Student), First Name (Jackie), Gender (Female), Birth Date, Middle Name, SSN #, and State ID. A 'Search-->' button is located below the State ID field. A table displays the search results:

Last Name	First Name	Gender	Birth Date	State ID	Name	%
Student	Jackie	Female	10/13/2002	123456789	%Student, Jackie Jo	67

At the bottom of the form, there is a 'Create New Student >' button.

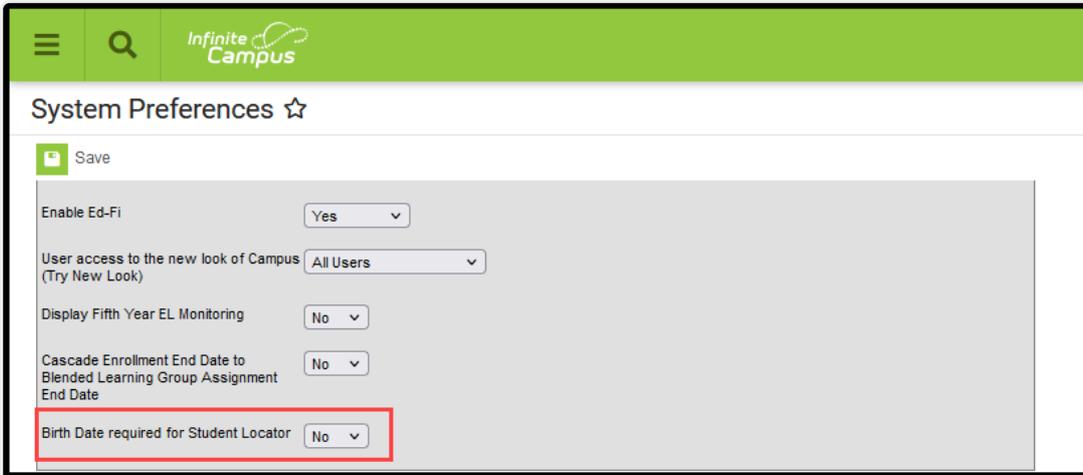
Student Locator

See the [Student Locator Tool Rights](#) article for information about rights needed to use this tool.

Student Locator System Preference

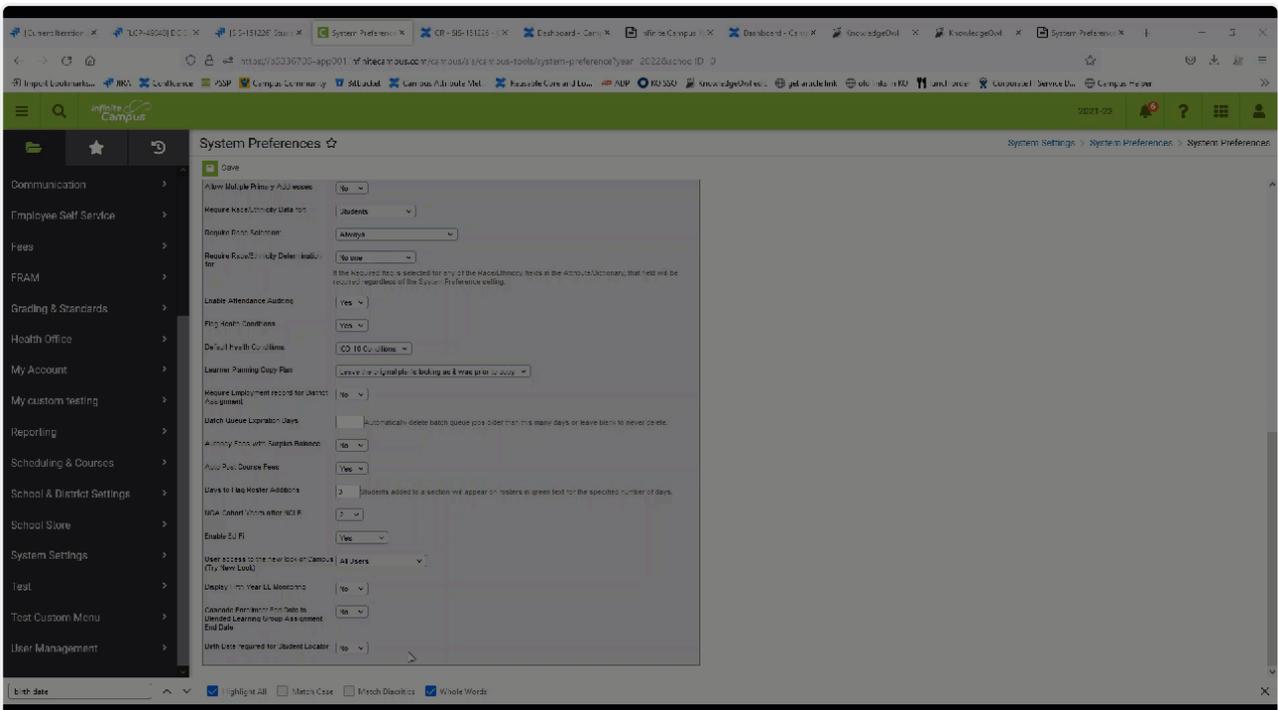
The **Birth Date Required for Student Locator** [System Preference](#), called **Birth Date Required**

for **Student Locator**, determines whether the Birth Date field is required before searching for and locating students.



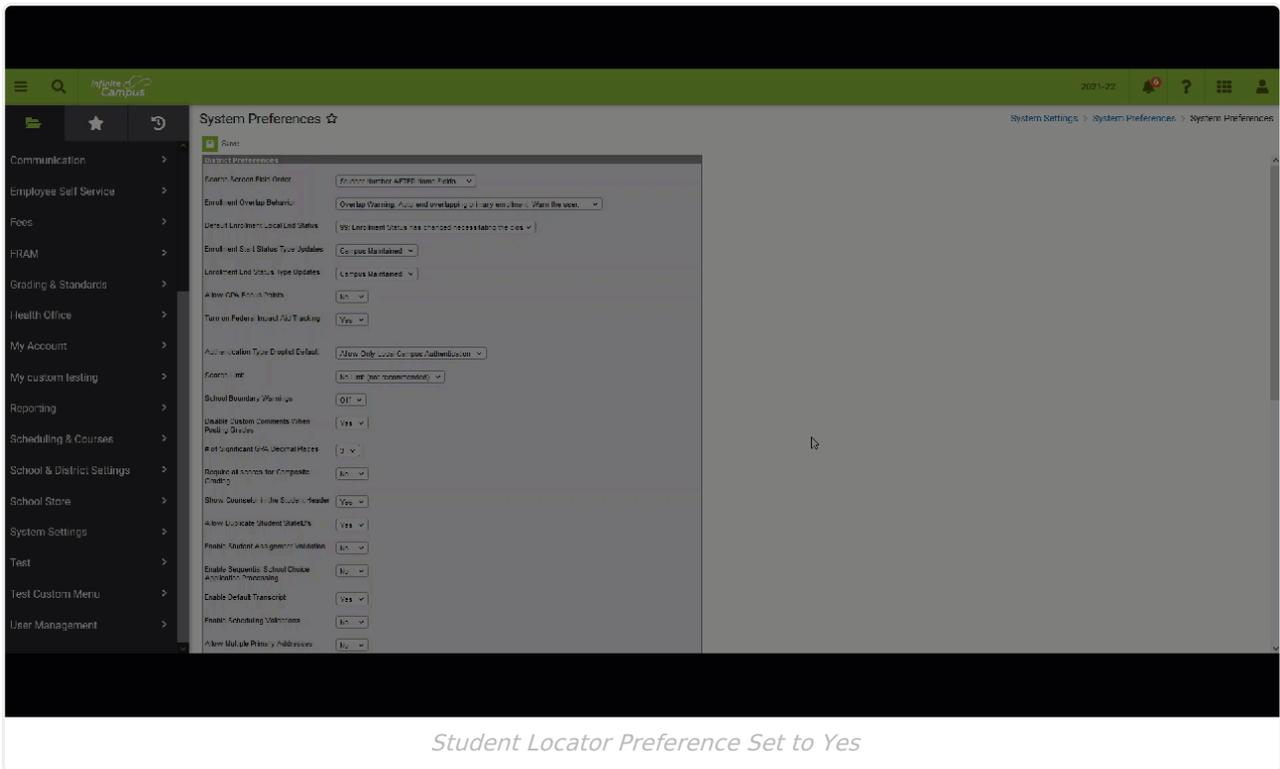
Student Locator Birth Date Preference

When set to **No**, the Search field is available on the Student Locator when the Last Name, First Name, and Gender fields are populated, OR when the State ID field is populated.



Student Locator Preference Set to No

When set to **Yes**, the Search field is available on the Student Locator when the Last Name, First Name, Gender AND Birth Date fields are populated, OR when the State ID field is populated. **For Kentucky districts, this preference is always set to Yes.**



Locate a Student

Searching for a student indicates whether or not the student (or person) already exists in Campus, and when that student does not exist in Campus, a new student can be created. This avoids duplicate student records within Campus and provides a simple way to convert an existing person into a student.

1. Enter search criteria for locating a student. Depending on the selected System Preference settings, a **Last Name, First Name, and Gender**, or **State ID** (preference set to No), or a **Last Name, First Name, Gender, and Birth Date**, or **State ID** (preference set to Yes) must be entered in order to activate the Search button. Additional search criteria can also be entered. Hover over the results to see enrollment information for the student. The hover shows the dates of the student's most recent enrollment, the school and grade level of that enrollment, and the student's guardians. When a student's most current enrollment is marked as No Show, the hover displays the student's previous district's enrollment.

BIE users can search for students based on NASIS ID. For security reasons, this tool only uses the last 4 digits of a student's Social Security number (SSN).

2. Click the **Search** button. Matching results display. On state-linked district editions, both the state and district databases are queried to find matching results. When the state database cannot be reached, a warning message displays indicating only the district database is being queried.

Select a Student from the Search Results

1. Select a student from the search results. The screen changes to the Student Information toolset. The arrow next to the student's name indicates the student is locally enrolled
2. Navigate to the appropriate student tool to verify student information.

See below to view detailed information about how the Percent (%) is calculated.

▶ [Click here to expand...](#)

The percentage listed indicates how closely an existing student matches the entered search values. The Percent (%) column is calculated as **Match % = (X/Y) * 100**, where:

- X = Number of fields that matched the person and any associated identities. A single field value matching identities only provides a single point.
- Y = Number of fields populated for the search

For example, a user enters search criteria of (1) Last Name, (2) First Name, (3) Gender, (4) State ID, and (5) Birth Date. **Y = 5**

The actual person record has two identities:

- First name matches on one identity (+1)
- Gender matches on two identities (+1)
- Last Name matches on two identities (+1)
- Birth Date matches on two identities (+1)
- State ID does not match on person (+0)

$$X = 1+1+1+1+0 = 4$$

$$\text{Match} = (4/5) * 100 = 80\%$$

Ranking comes after match filtering. When the State ID and or Gender fields are used for searching, records that do not match are excluded from the list. For all other fields, results display as long as at least one of those field values match.

Once a student is selected from the search results, **the Identity Information fields - Last Name, First Name, Middle Name, Suffix, Gender, Birth Date and Social Security Number - cannot be modified.** These fields are READ ONLY and are not editable.

Student Locator

Search for a student already tracked in Campus using the fields provided. A minimum amount of data must be entered in order to search. To search, you must enter the student's State ID, or full legal Last Name, First Name, and Gender. Hover the cursor over each m

Last Name	Name	State ID	Gender	Birth Date	%
Student	Student, Peter Paul	123456789	M	10/17/2005	100
Student	Student, Peter John	234567890	M	06/05/2003	100

Person Info

Student Number: Automatically Generated
State ID: 123456789

Identity Info

*Last Name: Student | *First Name: Peter | Middle Name: Paul | Suffix: [v]
 *Gender: M: Male | *Birth Date: 10/17/2005 | Soc Sec Number: [] [] [] [] [] []

Race/Ethnicity

*Is the individual Hispanic/Latino? [v]
 *Is the individual from one or more of these races? (check all that apply)
 American Indian or Alaska Native
 Asian
 Black or African American

Upload Picture
No Image Available

Identity Information Fields Not Editable

Create a New Student

1. When the student is not found, click the **Create New Student** button.
2. When this creation is occurring in a State Edition state, a warning message displays indicating a new state ID is created for the student. Click **OK** to acknowledge this message.
3. A page that mimics the [Census Demographics](#) tool displays. Enter at least the required information.

See the [Student Locator Data Entry Fields](#) for definitions of the available fields.

A school must be selected in the Campus toolbar to create the student.

Student Locator Wizard ☆

Save

Person Info
 Student Number
 State ID

Identity Info

*Last Name	*First Name	Middle Name	Suffix	
<input type="text" value="Student"/>	<input type="text" value="Jack"/>	<input type="text"/>	<input type="text"/>	Upload Picture
*Gender	Pronouns			
M: Male <input type="button" value="v"/>	<input type="text"/>			
*Birth Date	Soc Sec Number			
<input type="text"/>	<input type="text"/>			

Race/Ethnicity

***Is the individual Hispanic/Latino?**

***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 Ethnicity

Race/Ethnicity Determination

Birth Country

Birth State

Date Entered US

Date Entered US School

Immigrant

Birth Verification

***Home Primary Language**

Native Language Interpreter

Student Locator Editor

Student Locator Data Entry Fields

Included below are the fields available in the Query Wizard when building reports. These fields can be found when creating **Student Data Type** Filters in the following locations:

- Student > Demographics
- Student > Demographics > Identity History
- Student > Learner

Person Information Field Descriptions

Field	Description	Ad hoc Fields
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Field	Description	Ad hoc Fields
Student Number	<p>Student's district identification number, used within the school/district.</p> <p>Student Number Format System Preferences determine the behavior of this field.</p> <p>When the Student Number Format is set to No Auto Numbering, a user can enter a specific student ID number.</p> <p>When the Student Number Format is set to any of the other options:</p> <ul style="list-style-type: none"> • When a person already exists in the database and has a Student Number assigned, modifying that number is not possible (the field displays in gray text and cannot be edited). • When the person already exists in the database but a Student Number is NOT assigned, red text indicates the number is Automatically Generated. 	student.studentNumber
State ID	<p>Student's identification number, as assigned by the state Department of Education.</p> <p>Generation of this field may depend on the district/state System Preferences. Verify selections for the Student State ID Method. This is available for State Edition installations and State Edition-linked District Editions.</p>	student.stateID
NASIS ID	<p>Only applicable for BIE users.</p> <p>New BIE students are automatically assigned a NASIS ID.</p>	student.otherID

Identity Information Field Descriptions

Protected Identity Information is available on the [Identities](#) tool.

Field	Description	Ad hoc Fields
Last Name	The individual's last name.	student.lastName

Field	Description	Ad hoc Fields
First Name	The individual's first name.	student.firstName
Middle Name	The individual's middle name.	student.middleName
Suffix	The generational assignment as part of his/her name (i.e., Jr, III).	student.suffix
Gender	The indication of whether the person is male, female, or non-binary. Gender options may vary by state.	student.Gender
Pronouns	The indication of the person's preferred pronouns. For additional information, please refer to Pronoun Setup . When defined, pronouns are available in Pronoun drop lists throughout Campus.	ident.pronounID
Birth Date	Person's date of birth.	student.birthDate
Social Security Number	The Federally-assigned Social Security number (SSN). Please see additional information on Social Security Number Tool Rights .	student.ssn
Race/Ethnicity	Person's race/ethnicity determination. Please see additional information on the Race/Ethnicity tool.	student.raceEthnicityFed
Birth Country	Indicates the country of birth. This is required in some states.	student.birthCountry
Birth State	Indicates in which state the person was born.	student.birthState
Date Entered US	Indicates the date the person moved to or entered the United States.	ident.dateEnteredUS
Date Entered US School	Indicates the date the person began attending school in the United States.	ident.dateEnteredUSSchool
Birth Verification	Proof of the person's existence, usually in the form of a birth certificate. Options may vary by state; the following are possible selections: <ul style="list-style-type: none"> • Birth Certificate • Attending Physician's Certificate • Permanent School Record • Family Bible • Parent Statement • Last Year's Attendance Register • Other Scholastic Record 	ident.birthVerification

Field	Description	Ad hoc Fields
Home Primary Language	Indicates the language most frequently and fluently spoken in the student's household.	student.homePrimary Language
Nickname	Nickname preferred by the person. <i>This field may not appear for all states.</i>	student.alias
Comments	Additional comments about the person.	ident.comments

The screenshot shows the 'Enrollment Detail' form. Key fields include:

- *Calendar**: A dropdown menu.
- *Schedule**: A dropdown menu with 'Main' selected.
- *Grade**: A dropdown menu.
- Class Rank Exclude**: A checkbox.
- External LMS Exclude**: A checkbox.
- *Start Date**: A date picker.
- No Show**: A checkbox.
- End Date**: A date picker.
- End Action**: A dropdown menu.
- *Service Type**: A dropdown menu with 'P: Primary' selected.
- *Local Start Status**: A dropdown menu with 'Select a Value'.
- Local End Status**: A dropdown menu with 'Select a Value'.
- State Start Status**: A dropdown menu.
- State End Status**: A dropdown menu.
- Start Comments**: A text area.
- End Comments**: A text area.

 At the bottom right, it says 'Rolled From Enrollment ID: N/A'.

Enrollment Detail Field Descriptions

- Enrollment fields may vary by state. See the [Enrollments](#) article for more information about state-specific Enrollment fields.
- Users without tool rights to the calendar in which they are enrolling a student can enroll the student. However, the user is prevented from accessing any other Student Information tools during this process.
- The same System Preferences are enforced when enrolling students via the Student Locator.

Field	Description	Ad hoc Fields
Calendar	Lists the school name and the school year the student is enrolled in.	student.calendarName
Schedule	Displays the calendar's schedule structure for the calendar the student is enrolled in.	schedStructure.name

Field	Description	Ad hoc Fields
Grade	<p>Indicates the grade level of the enrollment record. Grade levels should be mapped to state grade levels for proper reporting.</p> <p>When Grade Level Age settings are in effect, a warning message displays if a grade level is selected and the student is not of the appropriate age for the selected grade level.</p>	student.grade activeEnrollment.grade
Class Rank Exclude	<p>Indicates this enrollment record is not included in class rank calculations. This is often selected for foreign exchange students or for students with special education needs.</p>	activeEnrollment.classRankExclude
Start Date	<p>Lists the first day of instruction for this enrollment record.</p>	student.startDate activeEnrollment.startDate
No Show	<p>Indicates the student did not attend the school during the allotted time period determined by the district.</p>	N/A
End Date	<p>Lists the last day of instruction for this enrollment record.</p>	student.endDate activeEnrollment.endDate
End Action	<p>Indicates the selection of promoting, retaining, or demoting a student to the next, previous, or same grade level for the next school year. See the End Action section for more information.</p>	activeEnrollment.endAction
Service Type	<p>Indicates the type of enrollment and the intended service the student receives. Service types are Primary, Partial (Supplemental) or Special Education.</p> <p>When a student has multiple concurrent enrollments (an 8th grade student enrolled in the Middle School taking High School classes for part of the time), the Middle School enrollment would be marked as Primary and the High School enrollment would be marked as Partial.</p>	student.serviceType activeEnrollment.serviceType
Local Start Status	<p>Lists the local enrollment start code for the student. The mapped State Start Status code displays below this field.</p>	activeEnrollment.startStatus

Field	Description	Ad hoc Fields
Local End Status	Lists the local enrollment end code for the student. The mapped State End Status code displays below this field	activeEnrollment.endStatus
Start Comments	Displays any comments about the start of the enrollment - who entered the enrollment, verified information, etc.	activeEnrollment.startComments
End Comments	Displays any comments about the end of the enrollment.	activeEnrollment.endComments

Upon saving the enrollment, the system verifies that the correct Structure ID (visible in the Schedule Structure Detail editor) is associated with the selected Calendar ID (visible in the Calendar Information editor).

When there is a mismatch, an error message displays indicating that the two IDs do not match. When this occurs, the enrollment cannot be saved, and Campus Support must be contacted to resolve the issue.

Troubleshooting Errors

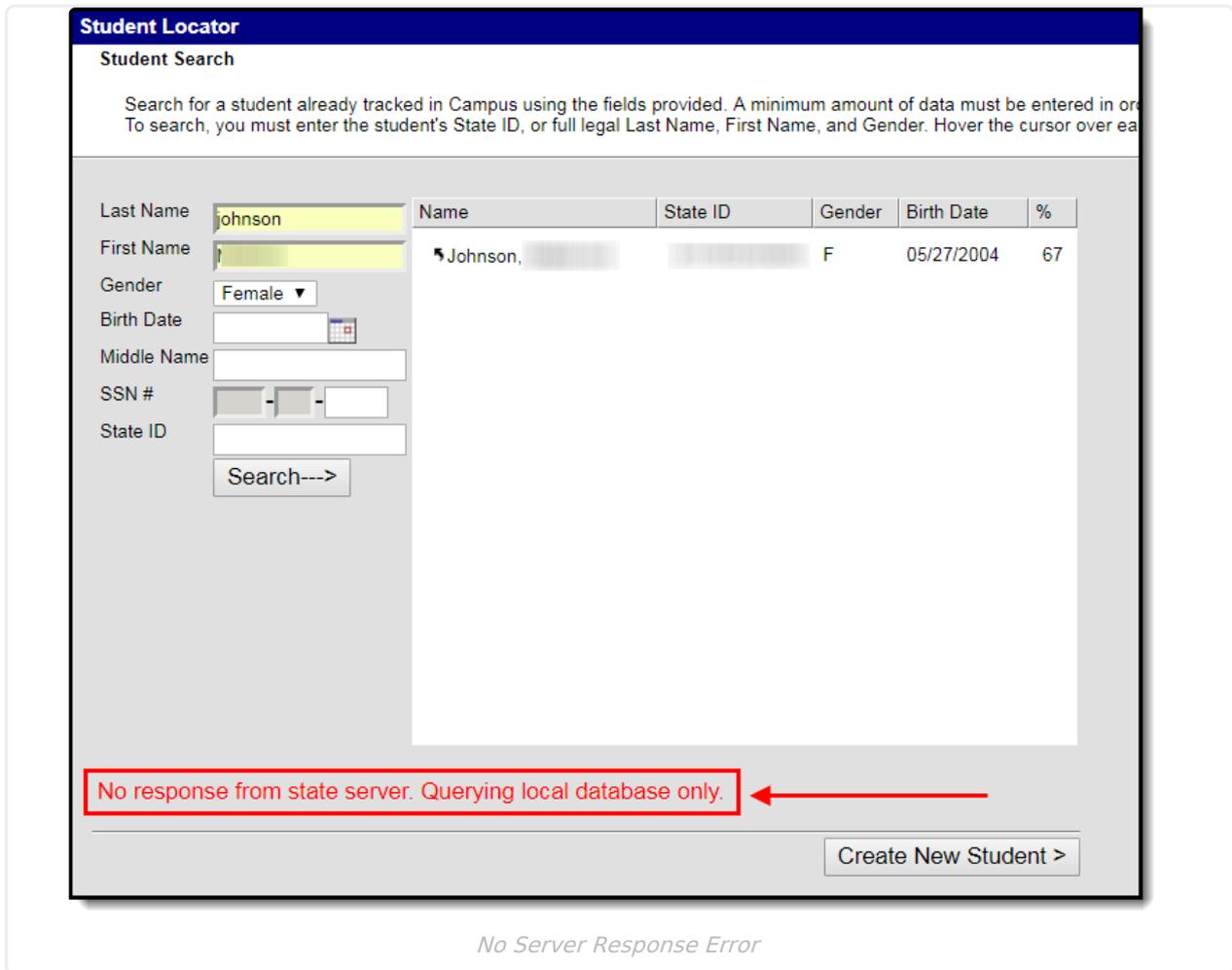
This section describes potential errors you may encounter when using the Student Locator.

No Response from State Server

When a state-linked (DIS-enabled) district has trouble connecting to the state database, the Student Locator only queries the district's local database when searching for and producing search results. When users encounter this error, an error message appears (see the image below).

Users can still create new students in their district; however, the records may not sync to the DIS-linked state edition or be assigned a State ID until the underlying DIS issues are resolved.

The district should report this issue to Campus via their authorized support contacts.



Advanced State Search Failed

When a state-linked (DIS-enabled) district has trouble connecting to the state, a warning message appears (see the image below).

Although this error message indicates that first-name synonym search results cannot be used at this time, you can still proceed with creating new students in your district. However, you should be extra vigilant in performing multiple searches using variations of a student's first name.

Districts should report this issue to Campus via their authorized support contacts.

Student Locator

Student Search

Search for a student already tracked in Campus using the fields provided. A minimum amount of data must be entered in order to search. To search, you must enter the student's State ID, or full legal Last Name, First Name, and Gender. Hover the cursor over each matching person to see additional information. Select a person from the list or click the Create New Student button.

Last Name

First Name

Gender

Birth Date

Middle Name

SSN #

State ID

Name	State ID	Gender	Birth Date	%
No matches found				

Advanced State Search Failed. Nicknames will not be matched on at the state level.
←

Advanced State Search Failure

State-Specific Information

Fields may vary by state. Follow the link to view information for your state. If your state is not listed, refer to the information above.

- [North Carolina](#)