

Student Summary

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Tool Search: Summary

The Student Summary tool lists basic student information to provide a quick look at student data. This is a read-only tool that displays data entered in [Census](#) tools: [Identities](#) and [Demographics](#), [Address](#) and [Households](#). Functionality is the same in all locations, but review the [Tool Rights](#) section for additional information.

The screenshot shows the 'Summary' page for student Abegg, Dylan V. At the top, it displays the student's name, ID, grade (11), birth date (09/15/2007), and counselor (Joy Counselor). Below this are icons for various attributes: Medical Condition(s), HS Graduation, Custody Restriction, Peer Tutor, NHS, and 504 Student. A link for 'All On-Site' is also present.

The main content is divided into two columns. The left column contains 'Person Information' and 'Households'. The 'Person Information' section includes a table with the following data:

Full Name	Grade	Birth Date	Age	Student Number
Abegg, Dylan Victor	11	9/15/07	17	171900001

Below the table, it lists 'Cell Phone' as (763)555-0175, 'Homeroom' as 367, and 'Primary Home Language' as 045: Spanish. A 'Show More' link is at the bottom right of this section.

The 'Households' section shows the 'Abegg' household as 'PRIMARY'. It lists the household address: 4321 109th Ave NE, Blaine, MN 55449, with a 'map' link. It also lists two guardians: 'Father Abegg, Donald L (Guardian)' with 'EMERGENCY PRIORITY 1' and 'Step Parent Abegg, Millie (Guardian)' with 'EMERGENCY PRIORITY 2'. Both have a 'G' icon.

The right column contains 'Quick Contacts', which lists 'Father Abegg, Donald L (Guardian)' with 'EMERGENCY PRIORITY 1' and 'Cell Phone (763)555-0198', and 'Step Parent Abegg, Millie (Guardian)' with 'EMERGENCY PRIORITY 2' and 'Cell Phone (763)555-0197'. Both also have a 'G' icon.

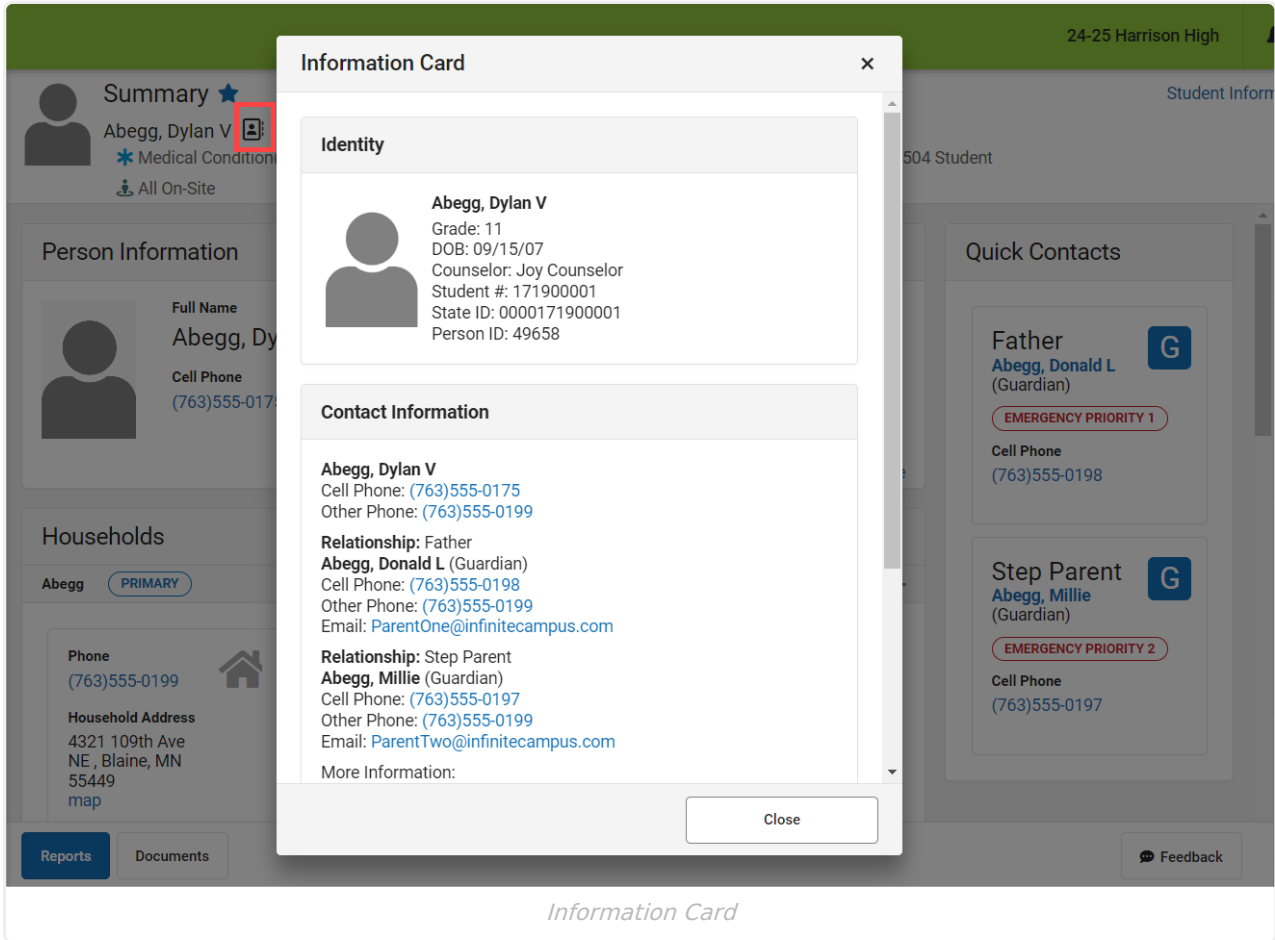
At the bottom of the interface, there are buttons for 'Reports', 'Documents', and 'Feedback'.

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

Information Card

Clicking on the Information Card located to the right of a student's name will open a pop-up

window with a summarized view of that student's information. You may see different information here for students based on what has been entered into Infinite Campus for them. For example, if a student has not been assigned a counselor, that will not appear. For Contact Information, the student's contact information will appear first, followed by any persons marked as guardian for the student in the order of the Emergency Priority, if set.



Person Information

The **Person Information** area lists the student's name, student number, grade level, birth date and age, contact information, and their assigned Primary Home Language.

Summary ★

Abegg, Dylan V Student #: 171900001 Grade: 11 DOB: 09/15/2007 Counselor: Joy Counselor

★ Medical Condition(s)
 🚑 HS Graduation
 👤 Custody Restriction
 👤 Peer Tutor
 🏆 NHS
 📄 504 Student

[All On-Site](#)

Student Inf

Person Information

	Full Name Abegg, Dylan Victor	Grade 11	Birth Date 9/15/07	Age 17	Student Number 171900001
	Cell Phone (763)555-0175	Homeroom 367	Primary Home Language 045: Spanish		

Show More

Quick Contacts

Father G

Abegg, Donald L
(Guardian)

EMERGENCY PRIORITY 1

Cell Phone
(763)555-0198

Step Parent G

Abegg, Millie
(Guardian)

EMERGENCY PRIORITY 2

Cell Phone
(763)555-0197

Households

Abegg PRIMARY

Phone
(763)555-0199

Household Address
4321 109th Ave
NE, Blaine, MN
55449
[map](#)

Father G

Abegg, Donald L
(Guardian)

EMERGENCY PRIORITY 1

Step Parent G

Abegg, Millie
(Guardian)

EMERGENCY PRIORITY 2

Reports
Documents
Feedback

Person Information

For more information about the student, click the **Show More** link in the lower right hand corner of the card. In this section, the student's active transportation information displays (In Bus number only), as well as the student's academic locker, household address(es), state ID, race/ethnicity information and gender.

Most identifying information about the student (name, birth date, etc.) is entered and/or viewable on the student's [Demographics](#) tool. Bus information is entered on the student's [Transportation](#) tool, and Academic Locker information is entered on the student's [Lockers](#) tool.

- Active bus information displays based on the entered start and end dates of the transportation record. When an end date is added to an active record, that record is active through midnight of the entered end date. A new transportation would be active the next day. The active record displays in bold text in the Transportation Calendar. Transportation records only appear here for users who have been given rights to view them.
- Academic Locker information displays based on the [Attribute Dictionary Locker Type](#) code of **ED**. Locker Types (codes, names, etc.) can be modified by users; if you have changed this in the Attribute Dictionary, be aware that locker information may not display on Student Summary.

If updates are needed and users are assigned the appropriate tool rights, select the **Click to View/Edit: Census > People > Demographics** link. This opens the Demographics tool where changes to this information can be made.

Follow your district's policy for updating demographic data.

Households

The **Households** area provides a view of all of the student's households. If a student resides in three different households, all of those households would be listed here. This section includes "tiles" for each household address and members of that household. This lets you quickly see who resides in the household and who to contact if there is an issue.

Household Information

The first tile lists the household phone number and address(es), and displays as entered on the [Household Info](#) tool and [Household Addresses](#) tool.

The screenshot shows the 'Households' interface for a student named Abegg. The main area contains a grid of household member tiles. The first tile, highlighted with a red box, shows the household phone number (763)555-0199 and the household address: 4321 109th Ave NE, Blaine, MN 55449, with a 'map' link. Other tiles include 'Father Abegg, Donald L (Guardian)' with 'EMERGENCY PRIORITY 1', 'Step Parent Abegg, Millie (Guardian)' with 'EMERGENCY PRIORITY 2', 'Self Abegg, Dylan Victor' with 'ENROLLMENT' at '24-25 Harrison High', and two 'Step-Sibling' tiles for Emma and Justin James, both with 'ENROLLMENT' at '24-25 Arthur Elementary' and '24-25 Fillmore Middle School' respectively. A sidebar on the right shows 'Step Parent Abegg, Millie (Guardian)' with 'EMERGENCY PRIORITY 2' and 'Cell Phone (763)555-0197'. At the bottom, there are 'Reports' and 'Documents' buttons, and a 'Feedback' icon.

Active Address Information

Active Address information is based on the end date entered into the address, which includes the last day. For example, if the address is ended for a household as of September 19, that address is considered active until midnight on September 19. At 12:01 a.m. on September 20, the new address becomes the active address, prints on reports, and displays on the Summary page.

If the information in this section needs to be updated and users are assigned the appropriate tool rights, select the **Click to View/Edit: Census > People > Membership in Households** link. This opens the person's Household tool, where changes can be made to this information.

Follow your district's policy for updating household information.

The images above show a family who has one primary household. In Campus, households are assumed to be Primary unless the Secondary checkbox is marked on the individual's [Household Membership](#), or if there is only one household for those members. Notice how in the previous images, a Primary label displays for the household information.

In the image below, two members of that Primary household are now members of an additional household and have the Secondary checkbox marked on the Household Membership. Now on the Student Summary, the Second Household has a Secondary label.

Households

Abegg	PRIMARY	+
Ruger	SECONDARY	-

Household Address

9876 Maple Street
Blaine, MN 55449
[map](#)

Mother

Ruger, Maria
(Guardian)

EMERGENCY PRIORITY 3

Self
Abegg, Dylan Victor

ENROLLMENT

24-25 Harrison High

Grade
11

Click to View/Edit: [Census > People > Membership in Households](#)

Secondary Household Display

Household Members and Relationships

Each member of the household is listed in their own tile. Any individual who has an active relationship (no entered end date) with the selected student displays on their own tile. If all relationships have been ended or there are no relationships established between the student and anyone else in the household, only the household information tile and the Self tile display.

Guardians display first, after the household information, with a large G. This information is entered on the person's Relationships tool, and lists the name assigned to the [Relationship](#), which vary by district.

Relationship Type Display

Click the hyperlink of a household member's name to view their **Personal Contact Information** (entered on [Demographics](#)). A side panel displays to the right, listing all entered ways of contacting that individual - phone numbers, email, etc. Click the **Close** button to return to the Student Summary.

Personal Contact Information Side Panel

An information icon next to an individual's name indicates that a comment has been entered on

that person's Personal Contact Information. You can hover to see the message.

A tile for the selected students (labeled as Self) and siblings also display. In addition to entered contact information for the student and siblings, the school of enrollment and grade level are listed on the tile and the side panel. This displays the most current primary enrollment information for those members (school of enrollment and grade level).

- Future enrollment information does not show until the start date of that enrollment.
- If a student has multiple enrollments in the current school year, only the last grade level completed (last enrollment with an end date in a past calendar) displays, regardless of the enrollment end date.
- If a student has enrollments with end dates and enrollments without end dates, the current grade level (from the most recent enrollment) displays.
- Ended non-household relationships set to a relationship of *Self* are not listed.

Quick Contacts

The screenshot displays a student profile for Dylan V. Abegg. The 'Quick Contacts' sidebar on the right lists two guardians: Donald L. Abegg (Father, Emergency Priority 1) and Millie Abegg (Step Parent, Emergency Priority 2). The main profile area shows personal information and household details, including a primary household with a home address and phone number.

Quick Contacts includes information for those who are flagged as Guardian or have an Emergency Priority assigned to them. The following logic applies to which phone numbers display for Quick Contacts:

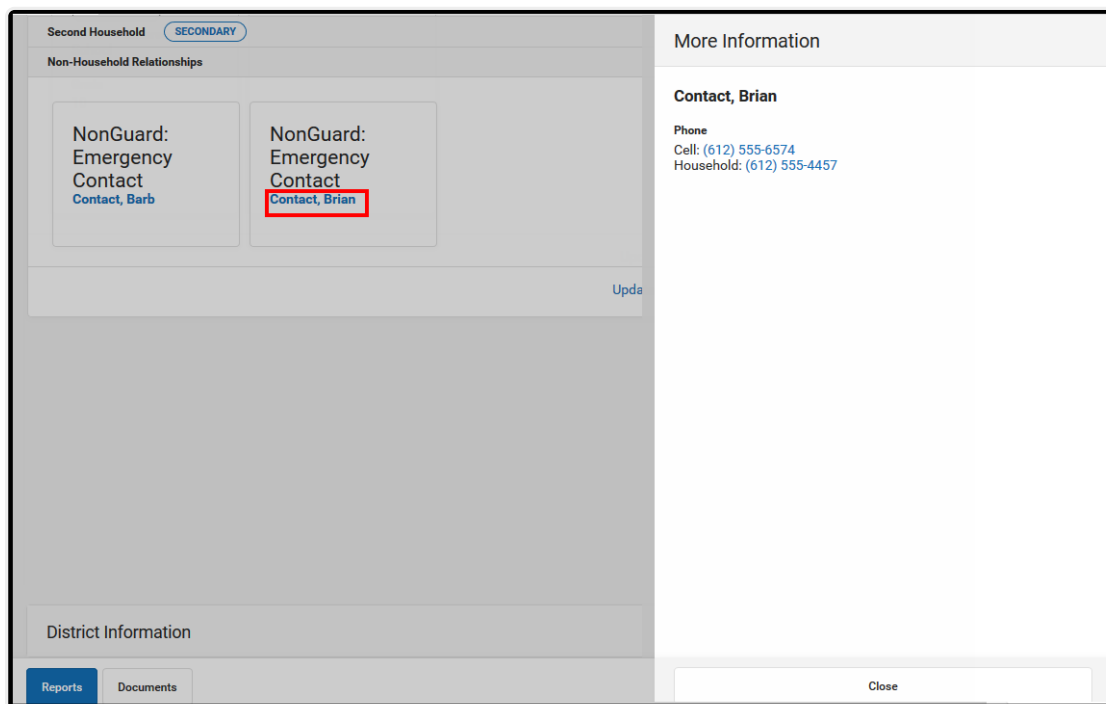
1. **Cell Phone** always displays, no matter what number is added first.
2. **Work Phone** displays when the Cell Phone has not been added and other numbers have.
3. **Other Phone** displays when the Work Phone and the Cell Phone have not been added and other numbers have.

4. **Pager** displays when no other number has been added, and only the Household Number is listed.
5. When only the **Household Number** is added for the contact, the contact will not be included in the Quick Contacts list.

Non-Household Contacts

Relationships to people outside of the household (aunt/uncle, daycare provider) appear in the Non-Household Relationship section. These individuals also have a relationship with the student, and may be marked as Emergency contacts. Click the hyperlink of their name to view the **More Information** side panel. This panel contains their Personal Contact Information (if entered) and their Household number (if entered).

Emancipated students also have non-household relationships established with themselves. See the [Emancipated Students](#) article for more information.



Non-Household Contact Information

Non-household contacts who have been designated by the guardians as Emergency Contacts display in the Quick Contacts section, along with the Guardians. This is determined by the **Emergency Priority** field on the Relationship tool. An Emergency Priority label displays as well in the Quick Contacts list, in the Non-Household Relationships section, and when viewing the side panel for that individual.

If the Emergency Priority field is not populated, only relationships marked as Guardian display in the Quick Contacts list.

District Information

If a district has created custom elements for use on the Student Summary, those elements display at the bottom of the screen. Your district should provide information on managing these fields.

Modification Alert

Because student information is protected under FERPA, certain fields on the Student Summary are controlled by specific tool rights (i.e., Social Security number). In addition to tool rights, notifications display in the Person Information area when the Summary data has been modified. This change alert lists the user who made the modification, the date of the modification and the time.

Student Summary Reports

The information that displays on the Student Summary can be printed and given to parents/guardians or other personnel for a review of the data.

The screenshot displays the 'Student Summary Reports' interface. At the top, it shows the student's name 'Abegg, Dylan V' and various identifiers like Student #, Grade, and DOB. Below this, there are sections for 'Person Information' (with a table of fields like Full Name, Grade, Birth Date, Age, Student ID, Cell Phone, Homeroom, and Primary Home Language) and 'Households' (listing 'Abegg' as the primary household and including details for 'Father Abegg, Donald L' and 'Step Parent Abegg, Millie'). On the right side, a 'Reports' menu lists various options such as 'View as PDF', 'Person Summary Report (PDF)', 'Person Summary Report (DOCX)', 'Person Summary Report w/Picture (PDF)', 'Person Summary Report w/Picture (DOCX)', 'Print Mailing Label (PDF)', 'Print Mailing Label (DOCX)', 'Print Envelope (PDF)', and 'Print Envelope (DOCX)'. At the bottom left, a 'Reports' button is highlighted with a red box, and a 'Documents' button is visible next to it. A 'Close' button is located at the bottom right of the reports menu.

The **View as PDF Report** generates a PDF of the Student Summary as it currently displays. If all of the cards are expanded, all of that information prints; if the Show More option is expanded and only the Primary Household card is expanded, that information prints.

Two options of the same report are available, and print in either PDF or DOCX.

- **Person Summary Report** (also available on the [Census Demographics](#) tool)

- **Person Summary Report with Picture**

In addition, a mailing label and an envelope can also be printed. These two print addresses marked as mailing, and are available in either PDF or DOCX.

- **Print Mailing Label** - uses 1" x 2-5/8" labels (Avery 5160)
- **Print Envelopes** - uses with a **#10 envelope** (4 1/8 x 9 1/2)

For troubleshooting issues with printing and printer settings, see the [Printing Labels](#) article.

Documents

Documents can be uploaded from the student's previous schools of enrollment that relate to student summary information. This uses the [Digital Repository](#) features. There is no limit to the amount of documents uploaded here, but be aware your district may have set a maximum file size value.

Only documents uploaded to the Student Summary tool display here. Other types of uploaded documents do not display. To see other types of uploaded documents, view them on the [Person Documents](#) tool.

Mark the **Consent** statement (files cannot be saved if this is not marked), and click the **Select File** button to locate and upload documents. File names must be unique. Click the **Save** button when finished. A successful upload displays a Done checkmark next to the Select Files button. Close the side panel by clicking the **Cancel** button.

Uploaded files can be sorted by Newest (most recently uploaded) or Oldest. To remove an uploaded document, click the red X next to the file name.

For more information on document upload, see the [Manage Document Attachments](#) article.