

# Student Demographic Requests (Portal Request Processor)

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**Tool Search:** Portal Request Processor

The Student Demographic Requests contain request changes for student demographic data, such as:

- First Name, Last Name, Middle Name, Suffix
- Gender
- Date of Birth
- Social Security Number
- Race/Ethnicity Designations, including any localized race/ethnicity fields that are used at a state level

These options are determined by the [Portal Self Service Options](#).

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Infinite Campus

### Portal Request Processor ☆

Census > Change Requests > Portal Request Processor

Show: Requests made after:  Request Type:  Status:

| Request Date     | Requester              | Request For      | Request Type        | Status   |
|------------------|------------------------|------------------|---------------------|----------|
| 04/28/2021 13:13 | Parent, Nicole Jessica | Student, Tiffany | Student Demographic | Approved |

**Change Request**

**Date Submitted:** 04/28/2021 13:13:00 -0500

**Requested By:** Nicole Jessica Parent

**Requested For:** Tiffany Student

**Enrollment:** 2020-21 Forest Elementary (Grade: 01)

**Request Type:** Student Demographic

**Requester Comments:**

**Status:** Approved

**Processed By:** System SME Administrator

**Processed on:** 04/28/2021 13:16:00 -0500

**Request Detail:**

| Field            | Original Value | Change Request                               |
|------------------|----------------|--|
| Hispanic/Latino  | N              | Y  |
| raceEthnicityFed | 4              | 1  |
| effectiveDate    | 10/01/2018     | 04/28/2021                                   |
| Race Subcategory |                | sicherokee:American Indian - Cherokee        |
| Race Subcategory |                | blsomali:Black - Somali                      |
| Race Subcategory |                | askorean:Asian - Korean                      |
| Race List        |                | 2: American Indian or Alaska Native          |
| Race List        |                | 3: Asian                                     |
| Race List        |                | 5: Native Hawaiian or Other Pacific Islander |

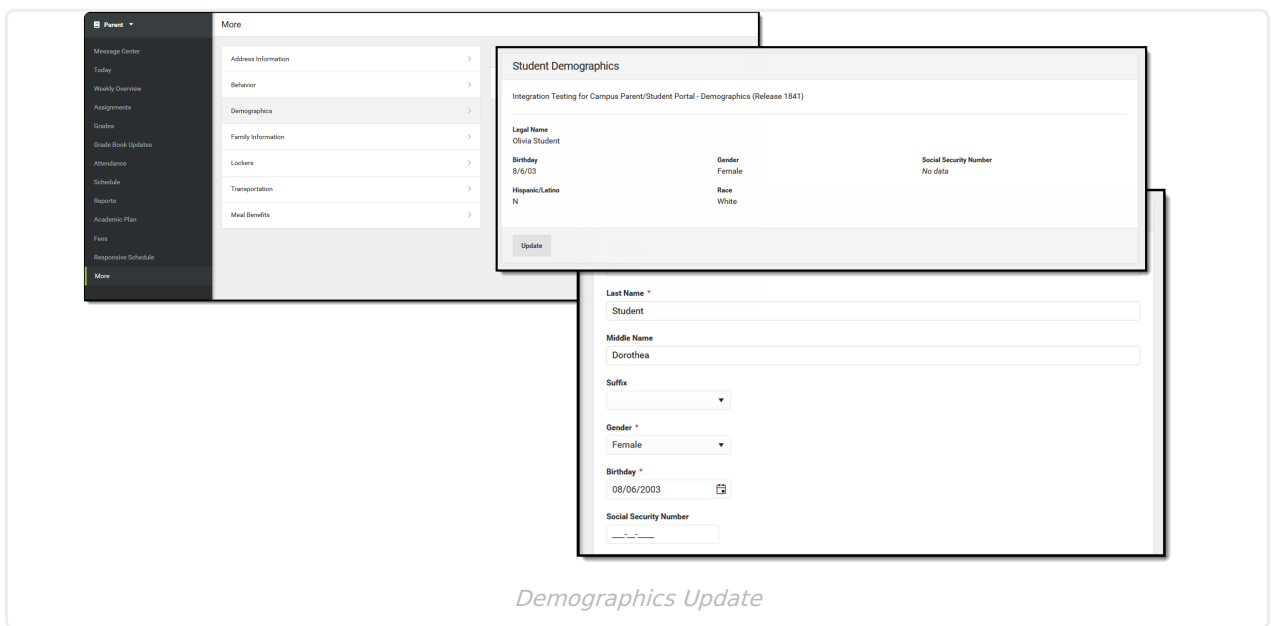
*Portal Request Processor Demographic Requests*

Staff who have rights to see the Portal Request Processor can view the following details about the change request:

| Field                 | Description   |
|-----------------------|---|
| <b>Date Submitted</b> | Notes when the portal user entered the request to change information.   |
| <b>Requested By</b>   | Name of the person requesting the change.   |
| <b>Requested For</b>  | Name of the student or person for whom the change is being made.  |
| <b>Enrollment</b>     | List of active enrollment records for the active year, including the name of the school, the school year and the student's grade level. |

| Field                     | Description  |
|---------------------------|--|
| <b>Request Type</b>       | Type of request.   |
| <b>Requester Comments</b> | Comments entered by the portal user indicating why the change is being made. |
| <b>Status</b>             | Indicates if the request is pending, approved or denied.                     |
| <b>Request Detail</b>     | Lists the fields modified by the portal user.                                |

Parents/Guardians see the following, depending on [Self Service](#) options chosen by the district.



## Tool Rights

Staff persons who have rights to the Student Demographic Portal Request Processor have two options:

| Read Functionality  | Write Functionality   |
|---|---|
| Allows a user to view the Student Demographic requests for students enrolled in schools for which they have current calendar rights. There is no ability to approve or deny the requests. | Allows users to view, approve and deny the Student Demographic requests for students enrolled in schools for which they have current calendar rights.<br><br><div style="background-color: #e0f2f1; padding: 10px; border: 1px solid #ccc;"> <p>Staff who have these rights see the Begin Approval and Deny buttons on the Portal Request Processor.</p> </div> |

**Read Functionality**

**Write Functionality**

In addition to these rights, if the staff person does not have rights to other items that require subrights (i.e., Social Security numbers), the user is not able to approve change requests to these items.

## View Student Demographic Requests

1. Select a Student Demographic request from the **User Request List**. The information entered in the request displays in the Change Request section.
2. Review the Change Request of submitted data.

## Accept Student Demographic Requests

1. Select a **Pending** request from the **User Request List**. The information entered in the request display in the Change Request section.
2. Click the **Begin Approval** button.
3. Review the entered information (highlighted in yellow).
4. Determine if the new data should cause the creation of a new identity record (if legal information has changed) or if the new data should overwrite the existing identity record (if adding or correcting information).

When selecting a new identity record, an Effective Date is required (default date is the current date).

5. Select the appropriate option in number 4 in the **Save Options** section.
6. Enter **Comments** for the request.
7. Select the **Approve Change Request** button. A confirmation of the request being approved display. This changes the information in Census People and the request now displays as such. In addition, the list of requests updates this item to have a status of Approved.

A message is sent to the person who submitted the request containing the new status and any comments that were entered.

Parents/Guardians cannot modify race/ethnicity through the Portal; however, staff approving Portal requests can enter the information.

## Deny Student Demographic Requests

1. Select a **Pending Student Demographic Request** Type request from the **User Request List**. The information entered in the request displays in the **Change Request** section.
  2. Click the **Deny** button.
  3. Enter **Comments** for the reason for denial of the request. This comment field displays to parents/guardians on the Portal.
  4. Click the **Deny** button when finished. A warning message displays indicating the request has been denied. In addition, the list of requests updates this item to have a status of Denied.
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