

Demographics

Last Modified on 11/07/2024 1:41 pm CST

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Tool Search: Demographics

The Demographics tool lists the individual's general person information within the Campus system. All people for whom data is tracked, including students, staff, parents/guardians, household members, etc., have a Demographics record that includes the following information:

- [Person Information](#) (*standard*)
- [Person Identifiers](#) (*standard*)
- [Personal Contact Information](#) (*standard*)
- [District Defined Elements](#) (*localized / may not display*)

Fields vary by state. Please see your state's [State Tools](#) articles for more information on Demographics procedures in your state.

State Edition Users

Multiple districts may have the same person in their Census data, but with differing information. All data will sync to the state, but the record that displays in State Edition on the Demographics tool will be from the district that "owns" the person's current identity.

Demographics ☆ Census > People > Demographics

Student, Joy M Student #: 123456 DOB: 07/20/2010

Medical Condition(s) Restricted-Directory Information Flag Related Tools ^

Save Delete Person Summary Report Demographics Data Documents

Person Information

PersonID: 2001

*Last Name: Student *First Name: Joy Middle Name: Joy Suffix: Upload Picture

Gender: F: Female Pronouns: No Image Available

*Birth Date (Age: 13): 07/20/2010 Soc Sec Number: No Image Available

Race/Ethnicity (Edit)

State Race/Ethnicity: 6:White

Federal Designation: 6:White

Race(s): White

Detailed Ancestry/Tribal Code(s):

Hispanic/Latino: N:No

Race/Ethnicity Determination: 01:Parent Identified

Birth Country: Select a Value

Date Entered US: Date Entered US School: 08/31/2015

Date Entered State School: Birth Verification:

Home Primary Language: 1290: English

Secondary Language: Select a Value

Demographics Editor

Changes to a person's Demographics record may erase historical information. When changes to a person's name, Social Security number, gender or birth date are necessary, create a new [Identities](#) record rather than updating information on this tool. Deleting a Demographics record is not recommended.

Read - Access and view information on the Demographics record.

Write - Modify existing information on the Demographics record.

Add - Upload a student or staff picture; add new information to the Demographics record.

Delete - Permanently remove the Demographics record, which deletes all history of the person in Campus. This can only be done when no integral records are tied to the record.

See the [Tool Rights](#) section below for more details on what actions can be performed with each right.

Person Information

The Person Information editor provides basic information about the person being viewed. Users can view a person's relevant background/identification data.


Fields on this editor are often used in state reporting and other areas of the Campus application. For example, pictures uploaded in this editor can be displayed in other modules (Grade Book,

POS).

▶ [Click here to expand...](#)

Person Information

PersonID 86989

*Last Name	*First Name	Middle Name	Suffix	Upload Picture
<input type="text" value="STUDENT"/>	<input type="text" value="JANA"/>	<input type="text" value="PENELOPE"/>	<input type="text" value=""/>	
*Gender	*Birth Date (Age: 25)	Soc Sec Number		
<input type="text" value="F: Female"/>	<input type="text" value="09/14/1995"/>	<input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/>		

Race/Ethnicity (Edit)

Race/Ethnicity: 01
 Federal Designation: 6:White
 Race(s): White
 Hispanic/Latino: N:No
 Race/Ethnicity Determination: 03:Observer Determined

Birth Country

Date Entered US **Date Entered US School**

Date Entered State School

Home Primary Language

Town of Birth

Nickname

Comments

Demographics - Person Information

When entering Information in the Last Name, First Name or Middle Name fields, double quotation marks and parentheses are NOT allowed.

Data Element	Definition	Ad hoc Field Name
Last Name	The individual's last name.	individual.lastName individual.legalLastName student.lastName student.legalLastName

Data Element	Definition	Ad hoc Field Name
First Name	The individual's first name.	individual.firstName individual.legalFirstName student.firstName student.legalFirstName
Middle Name	The individual's middle name.	individual.middleName student.middleName
Suffix	The generational assignment as part of his/her name (i.e., Jr, III) by which the person is referred.	individual.suffix individual.legalSuffix student.suffix student.legalSuffix
Gender	The indication of whether an individual is male, female or other (non-male, non-female). Other Gender is only included when a state has chosen to include additional gender option(s).	individual.gender individual.legalGender student.gender individual.legalGender
Birth Date	Person's date of birth. Access to see this information for staff is controlled by a tool right. See the Tool Rights section for more information.	individual.birthDate student.birthDate
Social Security Number	Social Security Number (SSN) assigned to the person. Please see additional information on Social Security Number Tool Rights .	individual.ssn student.ssn
Race/Ethnicity	Person's/ethnicity determination. Please see additional information on the Race/Ethnicity Wizard .	individual.raceEthnicity student.raceEthnicity Other race/ethnicity fields are available. Any race sub categories that may be used by the state are also available. <ul style="list-style-type: none"> • student.hispanicEthnicity, fedRace.hispanicEthnicity • student.raceEthnicityFed, fedRace.raceEthnicityFed • student.raceEthnicityDetermination, fedRace.raceEthnicityDetermination
Birth Country	Country in which person was born.	individual.birthCountry student.birthCountry

Data Element	Definition	Ad hoc Field Name
Date Entered US	Date the person entered the United States. The entered date must be on or before the current date; future dates cannot be entered.	ident.dateEnteredUS <i>This field is in the Identity History folder.</i>
Date Entered US School	Date the person began attending school in the United States.	ident.dateEnteredUSSchool <i>This field is in the Identity History folder.</i>
Birth Verification	Indicates the legal document used to verify person's birth.	ident.birthVerification The code assigned to the selected verification type reports. <i>This field is in the Identity History folder.</i>
Home Primary Language	The name of the specific language the individual uses to communicate at home.	individual.homePrimaryLanguage student.homePrimaryLanguage
Secondary Language	The name of another language the individual uses to communicate at home. This field may not be available for all districts.	individual.langueAlt student.languageAlt
Nickname	Nickname preferred by person. <i>This field may not display for all states.</i>	individual.alias student.alias
Comments	Additional comments about the person.	ident.comments
Upload Picture	When selected, users can browse to a saved file where this student's picture is stored. The picture is viewable in other parts of Campus - Seating Charts, Point of Sale Terminals, etc. <div style="border: 1px solid #ccc; background-color: #e1f5fe; padding: 10px; margin-top: 10px;">Use the Photo Import tool to upload pictures for multiple students.</div>	N/A

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

Person Identifiers

The Person Identifiers editor contains unique person identifying information. The fields in this editor are used to identify a person throughout the Campus system - for state reporting purposes, person searches, person records, etc.

For settings related to the generation and format of identification numbers, please see the [Student Number Formats](#), [System Preference \(District\)](#) and [System Preferences \(State\)](#) articles.

▶ [Click here to expand...](#)

Person Identifiers

Local Student Number	<input type="text" value="123456789"/>
Student State ID	<input type="text" value="112233445566"/>
Local Staff Number	<input type="text"/>
Staff State ID	<input type="text"/>
Person GUID	<input type="text" value="B5AC2B30- -B43C-020A14BBE77C"/>
Portal Username	91109587

Person Identifiers

Data Element	Definition	Ad hoc Field Names
Local Student Number	Student's district identification number, used within school/district. Tool rights (noted above) are necessary to modify the student number.	student.studentNumber individual.studentNumber
NASIS ID	Student's NASIS identification number, as assigned by the Bureau of Indian Education (BIE) . This field only appears to BIE users.	student.otherID individual.otherID

Data Element	Definition	Ad hoc Field Names
Generate Number / Generate Number (System Preference Disabled)	<p>Mark this checkbox to generate a Local Student Number. If the Local Student Number is filled, the 'Generate Number' checkbox will not appear.</p> <p>This checkbox may not display or may not be usable, depending on the settings of the Student Number Format tool.</p>	student.studentNumber individual.studentNumber
Student State ID	<p>Student's identification number, as assigned by the state Department of Education.</p> <p>Tool rights are needed to see this value. When no tool rights are assigned, NO ACCESS displays in the field.</p> <div style="background-color: #fff9c4; padding: 10px; margin-top: 10px;"> <p>Generation of this field may depend on district/state System Preferences.</p> <p>Massachusetts Users Only: This field may be updated with the SASID received via SIF from the State as specified in the SIF StudentPersonalRefID.</p> <p>Tool rights (noted above) are necessary to view the State ID.</p> </div>	student.stateID
Local Staff Number	<p>Staff member's district identification number, used within school/district.</p> <p>Tool rights (noted above) are necessary to modify the staff number.</p>	individual.staffNumber
Staff State ID	<p>Staff member's identification number, as assigned by the state Department of Education.</p> <p>Tool rights are needed to see this value. When no tool rights are assigned, NO ACCESS displays in the field.</p> <div style="background-color: #fff9c4; padding: 10px; margin-top: 10px;"> <p>Generation of this field may depend on district/state System Preferences.</p> <p>Tool rights (noted above) are necessary to view the State ID.</p> </div>	individual.staffStateID

Data Element	Definition	Ad hoc Field Names
MCI Number	<p>Indicates the Master Client Index (MCI) Number, a health-associated ID that ties individuals to their health information.</p> <p>This field displays for Delaware users only.</p>	
Person GUID	<p>Unique identifier assigned to each person entered into Infinite Campus. This is a database identifier field and cannot be modified.</p> <p>Tool rights (noted above) are necessary to view the GUID.</p>	student.personGUID individual.personGUID
Portal Username	<p>Indicates the person's Campus Portal username.</p> <p>For users with proper tool rights to the User Account tool or who have an SIS Product Security role, the displayed Portal Username becomes a hyperlink that when selected, redirects you to the user's User Account.</p> <p>Staff members who have proper calendar rights and the 'Reset Portal Password' sub-right assigned have the ability to reset a parent or student's account by selecting a Reset Password hyperlink found to the right of the Portal Username.</p> <div data-bbox="424 1240 1078 1317" style="border: 1px solid black; padding: 5px;"> <p>Portal Username S404 (Reset Password) </p> </div> <p>Once selected, create a new password for the person. Create a new password and then inform this person of their new password. Using the password you provided, the next time this person logs into Infinite Campus they are forced to create a new account password for themselves.</p> <div data-bbox="424 1579 1059 1729" style="border: 1px solid black; padding: 5px;"> <p>Change Password</p> <p>Change Password</p> <p>Type in the new password. Warning this will overwrite the existing password!</p> <p>*New Password <input type="password"/> *Verify Password <input type="password"/> <input type="button" value="Reset Password"/></p> <p>100%</p> </div> <p>When this option does not display for users who do not have proper calendar rights (rights to the calendar the student is actively enrolled in) and the 'Reset Portal Password' sub-right assigned (see below).</p>	usage.username

Data Element	Definition	Ad hoc Field Names
Ed-Fi ID	<p>A unique identifier used to tie the person's records within Campus to their Ed-Fi record within the Ed-Fi system. See the Enter an Ed-Fi ID article for more information.</p> <p>This field and its functionality is not available for all Campus users.</p>	<p>student.edFiID individual.edFiID</p>

Update Former Student to Staff Member

When a former student becomes a staff member within the school district, update the Person Identifiers.

1. Search for the person.
2. In the Person Identifiers editor, remove the **Local Student Number**. The Student State ID number remains.
3. Enter a Local Staff Number for the individual.
4. For states using Ed-Fi, click the **Get Ed-Fi ID** in the Staff State ID field for the individual.
5. Click **Save**.

Person Identifiers

6. When the Date of Birth and Race/Ethnicity elements are not being reported by a district for staff, navigate to the Identities record and edit/remove the information entered in the Date of Birth and Race/Ethnicity fields that were entered when the individual was a student.

Personal Contact Information

The Personal Contact Information editor contains phone numbers, messaging preferences and the language preferred for receiving messages. **Voice preferences only display when the district is using Campus Messenger with Voice.**

In order for contacts to receive [Emergency messages](#), they must have the **Emergency**

checkbox marked on the phones designated to receive these calls.

▶ [Click here to expand...](#)

Personal Contact Information

Contact Information	Private	Messenger Preferences Contact Reasons								
		Delivery Device	Emergency	Attendance	Behavior Messenger	Staff	General	Food Service	Priority	Teacher
Email: <input type="text" value="primary@ISD123.edu"/>	<input type="checkbox"/>	Email	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Secondary Email: <input type="text" value="secondary@ISD123.edu"/>	<input type="checkbox"/>	Email	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
*Anderson (Emily) Household Household: (612)555-9887		Voice	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Cell Phone: <input type="text" value="(612) 555-2214 x"/>	<input type="checkbox"/>	Voice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other Phone: <input type="text" value="() () () x"/>	<input type="checkbox"/>	Voice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work Phone: <input type="text" value="() () () x"/>	<input type="checkbox"/>	Voice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pager: <input type="text" value="() () () x"/>	<input type="checkbox"/>									

* Household phone preferences apply to all active members of this household.

Preferred Language

Personal Contact Information

This editor may not show voice and text Messenger Preference Contact Reasons when the district does not use [Campus Messenger with Voice](#) or [Text Messaging](#) functionality.

Data Element	Definition	Ad hoc Field Names
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Data Element	Definition	Ad hoc Field Names
Email/Secondary Email	<p>Lists the person's email addresses. The primary Email address displays in the following areas:</p> <ul style="list-style-type: none"> • A teacher's email address displays in Campus Student. • A parent's email address displays on the Roster. <p>The Secondary Email address does NOT display in these areas, but is included on the Person Summary Report.</p> <p>When Campus Human Resources is enabled, the Email is the staff's personal email and Secondary Email is the staff's work email.</p>	<p>pcontact.email pcontact.emailMessenger</p>
Cell Phone	The person's cell phone number.	pcontact.cellPhone
Other Phone	Additional phone number (not applicable to the Cell Phone, Work Phone or Pager fields).	pcontact.homePhone contacts.homePhone
Private	<p>When the Private checkbox is marked, indicates the details should be kept within school settings. See the Private Checkbox Information section for more details.</p> <div style="background-color: #e1f5fe; padding: 5px; border: 1px solid #ccc; margin-top: 10px;"> <p>Marking this checkbox does not have any effect on any Messenger settings.</p> </div>	<p>pcontact.homePhonePrivate pcontact.workPhonePrivate pcontact.cellPhonePrivate pcontact.emailPrivate pcontact.secondaryEmailPrivate</p>
Work Phone	The person's work phone number.	pcontact.workPhone
Pager	The person's pager number.	pcontact.pager
Preferred Language	Indicates the language in which the person prefers to be contacted. This field is used in Messenger tools and in letter wizards (Attendance Letters, Behavior Letters, POS Letters, HR Letters, Account Letters, Letter Designer) sent in languages other than English. Languages can be added in the Attribute/Dictionary .	pcontact.communication Language
Comments	Details related to the person's contact information.	pcontact.comments

Messenger Preference Contact Reasons

Data Element	Definition
Delivery Device	The device for which message preferences are being set: email, voice or text.
Emergency	Indicates Emergency messages should be sent to the delivery device.
Attendance	Indicates Attendance messages should be sent to the delivery device. Attendance messages notify guardians when students are absent or tardy from class.
Behavior Messenger	Indicates Behavior messages should be sent to the delivery device. Behavior messages notify guardians when a student is involved in a behavior incident.
Staff	<p>Indicates behavior referral messages are sent to the selected delivery device.</p> <p>This does not indicate a staff person receives Staff Messenger related messages. When this checkbox is marked, the staff name is available for selection in Behavior Preferences and can be selected in the Notify field on the Behavior Referral.</p> <p>This column only displays when the person has a District Assignments record.</p> <p>For users who have a District Assignment record and are also parents of students enrolled in the district, the Staff checkbox displays on the Contact Preferences list as well.</p>
General	Indicates that messages marked as <i>General Notification</i> and sent from the Scheduling Messenger , Behavior Messenger , Staff Messenger , Survey Messenger or Message Builder should be sent to the delivery device. School Choice Messenger also uses this option.
Food Service	Indicates POS Account Messenger messages should be sent to to the delivery device. POS Account Messenger messages notify guardians of current account balances and when food service accounts have low or negative balances.
Priority	Indicates that messages marked as <i>Priority Notification</i> and sent from the Staff Messenger , Survey Messenger or Message Builder should be sent to the delivery device.
Teacher	<p>Indicates that messages sent from any of the Instruction Messenger tools (Grades Messages, Missing Assignment Messages, Class Messages, Failing Assignment Scheduler and Missing Assignment Scheduler) should be sent to the delivery device. When given rights by the district or school, teachers can send messages to guardians regarding failing grades and missing assignments. They can also send general announcements.</p> <p>Users must have this checkbox to receive Process Alerts.</p>

The section below shows a representation of the marked checkboxes for an individual when included in a Filter Designer.

▶ [Click here to expand...](#)

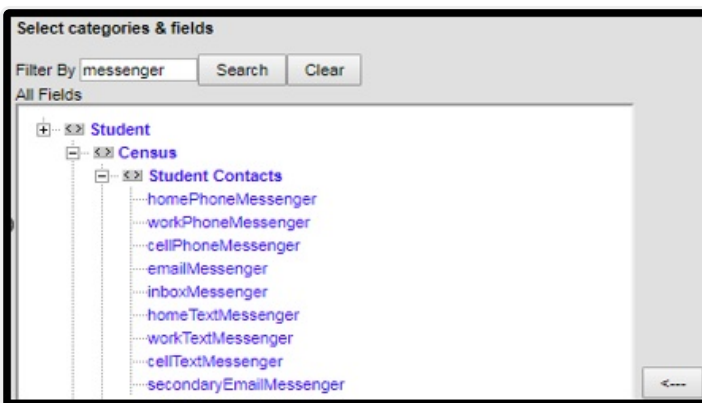
When these checkboxes are marked, that information is stored as bit values in the database, and each one has a different value. These values are also displayed in the Filter Designer. When multiple checkboxes are marked for one person, a total value is calculated, as well as a Binary Total.

	A	B	C	D	E	F	G	H	I	J
	Food Service	Staff	Emergency	Behavior	Teacher	General	Attendance	Priority	TOTAL	(Total in Binary)
1	F	S	E	B	T	G	A	P		FSEB'TGAP
2	=128	=64	=32	=16	=8	=4	=2	=1	Use this value in Query Wizard: 1	(How the system sees this number) 2
3								✓	1	0000001
4							✓		2	0000010
5							✓	✓	3	0000011
6						✓			4	0000100
7						✓		✓	5	0000101
8						✓	✓		6	0000110
9						✓	✓	✓	7	0000111
10					✓				8	0001000
11					✓			✓	9	0001001
12					✓		✓		10	0001010
13					✓		✓	✓	11	0001011
14					✓	✓			12	0001100
15					✓	✓		✓	13	0001101
16					✓	✓	✓		14	0001110
17					✓	✓	✓	✓	15	0001111
18				✓					16	0010000
19				✓				✓	17	0010001
20				✓			✓		18	0010010
21				✓			✓	✓	19	0010011
22				✓		✓			20	0010100
23				✓		✓		✓	21	0010101
24				✓		✓	✓		22	0010110

Messenger Contact Preferences - Binary Values Totals from the Filter Designer

The combination of checkboxes a user has marked totals up to a single number value. That number value, when written out in binary, becomes a visual showing which of 8 checkboxes are checked, with '1' meaning marked and '0' meaning not marked. (Note the Staff checkbox only displays in the UI for people who are staff members.)

The Ad hoc fields can be selected here:



Messenger Contact Preferences Ad hoc Fields

Establish Messenger Preferences

Messenger preferences are used to designate which email and/or phone numbers should be used

to contact people associated with Campus (*i.e.*, guardians, students, staff).

Any person who has a relationship with a student can be designated as a messenger contact for that student, as long as the **Messenger** checkbox is marked for that relationship on the [Relationships](#) tool. All voice, email, text and survey messages sent from the system generate a Process Alert (for staff members only) or Portal Inbox (for parents and/or students with Portal accounts) message to the recipient, regardless of the preferences set in this area.

The messenger preferences can be established and/or updated through one of the following methods:

- **Batch setting/updating preferences for all contacts through the [Contact Preferences Batch](#) tool** - System administrators can set preferences for all messenger contacts *en masse*.
- **Manual setting/updating of preferences for individual contacts on the [Demographics](#) tool** - Users with rights to the Demographics tool can modify messenger preferences of individual contacts.
- **Guardian and/or student contacts set/update their own preferences in the Campus Portal** - Messenger contacts with Portal accounts can set/update their own preferences for receiving messages, when the school allows them to do so. This ability is granted to Portal users only when the **Contact Information** checkbox is marked in the **Portal Options**.
- **Staff contacts set/update their own preferences through [My Data \(My Demographics\)](#)** - Staff members can request modifications to their contact information, including phone numbers/email address and messenger contact preferences.

When a selection is made for a particular contact type in the Messenger Preferences area, the contact receives a phone call/email/text for the specific type of message, when applicable. When the message applies to students, the contact receives one message per student to which he/she has a messenger relationship (as indicated by the **Messenger** checkbox on the [Relationships](#) tool). Any phone number/email address that is marked to receive a message receives one message per applicable student.

Campus Messenger with Voice Preferences

Each type of phone message listed (*i.e.*, **Emergency, Attendance, Behavior, General, Priority** and **Teacher**) can be assigned to a listed contact phone number (*i.e.*, **Household, Other Phone, Work Phone, Cell Phone**). When more than one phone number is indicated for the same type of message (*e.g.*, the Work Phone, Cell Phone and Household Phone numbers are marked to receive High Priority messages), multiple calls are made. This means that a person marked as a messenger contact for more than one student may receive the same message multiple times on multiple phone numbers.

Emergency Voice Messages

The [Emergency Messenger](#) dials all contact phone numbers marked to receive **Emergency** messages.

When no phone numbers are marked for communication, emergency voice messages are not be delivered to the contact.

When an emergency message is sent from the district, only one message is delivered to a phone number, regardless of how many students are assigned to the messenger contact. Redials are attempted as set on the [Voice Settings](#) tool (System Administration > Messenger > Messenger Preferences > Voice Settings).

When the emergency message is sent for more than one school (rather than as one message from the district level), a contact may receive multiple messages, when that messenger contact has been assigned to more than one student.

Text Messaging Preferences

The **Text** checkbox only appears in districts that use both the [Text Messaging](#) and [Voice Messaging](#) add-on features.

The **Text Delivery Devices** checkbox allows text messaging as a contact method for household, other phone, cell and/or work phone numbers.

Emergency Text Messages

[Emergency Messenger](#) text messages are only delivered to a recipient as a final attempt at contact. They are **ONLY** sent when all initial emergency phone calls and the scheduled number of redials have been attempted for the number without receipt confirmation from the recipient. Should the recipient confirm receipt of the message (by pressing "0" after listening), all text messages scheduled for delivery to any non-shared phone numbers for the recipients are canceled. Additional phone calls and/or redials to non-shared phone numbers are also canceled. Shared phone numbers must be confirmed separately to cancel additional calls to the number. However, shared Text numbers are not canceled.

District Defined Elements

This editor may not display to all users.

When displayed, the District Defined Elements editor contains district-localized fields. (*Screenshot for example purposes only*)

District Defined Elements

Employer	Occupation
General Utility, LLC	Lineman

District Defined Elements

Modification Alerts

The Demographics tool contains sensitive information related to a person’s basic identifying information. Because of this, specific tool rights have been added to control which staff person has the ability to see those data-sensitive fields. In addition to user security rights, a notification is available that indicates which user modified which information about a person (student, staff or other person).

Changes to a person’s Demographics record may erase historical information. When changes to a person's name, Social Security Number, gender or birth date are necessary, create a new [Identities](#) record rather than updating information on this tool. Deleting a Demographics record is not recommended - it may delete the person.

When demographic data is modified, a record of the change is available at the bottom of the [Person Information](#) editor and the [Personal Contact Information](#) area. This change alert displays the user who made the modification, the date of the modification and the time.

Preferred Language

en_US: US English

Comments

- Modified by: Staff, Linda 03/06/2014 08:56

Demographic Modification Notice

Report Options

The **Print** icons, located in the action bar, allow a user to generate a report for the currently viewed person by choosing either the **Person Summary** print icon or the **Demographic Data** print icon. Both of these reports can be printed in either PDF format or DOCX format.

Person Summary Report

The **Person Summary** report includes household, address and relationship information, and contact information. To not print the individual's preferred gender, remove the selection of the **Display Gender Identity on Report** checkbox. Gender Identity reports from the Gender field on the **Identities** record (not the the Legal Gender field in the Protected Identity Information section).

Demographics ★

Student, Ali M DOB: 12/11/03

* Medical Condition(s) Immersion 504 Plan ABC

Save Delete **Person Summary Report** Demographics Data Documents

Person Summary Report ✕

The Person Summary report includes household, address and relationship information.

Display Gender Identity on Report

Report Format: PDF DOCX

Generate Report

Person Information

*Last Stud

*Gen F: F

Race

Stat

Fede

Race

More

Hisp

More

Upload Picture

No Image Availa

Race/Ethnicity Determination: 01:Parent Identified

Person Summary Report

Person Summary Report

Student, Ali Marie Person ID: 123456

Gender: F Student Number: 123456
 Birth Date: 12/11/2003
 Staff Number:
 Person GUID: F07AAF0F-1205-4B44-BC0B-53E198A129E3

Contact Information:

Other Phone: Pager:
 Work Phone: Email:
 Cell Phone: 612-555-0177 Secondary Email:
 Preferred Language: en_US

Primary Household: Barbara and Kenneth

Household Phone: 763-555-0187
 Address(es): 6148 South Pkwy, Anytown, MN 55469 (mailing)
 Parent, Barbara Guard: Mother Cell: 612-555-0135
 Student, Jeannie Cell: 612-555-0127
 Student, Sloane Sibling
 Parent, Kenneth Guard: Father Cell: 612-555-0014
 Student, Vaughn Sibling Cell: 612-555-0079
 Student, Abby Sibling

Non-Household Relationships

Grandparent Esther NonGuard: Emergency Contact Cell: 612-555-0138
Other: 763-555-0098
 Uncle, Bob NonGuard: Emergency Contact Cell: 651-555-0144
 Grandparent, Donna NonGuard: Emergency Contact Cell: 763-555-0196
Other: 763-555-0093
Work: 952-555-0190
 Aunt, Ruth NonGuard: Other Cell: 612-555-0080
Other: 763-555-0171
 Uncle, Gary NonGuard: Grandfather Cell: 763-555-0188
Other: 763-555-0093

Race/Ethnicity Information

State Race/Ethnicity: 5:White, not Hispanic
 Federal Race/Ethnicity Designation: 6:White
 Race(s): White

Person Summary Report (includes Gender Identity) - PDF Format

Demographics Data

The **Demographics Data** report includes all information stored on the Demographics tool, including contact phone numbers/email/ secondary email, Messenger contact preferences and preferred contact language. To not print the individual's preferred gender, remove the selection of the **Display Gender Identity on Report** checkbox. Gender Identity reports from the Gender field on the [Identities](#) record (not the the Legal Gender field in the Protected Identity Information section).

Demographics ★

Student, Ali M DOB: 12/11/03

Medical Condition(s)
Immersion
504 Plan
ABC

Save
Delete
Person Summary Report
Demographics Data
Documents

Person Information

PersonID: 115096

*Last Name: Student *First Name: Ali

*Gender: F: Female *Birth Date: 12/11/20

Race/Ethnicity (Edit): State Race/Ethnicity: Federal Designation: Race(s): More Detailed Race/Ethnicity: Hispanic/Latino: More Detailed Hispanic/Latino: Race/Ethnicity Determination: 01:Parent Identified

Demographics Data Report ✕

The Demographics Data report includes all information stored on the Demographics tab, including contact phone numbers/email, Messenger contact preferences and preferred contact language.

Display Gender Identity on Report

Report Format: PDF DOCX

Generate Report

Demographics Data Report

Demographics Data

Student, Ali Marie Person ID: 123456

Birth Date: 12/11/2003 Student Number: 123456

Staff Number: Person GUID: F07AAF0F-1205-4B44-BC0B-53E198A129E3

Contact Information:	Contact Reason:	High	Attendance	Behavior	General	Teacher	Text
				Messenger			
Primary Household: 763-555-0187 Anderson		✓	✓	✓	✓		✓
Other Phone:							
Work Phone:							
Cell Phone: 612-555-0177							
Pager:							
Email:					✓	✓	
Preferred Language: en_US							

Race/Ethnicity Information

State Race/Ethnicity: 5:White, not Hispanic

Federal Race/Ethnicity Designation: 6:White

Race(s): White

Hispanic/Latino: N:No

Race/Ethnicity Determination: 01:Parent Identified

Date Entered US: _____

Date Entered US School: _____

Person Comments: _____ Contact Information Comments: _____

Demographics Data Report (no Gender Identity) - PDF Format

Active Address information is based on the End Date entered on the address. This end date is

inclusive of the last day. For example, when the address is ended for a household as of September 19, that address is considered active until the next day (September 20), at which point the new address is active and prints on reports and displays on the Summary page.

Manage Documents

To view documents, click the **Documents** button on the action bar. Users with the appropriate tool rights may also complete the following tasks.

- [Upload Documents](#)
- [Delete Documents](#)
- [Replace Documents](#)
- [Edit a Document Name or File Description](#)
- [Download Documents](#)

Additional Demographics Information

Tool Rights

For more information about Tool Rights and how they function, see the [Tool Rights](#) article.

Full access to the **Demographics** tool requires the following tool rights:

▶ [Click here to expand...](#)

Read	Write	Add	Delete
Staff State ID			
User can view the staff person's state-assigned identification number. User can also select the staff ID number in Ad hoc reports.	User can add the staff person's state-assigned identification number when there is no existing value.	User can edit and remove a state-assigned identification number for the staff person.	N/A
Student State ID			

Read	Write	Add	Delete
<p>User can view the student's state-assigned identification number.</p> <p>User can also select the student ID number in Ad hoc reports.</p>	<p>User can add the student's state-assigned identification number when there is no existing value.</p>	<p>User can edit and remove a state-assigned identification number for the staff person.</p>	N/A
GUID			
<p>User can view the person's Global Unique Identifier.</p>	N/A	N/A	N/A
Modify Local Student Number			
<p>User can modify the student's locally assigned student number.</p> <p>Assigning any right level (R, A, W, D) allows this ability.</p>	N/A	N/A	N/A
Modify Local Staff Number			
<p>User can modify the staff person's locally assigned student number.</p> <p>Assigning any right level (R, A, W, D) allows this ability.</p>	N/A	N/A	N/A
View Staff Birth Date & Age			
<p>User can view the staff person's birth date and age.</p>	<p>User can modify (including delete) the staff' person's birth date and age.</p>	N/A	N/A
Ed-Fi ID			
<p>User can view the student's Ed-Fi ID.</p>	<p>User can modify the student's Ed-Fi ID using the Use Ed-Fi ID button.</p>	<p>User can modify an existing Ed-Fi ID or add a new Ed-Fi ID using the Use Ed-Fi ID button.</p>	N/A

These tool rights also carry through to any reports generated from Demographics. For example, when a user is not assigned the View Staff Birth Date & Age tool right, that information does not display on the Person Information editor or on the Person Demographics and Person Summary Reports, or when searching for staff.

Separate tool rights are necessary for viewing a person's [Social Security number](#).

When a user does not have the View Staff Birth Date & Age tool right but does have rights to modify Demographics or Identities, upon saving of the changes, the Date of Birth field does not display for that user, but it does still exist on the record.

Demographics Information in Ad hoc Query Wizard

Demographics information is available in the Query Wizard for **Student Data Type** filters and **Census/Staff** filters. Fields can be selected from the following folders:

- Student > Demographics
- Person > Demographics

Additional fields are also available in the Student > Demographics > Identity History and Person > Demographics > Identity History folders.

Fields available on Demographics are noted in the table of field definitions below.

Notice that when creating a **Census** filter, the field names begin with *individual*; when creating a **Student** filter, the field names begin with *student*. Fields from the Identify History folder begin with *ident*.

Select categories & fields

Filter By Search Clear

All Fields

- Person
 - Demographics
 - personID
 - statedID
 - studentNumber
 - staffNumber
 - staffStateID
 - personGUID
 - otherID
 - additionalID
 - identityID
 - effectiveDate
 - lastName
 - firstName
 - middleName
 - suffix
 - alias
 - gender
 - birthdate
 - ssn
 - legalFirstName
 - legalLastName
 - legalMiddleName

Selected Fields

- individual.personID
- individual.stateID
- individual.studentNumber
- individual.staffNumber
- individual.staffStateID
- individual.personGUID
- individual.otherID

Add Function Edit Function

Census/Staff Demographic Ad hoc Fields

Select categories & fields

Filter By Search Clear

All Fields

- Student
 - Demographics
 - personID
 - stateID
 - otherID
 - additionalID
 - studentNumber
 - personGUID
 - identityID
 - effectiveDate
 - lastName
 - firstName
 - middleName
 - suffix
 - alias
 - gender
 - birthdate
 - ssn
 - legalFirstName
 - legalLastName
 - legalMiddleName
 - legalGender
 - legalSuffix

Selected Fields

- student.personID
- student.stateID
- student.otherID
- student.additionalID
- student.studentNumber
- student.personGUID
- student.identityID

Add Function Edit Function

Student Demographic Ad hoc Fields