Demographics

Last Modified on 10/29/2026 11:02 am CDT

Tool Search: Demographics

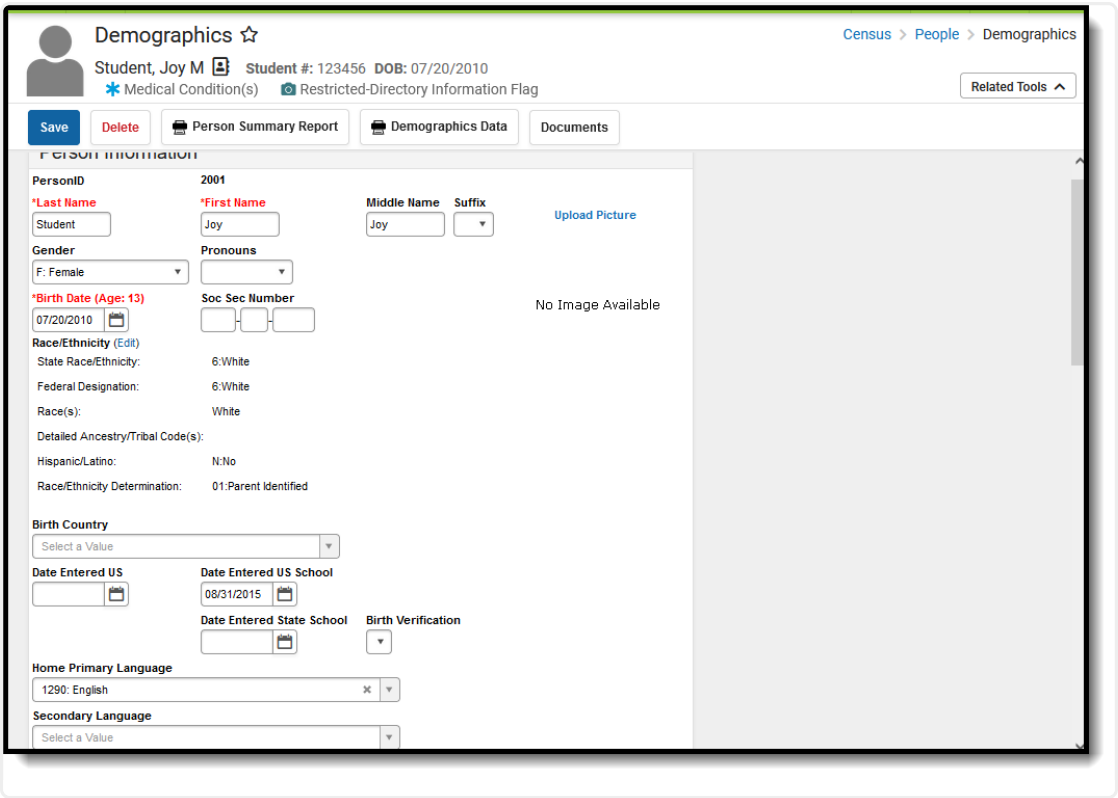
The Demographics tool lists the individual's general person information within the Campus system. All people for whom data is tracked, including students, staff, parents/guardians, household members, etc., have a Demographics record that includes the following information:

- 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.



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.

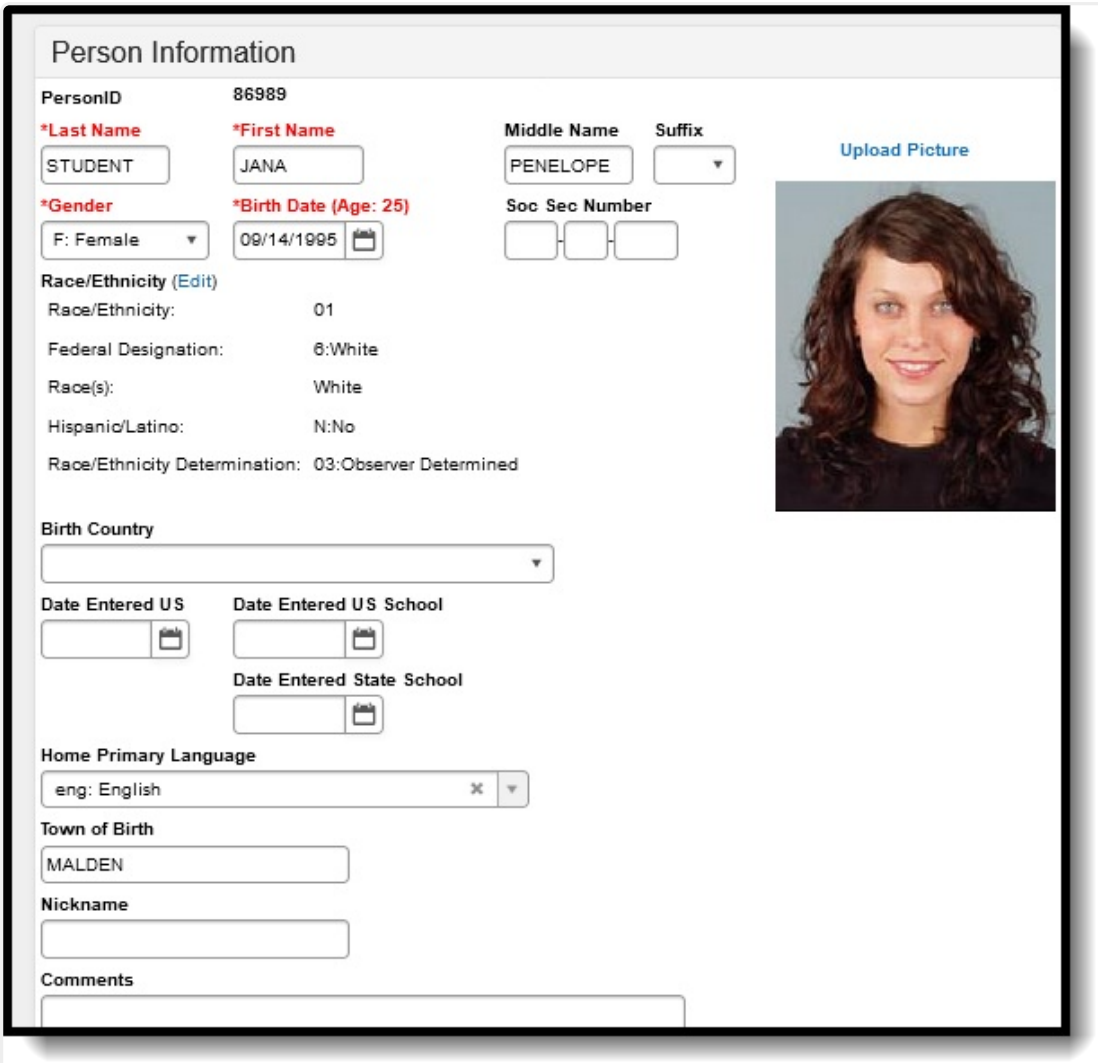
See the Demographics Tool Rights article for information about rights needed to use this tool.

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...



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
First Name	The individual's first name.	individual.firstName individual.legalFirstName student.firstName student.legalFirstName

Data Element	Definition	Ad hoc Field Name
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. • student.hispanicEthnicity, fedRace.hispanicEthnicity • student.raceEthnicityFed, fedRace.raceEthnicityFed • student.raceEthnicityDetermination, fedRace.raceEthnicityDeterminiation
Birth Country	Country in which person was born.	individual.birthCountry student.birthCountry
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 *This field is in the Identity History folder.*

Data Element	Definition	Ad hoc Field Name
Date Entered US School	Date the person began attending school in the United States.	ident.dateEnteredUSSchool *This field is in the Identity History folder.*
Birth Verification	Indicates the legal document used to verify person's birth.	ident.birthVerification The code assigned to the selected verification type reports. *This field is in the Identity History folder.*
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.langugeAlt student.languageAlt
Other Spoken Languages - Q7 (New Mexico Only)	Records any languages submitted on question 7 of the Language Use Survey.	
Nickname	Nickname preferred by person. *This field may not display for all states.*	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. Use the Photo Import tool to upload pictures for multiple students.	N/A

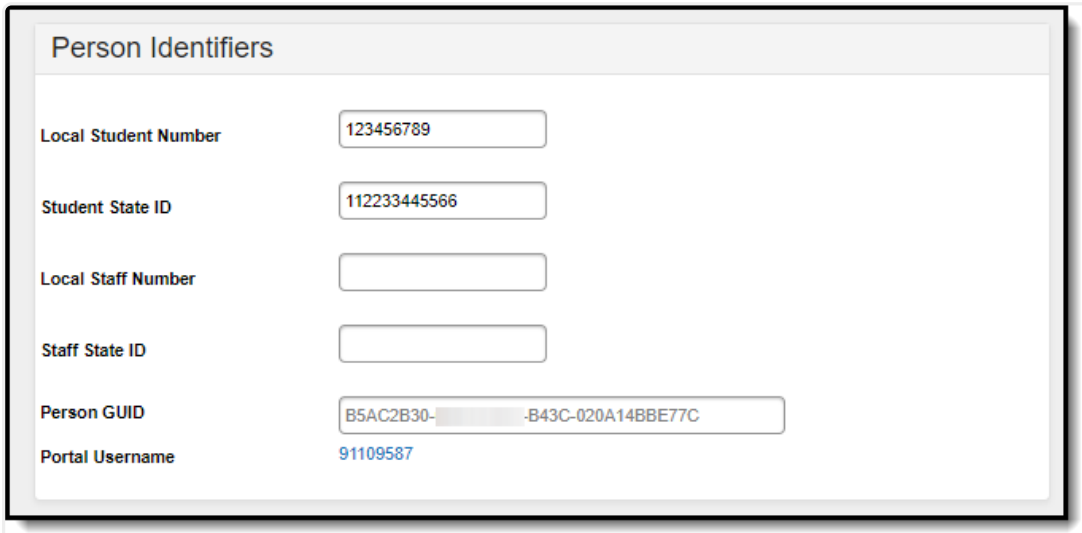
Protected Identity Information is available on the Identities tool.

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.

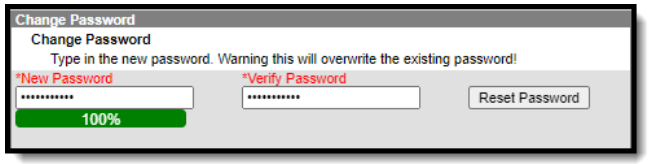
Click here to expand...



Person Identifiers

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
Generate Number / Generate Number (System Preference Disabled)	Mark this checkbox to generate a **Local Student Number**. If the Local Student Number is filled, the 'Generate Number' checkbox will not appear. **This checkbox may not display or may not be usable, depending on the settings of the Student Number Format tool.**	student.studentNumber individual.studentNumber

Data Element	Definition	Ad hoc Field Names
Student State ID	Student's identification number, as assigned by the state Department of Education. Tool rights are needed to see this value. When no tool rights are assigned, NO ACCESS displays in the field. Generation of this field may depend on district/state System Preferences. **Massachusetts Users Only**: This field may be updated with the SASID received via SIF from the State as specified in the SIF StudentPersonalRefID. Tool rights (noted above) are necessary to view the State ID.	student.stateID
Local Staff Number	Staff member's district identification number, used within school/district. Tool rights (noted above) are necessary to modify the staff number.	individual.staffNumber
Staff State ID	Staff member's identification number, as assigned by the state Department of Education. Tool rights are needed to see this value. When no tool rights are assigned, NO ACCESS displays in the field. Generation of this field may depend on district/state System Preferences. Tool rights (noted above) are necessary to view the State ID.	individual.staffStateID
MCI Number	Indicates the Master Client Index (MCI) Number, a health-associated ID that ties individuals to their health information. **This field displays for Delaware users only.**	

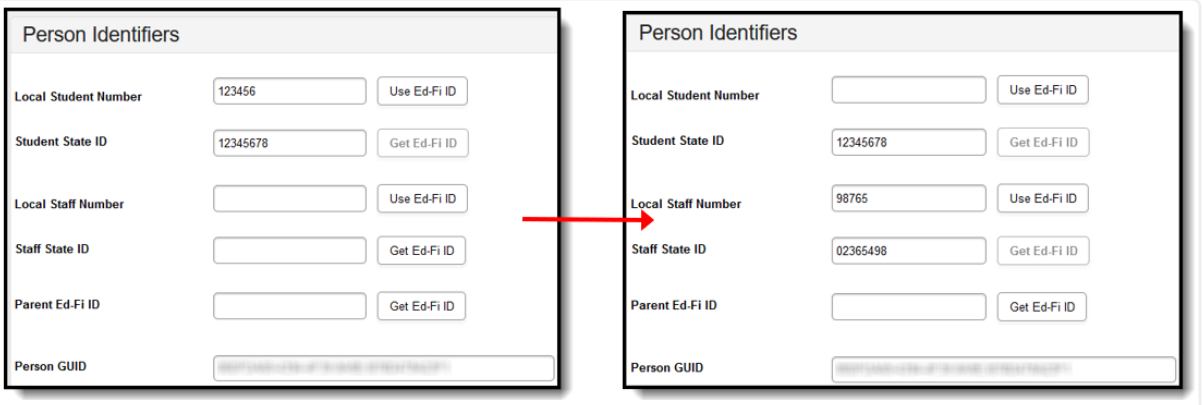
Data Element	Definition	Ad hoc Field Names
Person GUID	Unique identifier assigned to each person entered into Infinite Campus. This is a database identifier field and cannot be modified. Tool rights (noted above) are necessary to view the GUID.	student,personGUID individual.personGUID
Portal Username	Indicates the person's Campus Portal username. 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.	usage.username
	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.  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.  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).	

Data Element	Definition	Ad hoc Field Names
Ed-Fi ID	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. This field and its functionality is not available for all Campus users.	student.edFiID individual.edFiID

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

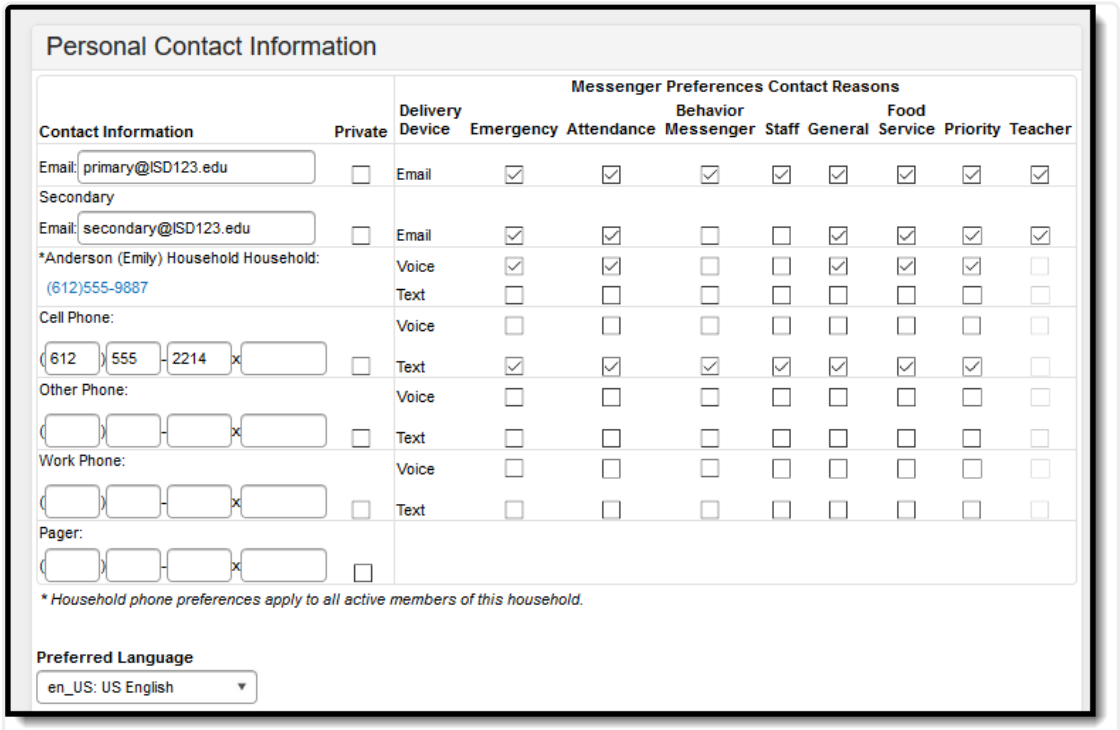
6. When the Date of Birth and Race/Ethnicity elements are not being reported by a district for staff, navigate to the Identities record and edit/remove the information entered in the Date of Birth and Race/Ethnicity fields that were entered when the individual was a student.

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

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
Email/Secondary Email	Lists the person's email addresses. The primary **Email** address displays in the following areas: • A teacher's email address displays in Campus Student. • A parent's email address displays on the Roster. The Secondary Email address does NOT display in these areas, but is included on the Person Summary Report.	pcontact.email pcontact.emailMessenger
Cell Phone	The person's cell phone number.	pcontact.cellPhone

Data Element	Definition	Ad hoc Field Names
Other Phone	Additional phone number (not applicable to the Cell Phone, Work Phone or Pager fields).	pcontact.homePhone contacts.homePhone
Private	When the Private checkbox is marked, indicates the details should be kept within school settings. See the Private Checkbox Information section for more details. Marking this checkbox does not have any effect on any Messenger settings.	pcontact.homePhonePrivate pcontact.workPhonePrivate pcontact.cellPhonePrivate pcontact.emailPrivate pcontact.secondaryEmailPrivate
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, Account Letters, Letter Designer) sent in languages other than English. Languages can be added in the Attribute/Dictionary. Existing language codes should not be modified. Access to letters is lost until the original code is recreated. If that language code is assigned to any person, that assignment is also lost.	pcontact.communication Language
Comments	Details related to the person's contact information.	pcontact.comments

Messenger Preference Contact Reasons

Data Element	Definition	Recipients
Delivery Device	The device for which message preferences are being set: email, voice or text.	N/A
Emergency	Indicates Emergency messages should be sent to the delivery device.	Parent, Staff, and Student
Attendance	Indicates Attendance messages should be sent to the delivery device. Attendance messages notify guardians when students are absent or tardy from class.	Parent

Data Element	Definition	Recipients
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.	Parent
Staff	**This column only displays when the person has a District Assignment or District Employment record.** For users who have a District Assignment record and are also parents of students enrolled in the district, the Staff checkbox will be displayed on the Contact Preferences list as well. **This checkbox does not indicate a staff person receives Staff Messenger-related messages.** The staff contact preference checkbox, when marked, allows: • Behavior Admin staff to receive an email notification when a behavior referral is submitted as long as the corresponding behavior preferences are set appropriately. • Staff submitting behavior referrals to receive messages as long as the corresponding behavior preferences are set appropriately. • Special Ed process alerts to be sent to email marked with that contact preference. • Schedule messenger emails to be sent to email marked with that contact preference	Staff
General	Indicates that messages marked as *General Notification* and sent from the Scheduling Messenger, Behavior Messenger, Staff Messenger, Survey Messenger, Message Builder, or User Account Messenger should be sent to the delivery device. School Choice Messenger and Tuition also uses this option.	Parent, Staff, and Student
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.	N/A
Priority	Indicates that messages marked as *Priority Notification* and sent from the Staff Messenger, Survey Messenger or Message Builder should be sent to the delivery device.	Parent, Staff, and Student

Data Element	Definition	Recipients
Teacher	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. Users must have this checkbox to receive Process Alerts.	Parent and Student

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

Click here to expand...

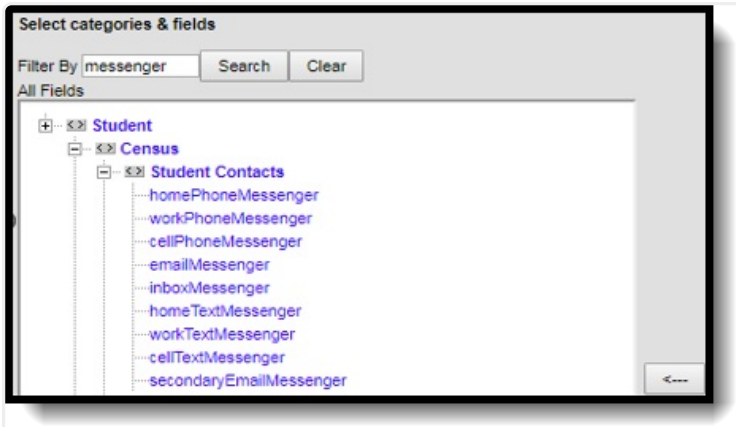
When these checkboxes are marked, that information is stored as bit values in the database, and each one has a different value. These values are also displayed in the Filter Designer. When multiple checkboxes are marked for one person, a total value is calculated, as well as a Binary Total.

	A	B	C	D	E	F	G	H	I	J
1	Food Service F	Staff S	Emergency E	Behavior B	Teacher T	General G	Attendance A	Priority P	TOTAL	(Total in Binary) FSEBTGAP
2	=128	=64	=32	=16	=8	=4	=2	=1	Use this value in Query Wizard:	(How the system sees this number)
3								✓	1	00000001
4							✓		2	00000010
5							✓	✓	3	00000011
6						✓			4	00000100
7						✓		✓	5	00000101
8						✓	✓		6	00000110
9						✓	✓	✓	7	00000111
10					✓				8	00001000
11					✓			✓	9	00001001
12					✓		✓		10	00001010
13					✓		✓	✓	11	00001011
14					✓	✓			12	00001100
15					✓	✓		✓	13	00001101
16					✓	✓	✓		14	00001110
17					✓	✓	✓	✓	15	00001111
18				✓					16	00010000
19				✓				✓	17	00010001
20				✓			✓		18	00010010
21				✓			✓	✓	19	00010011
22				✓		✓			20	00010100
23				✓		✓		✓	21	00010101
24				✓		✓	✓		22	00010110

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

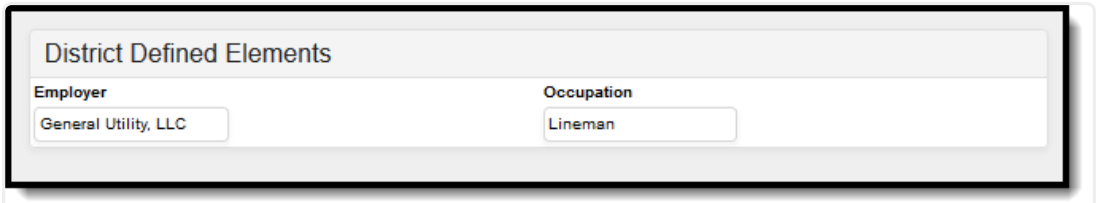
Emergency Messenger text messages are only delivered to a recipient as a final attempt at contact. They are ONLY sent when all initial emergency phone calls and the scheduled number of redials have been attempted for the number without receipt confirmation from the recipient. Should the recipient confirm 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

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.



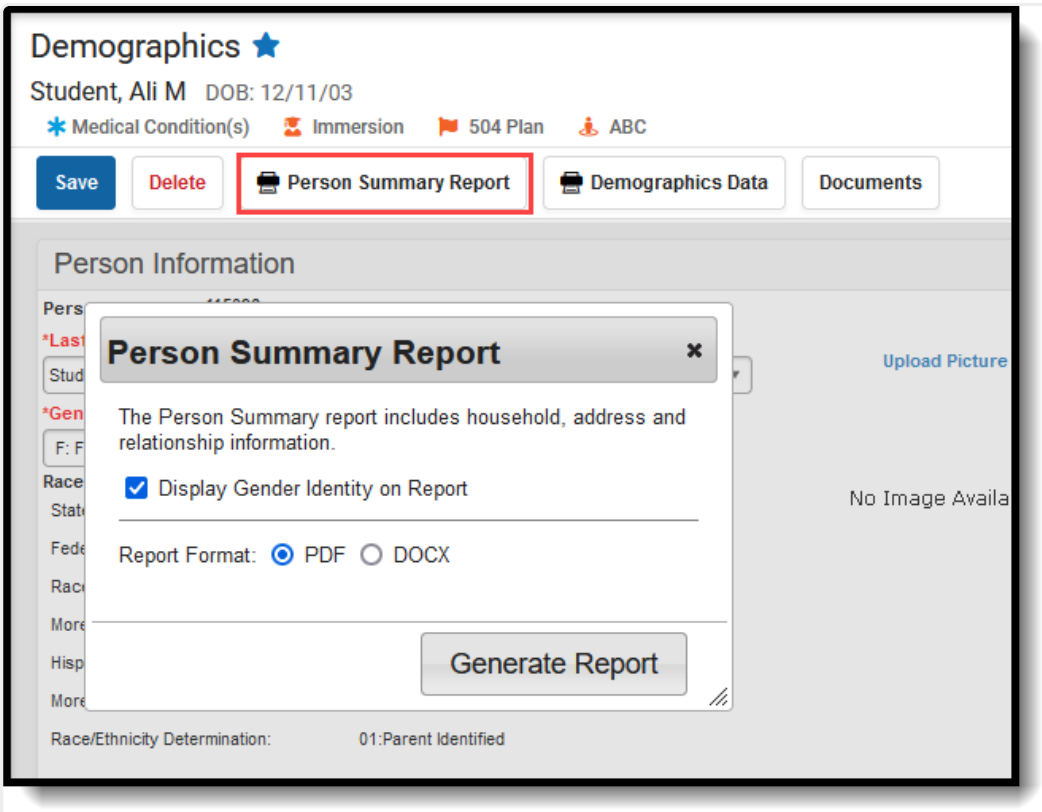
Demographic Modification Notice

Report Options

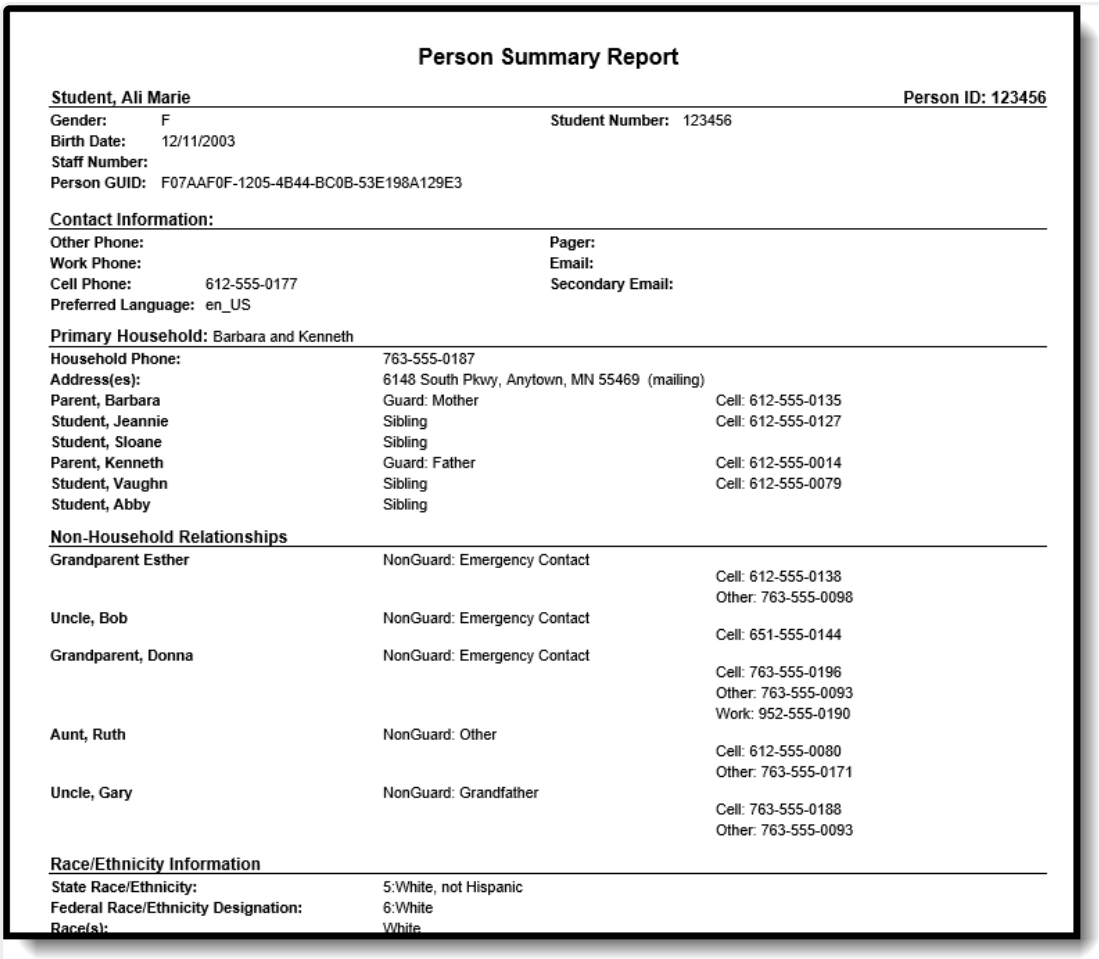
The **Print** icons, located in the action bar, allow a user to generate a report for the currently viewed person by choosing either the **Person Summary** print icon or the **Demographic Data** print icon. Both of these reports can be printed in either PDF format or DOCX format.

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).



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	Sibling	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

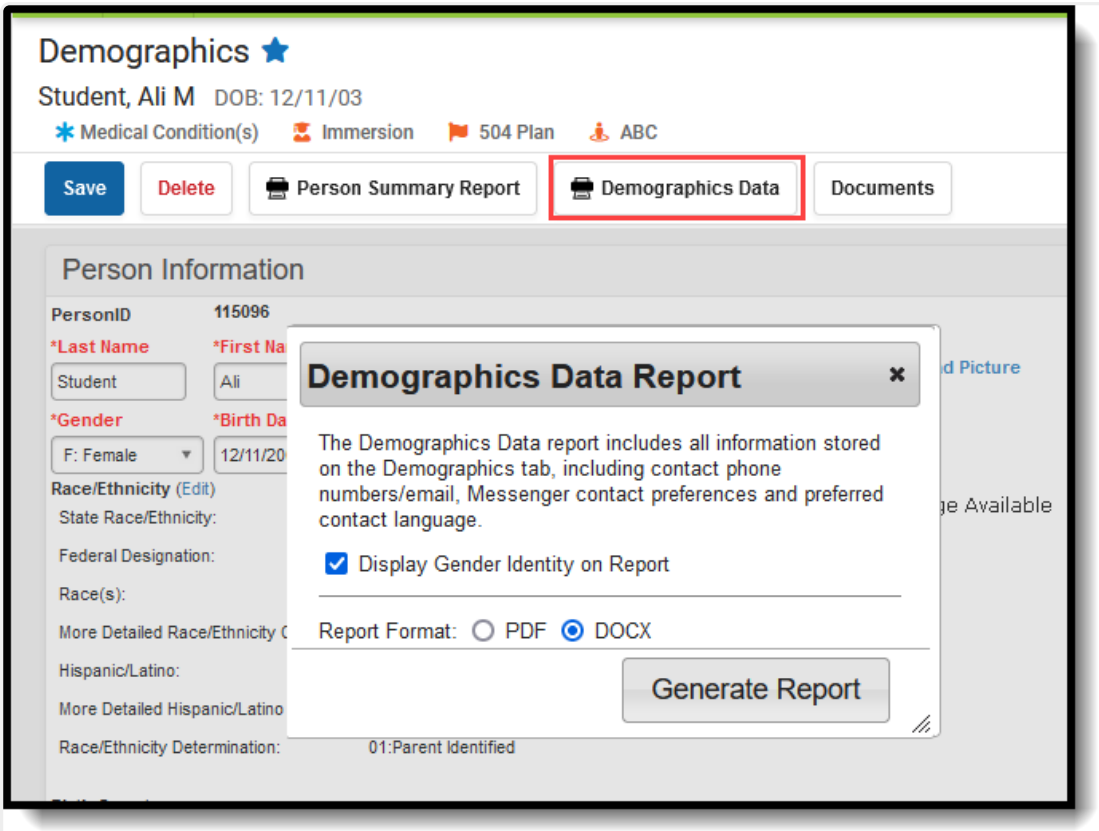
Race/Ethnicity Information

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

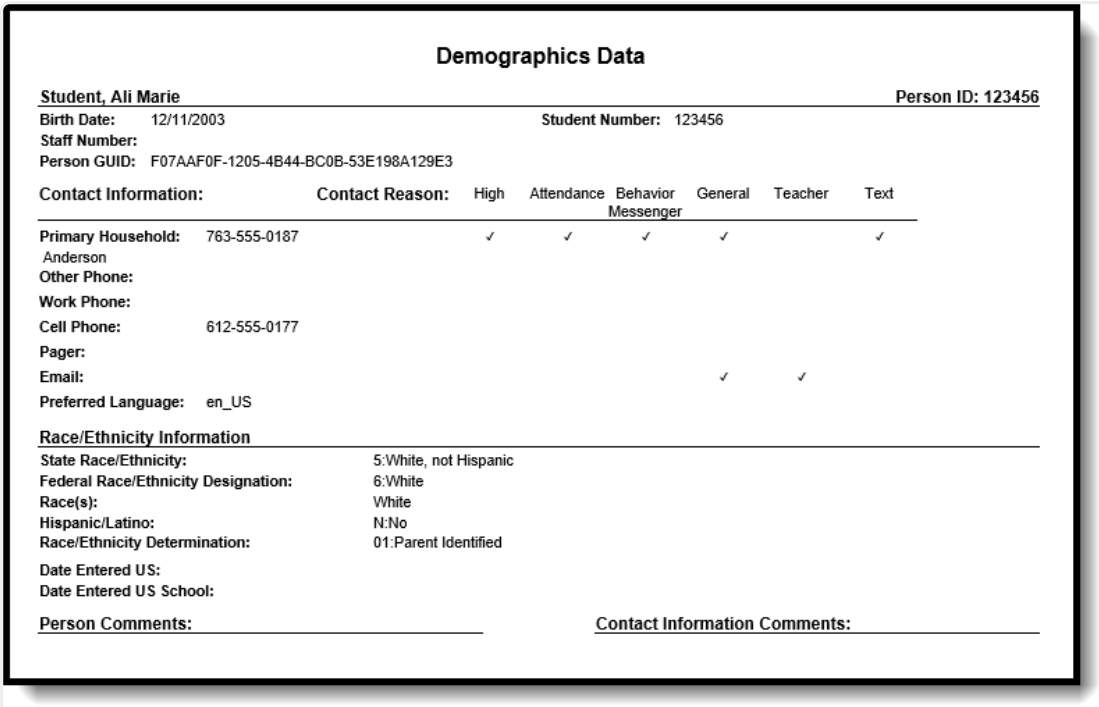
Person Summary Report (includes Gender Identity) - PDF Format

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 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 Messenger	General	Teacher	Text
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

Demographics Information in Ad hoc Query Wizard

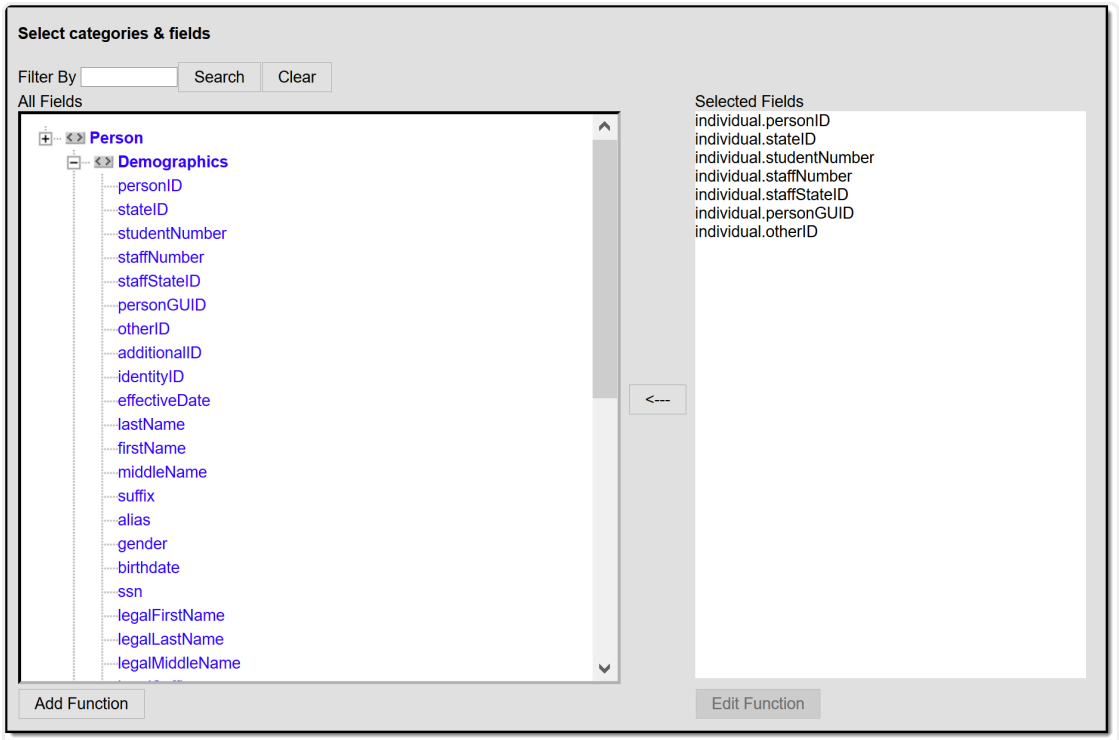
Demographics information is available in the Query Wizard for **Student Data Type** filters and **Census/Staff** filters. Fields can be selected from the following folders:

- Student > Demographics
- Person > Demographics

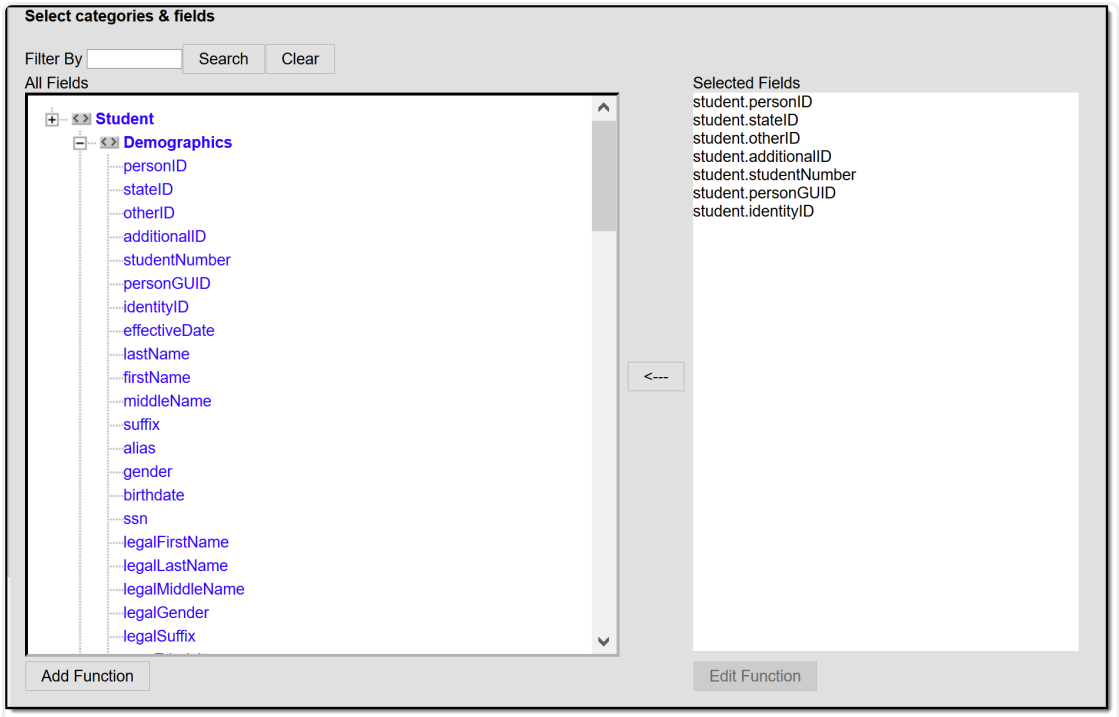
Additional fields are also available in the Student > Demographics > Identity History and Person > Demographics > Identity History folders.

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.*



Census/Staff Demographic Ad hoc Fields



Student Demographic Ad hoc Fields

State-Specific Information

Fields vary by state. Follow the link to view Census/Demographics information for your state. Linked articles open in a new browser tab.

- Arizona
- BIE
- California
- Delaware
- Idaho
- Indiana
- Maine
- Minnesota
- Missouri
- Nevada
- North Carolina
- Texas