Census (Arizona)

Last Modified on 05/06/2024 10:59 am CDT

Identities | Demographics | District Employment | District Assignments | Credentials | Households | Relationships | Military Connections

Census tracks every person entry in Infinite Campus - parents/guardians, staff, students, emergency contacts, doctors, etc. Demographic data is used throughout Campus, utilizing historic and current details of each person. Some fields in the Census module are unique to each state. Other fields in the Census module do not require unique, state-specific data. However, many of these fields are required and data entry in these fields is necessary.

The following information is specific to Arizona.

Identities

Name Fields | Gender | Birth Date | Race Ethnicity | Birth Country | Date Entered US | Date Entered US School | Home Primary Language | Most Spoken Language | First Acquired Language

Tool Search: Identities

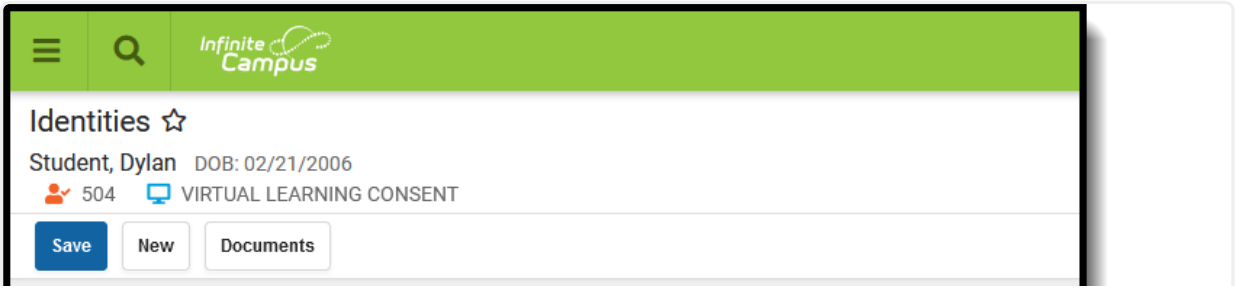
The Identities tool acts as an historical record of the person's demographic information. While the information on the Demographics tool is displayed on the Identities record, changes should be made here.

Types of changes include:

- Name and Legal Name
- Gender
- Social Security number
- Race/Ethnicity
- Nickname

Previous identity information is not lost when it is modified, but an end date is entered for the previous identity and a start date is entered for the new identity.

See the core Identities article for information on necessary tool rights, available Ad hoc fields, and guidance on adding and printing Identities records.



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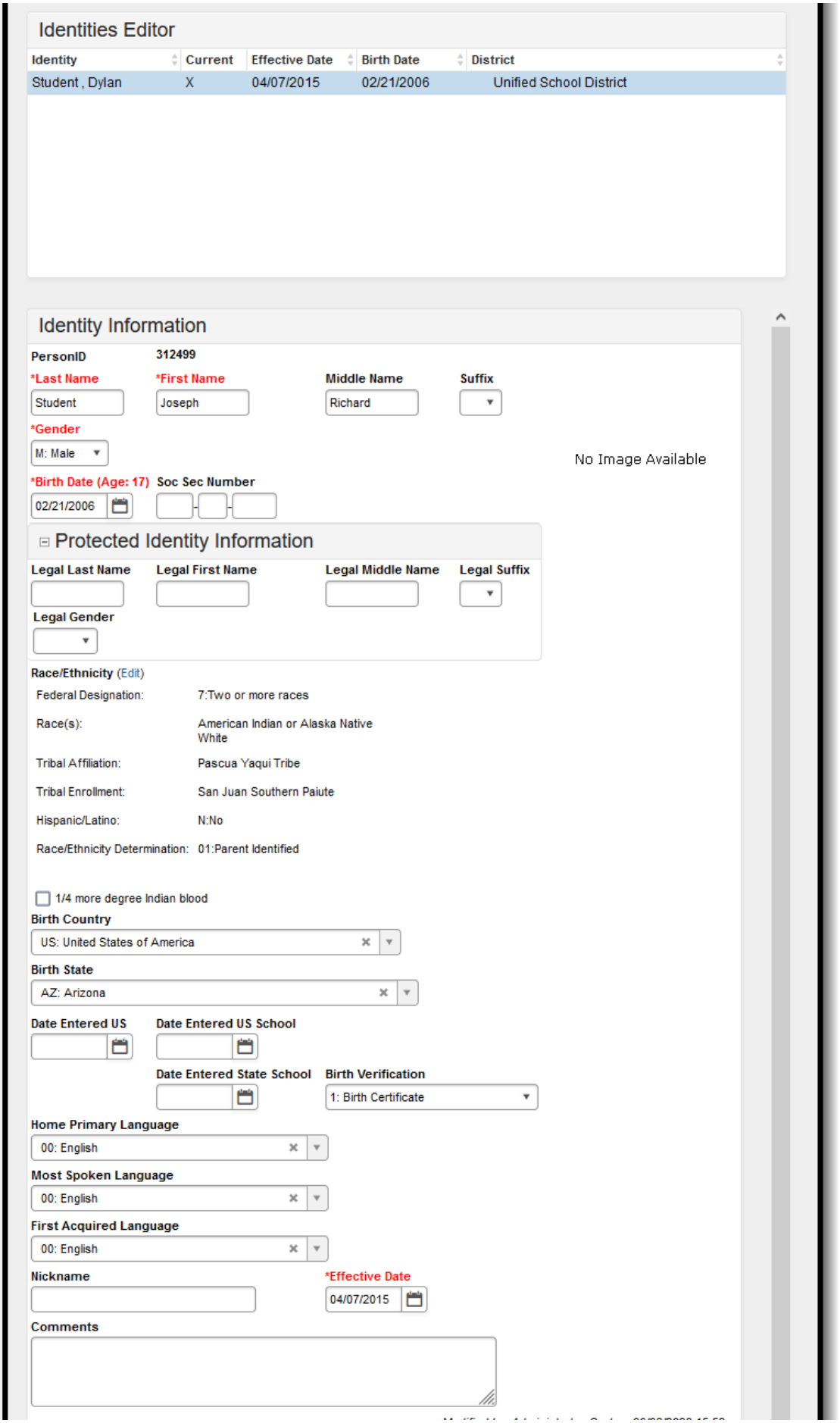

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Identities Editor

Name Fields

Last Name, First Name, Middle Name and Suffix (Jr., III, etc.) are the legal names of the person.

▸ Click here to expand...

Gender

Indicates the person's gender. At this time, the state of Arizona acknowledges Male and Female gender only.

▸ Click here to expand...

Birth Date

Indicates the person's date of birth.

▸ Click here to expand...

Race Ethnicity

The Federal government has adopted standards for defining racial and ethnic data to be used by the Department of Education. See the Race/Ethnicity article for more information.

Is the individual Hispanic or Latino?

Indicates whether the student is of Hispanic descent.

▸ Click here to expand...

Race Ethnicity

Indicates the person's race/ethnicity.

▸ Click here to expand...

Tribal Affiliation

Tribal affiliation allows people to receive broader access to the programs and benefits offered to enrolled Tribal Members. Each Tribe has its own processes for tribal enrollment to determine whether an individual is eligible for membership. Each tribe maintains its own enrollment records and records about past members.

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A person who identifies as American Indian is: A person having origins in any of the original peoples of North and South America (including Central America), and who maintains cultural identification through tribal affiliation or community recognition.

Please refer to the Arizona Federally Recognized Tribes directory for more information.

▸ Click here to expand...

Tribal Enrollment

State code describing the student's tribal enrollment.

Note that a student may be affiliated with multiple tribes but can only be enrolled in one.

▸ Click here to expand...

1/4 More Degree Indian Blood

Identifies whether a student is designated as 1/4 more degree Indian blood.

▸ Click here to expand...

Birth Country

The Birth Country is the country listed on the student’s birth certificate during initial enrollment. Please refer to the International Organization of Standards directory for more information on country codes.

▸ Click here to expand...

Date Entered US

Indicates the date the student entered the United States.

▸ Click here to expand...

Date Entered US School

Indicates the date on which the student enrolled in a US school.

▸ Click here to expand...

Home Primary Language

The Home Primary Language field allows a district to record the language spoken in the student's home, as determined by the student's home language survey. Please refer to the International Organization of Standards directory for more information on language codes.

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Click here to expand...

Most Spoken Language

The language most often spoken by the student, as determined by the student's home language survey. Please refer to the International Organization of Standards directory for more information on language codes.

Click here to expand...

First Acquired Language

The first language the student learned, as determined by the student's home language survey. Please refer to the International Organization of Standards directory for more information on language codes.

Click here to expand...

Demographics

Person Identifiers | Personal Contact Information

The Demographics tool is the basic area for viewing general person information within Campus. All people for whom data is tracked, including students, staff, parents/guardians, household members, etc., have a Demographics record, which includes name and gender from the Identities record, student and staff identification numbers and contact information.

> See the core Demographics article for information on necessary tool rights, available Ad hoc fields, and guidance on adding and printing Demographics records.

Person Identifiers

Person Identifiers, like Student Number and Student State ID, are used in state reports and Ed-Fi resources to identity student records. Staff identification such as Local Staff ID and State Staff ID are also recorded here.

Follow district guidelines when creating or importing these values.

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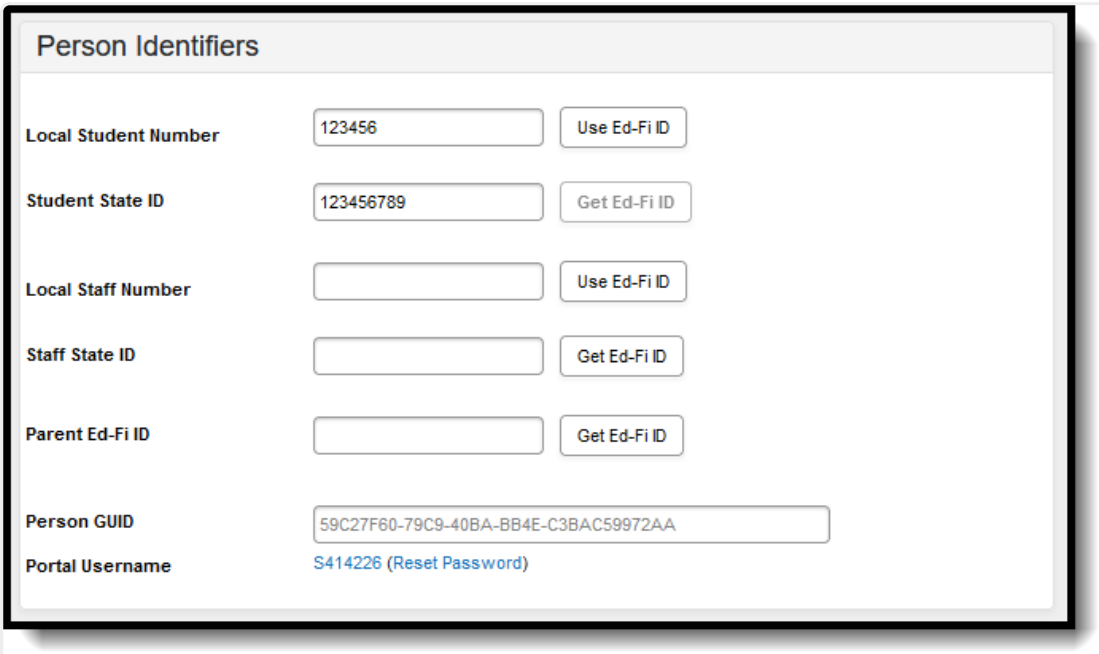

Person Identifiers

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. When an Ed-Fi ID is used, often the Student State ID, Staff State ID, Local Student Number, and Local Staff Number all use this number. See the Enter Ed-Fi IDs article for more information.

When a new ID is created or an existing ID is assigned using the Ed-Fi locator tool, the Ed-Fi ID populates as follows:

1. When Student, the Ed-Fi Id populates in the Student State ID field.
2. When Staff, the Ed-Fi Id populates in the Staff State ID field.
3. When Parent, the Ed-Fi Id populates in the Parent Ed-Fi ID field.

For more information on Ed-Fi IDs please see: Enter Ed-Fi IDs for People in Campus

It is a requirement of Arizona that a student, staff and parent have different Ed-Fi IDs.

Arizona state reporting requires an Ed-Fi ID for anyone to be included in both state reports and Ed-Fi resources. When a person does not have an Ed-Fi ID, they **DO NOT** report.

▸ Click here to expand...

Staff State ID

Staff Unique State ID is a unique state identification number for the staff person provided by the

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Department of Education. When this field is left blank, any courses or students tied to the staff member fail to report.

Click here to expand...

Local Staff Number

Local Staff Number is a unique identification number for the staff person assigned by the district.

Click here to expand...

Student State ID

Student Unique State ID is a unique state identification number for the student provided by the Department of Education.

Click here to expand...

Local Student Number

Local Student Number is a unique identification number for the student assigned by the district.

Click here to expand...

Personal Contact Information

The Personal Contact Information editor contains phone numbers, messaging preferences and the language preferred for receiving messages.

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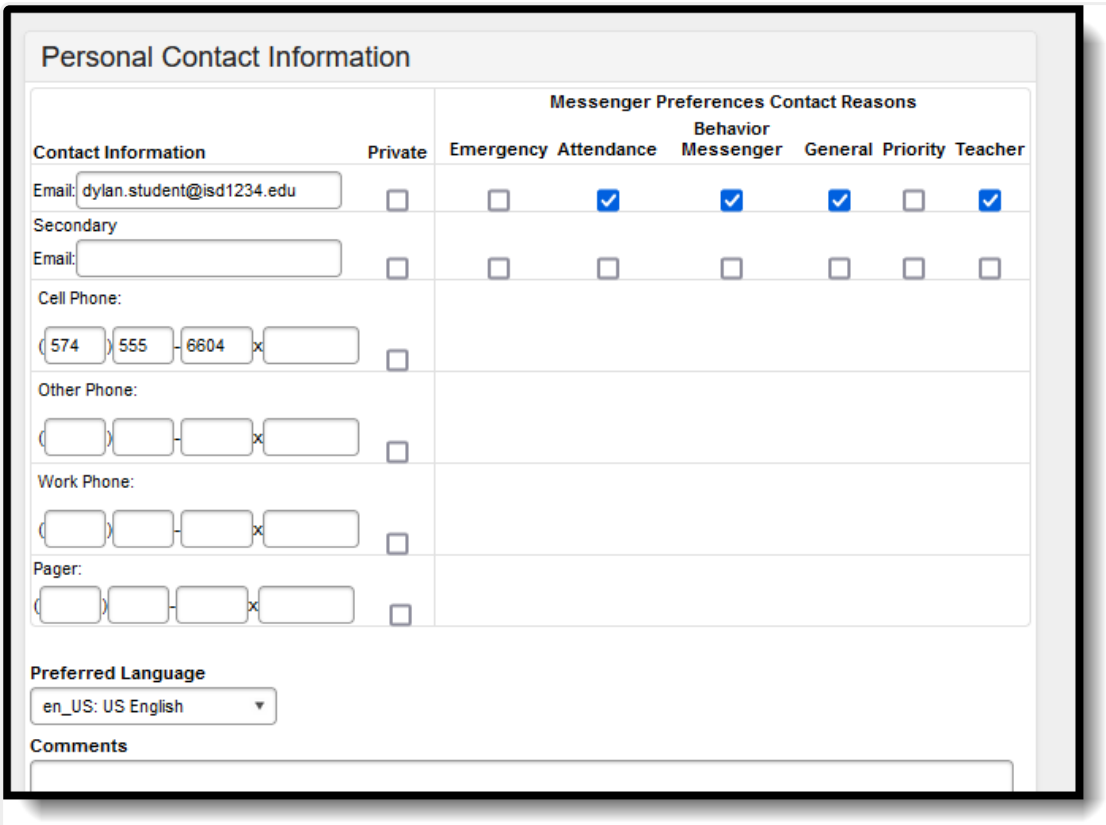

Personal Contact Information Editor

All phone number fields allow for the entry of a three-digit area code, a three-digit central office code, a four-digit line number, and an extension, when applicable.

See the core Demographics article for information on the Messenger Preferences Contact Reasons.

Email

Lists the person's email address.

▸ Click here to expand...

Cell Phone

Lists the person's mobile number.

▸ Click here to expand...

Work Phone

Lists the person's work number.

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Click here to expand...

Other

Lists the person's landline home phone number, or other phone number that is different than the Cell Phone, Work Phone, or Pager numbers.

Click here to expand...

Pager

Lists the person's pager number.

Click here to expand...

District Employment

Tool Search: District Employment

Employees must have active district employment record. This record indicates the staff person is actively (no end date) or has been (end date) employed at the district. A District Assignment record is needed to indicate employment at a particular school/building within the district.

> See the core District Employment article for information on necessary tool rights, available Ad hoc fields, and guidance on adding and printing employment records.

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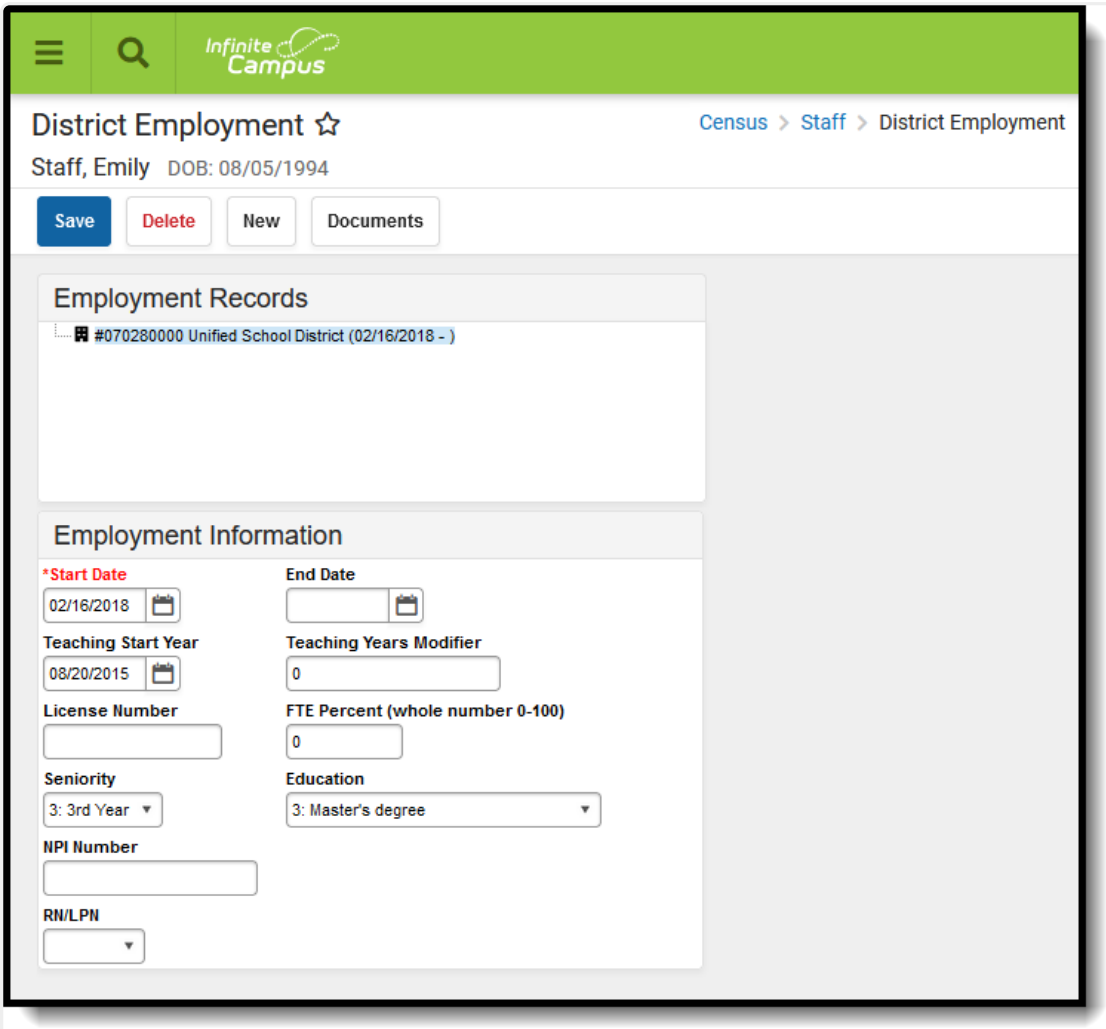

District Employment Record

Teaching Start Year

Indicates the date on which the staff person began teaching (when the teaching license was received).

Click here to expand...

Education

Indicates the level of schooling the staff person has.

- 1: Doctorate
- 2: Master's degree 30+ semester hours
- 3: Master's degree
- 4: Bachelor's degree 30+ semester hours
- 5: Bachelor's degree
- 6: Less than bachelor's degree

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Click here to expand...

License Number

Click here to expand...

District Assignments

Tool Search: District Assignments

The District Assignments tool lists the location where the staff member is working. Users can view the school where the person works, the start date and title, type of employment and assignment code.

Staff with multiple Titles have *multiple* District Assignments to the same school.

> See the core District Assignments article for information on necessary tool rights, available Ad hoc fields, and guidance on adding and printing District Assignments records.

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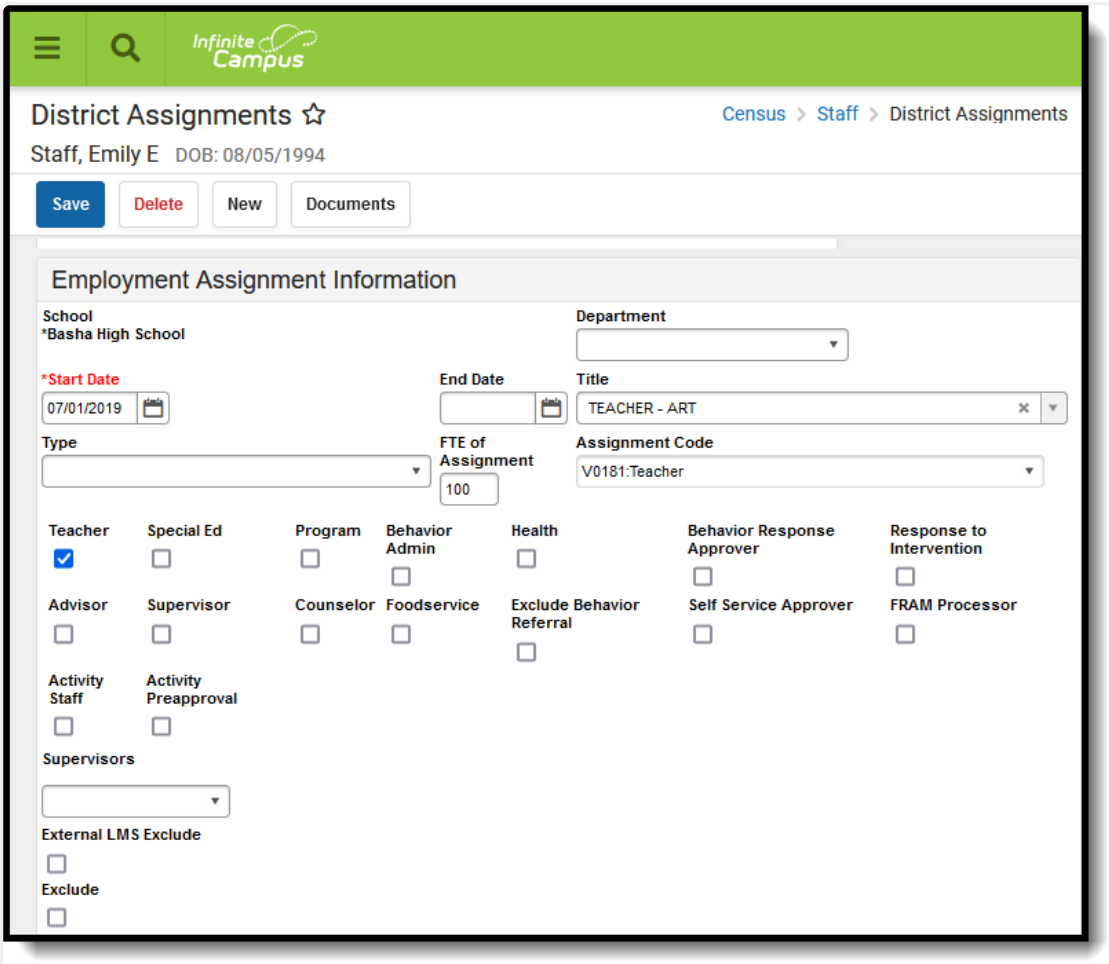

District Assignment Editor

Title

Lists the staff person's position - Teacher, Coach, etc. Options can be modified in the Attribute/Dictionary.

Click here to expand...

Start Date

Indicates the start date of employment at the specific school. This is the very first date the staff member was employed at the school.

Click here to expand...

End Date

Indicates the end date of employment assignment. This is the very last date the staff member was employed at the school.

Click here to expand...

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Credentials

Credential Type | License Number

Tool Search: Credentials

The Credentials tool lists the credential types of a staff member. Credentials are based on the date when the credential was earned. There are five types of credentials that can be added for a person. Multiple credentials can be entered for a staff member. The staff member may be highly qualified in two subject areas or may have multiple degrees.

See the core Credentials article for information on necessary tool rights, available Ad hoc fields, and guidance on adding and printing Credentials records.

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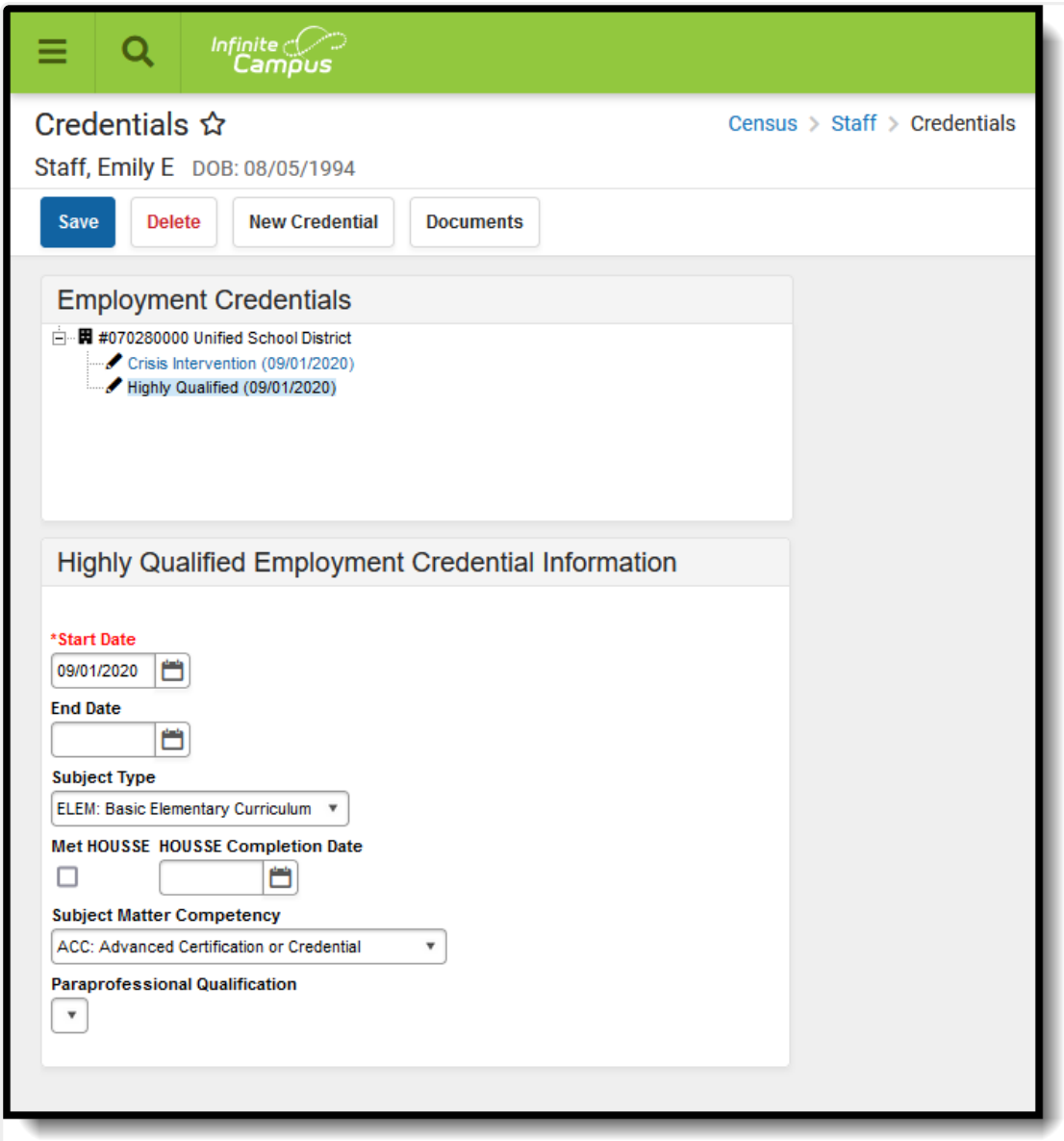

Credentials

Credential Type

Indicates the type of credential the staff person has earned. This list is visible when creating a new credential and in the list of previously entered credentials.

- CI: Crisis Intervention
- ED: Education
- HQ: Highly Qualified
- LC: Licensure/Certification
- OT: Other

Click here to expand...

License Number

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Indicates the number of the license assigned when the credential was granted.

▸ Click here to expand...

Households

Members | Addresses

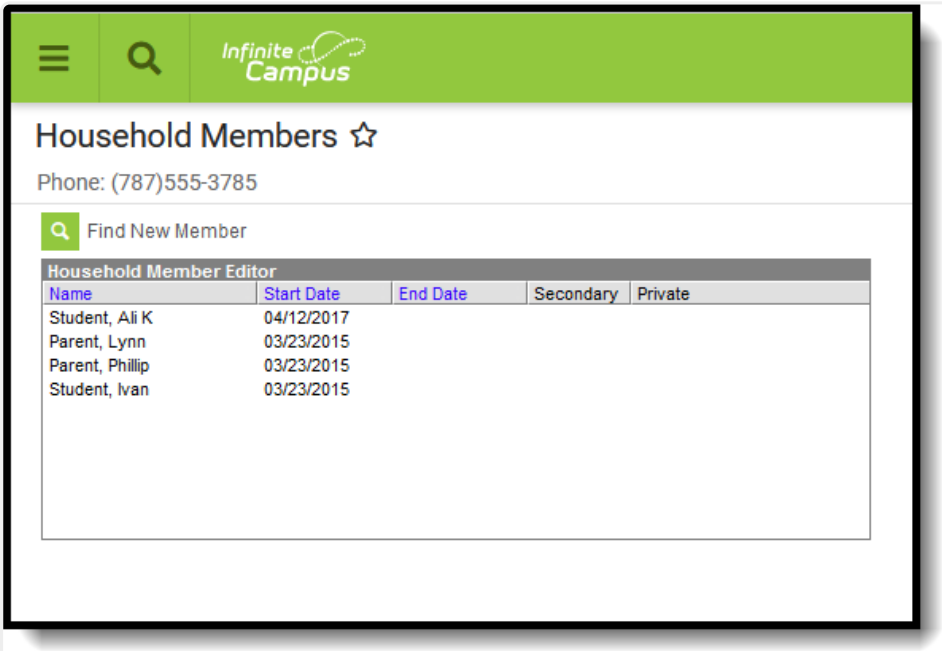
Tool Search: Households

Households help in identifying which persons live in the same home. The list of Members identifies family and non-family members at a shared address, and the Address information lists where that household is located.

See the core Households article for information on necessary tool rights, available Ad hoc fields, and guidance on adding and printing household records.

Members

The **Members** tool lists all persons that have ever lived in the selected household. Due to legacy issues, it is recommended that members are not deleted from the household, but rather ended. This is used to determine whether a student current lives with their parents/guardians.



Household Members

▸ Click here to expand...

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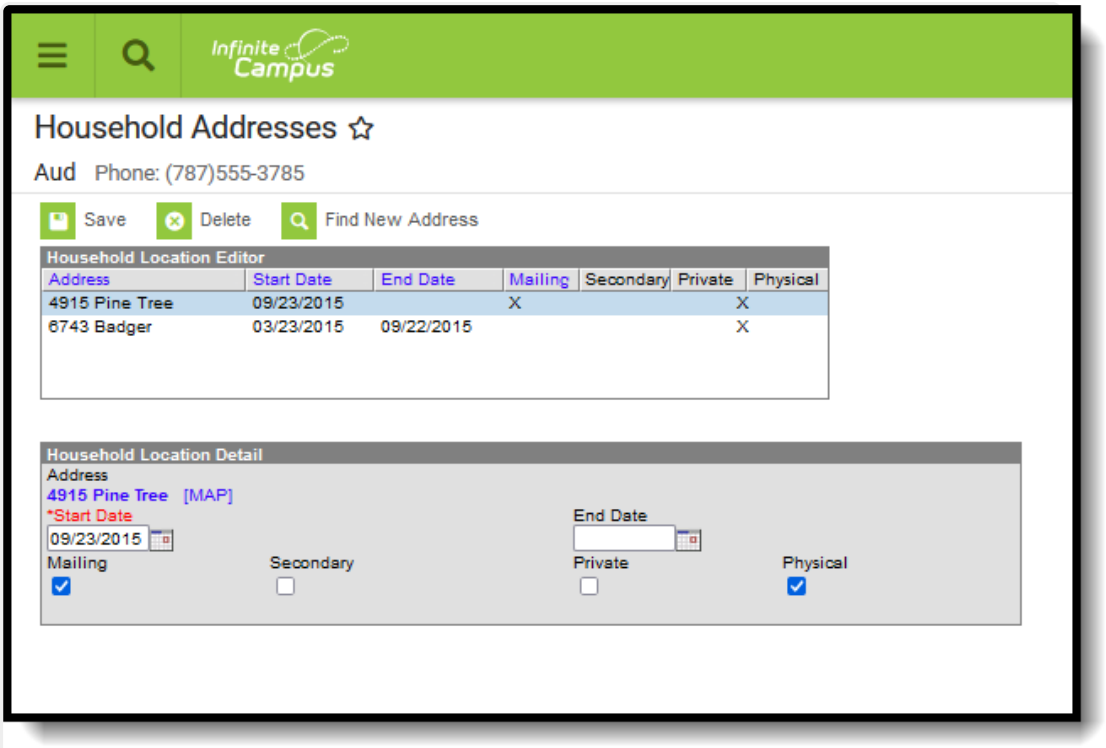
Addresses

The **Addresses** tool within the Household displays all addresses in which the family has resided. For legacy purposes, addresses should not be deleted, only ended, when a family moves. Like the household information to which it is tied, the addresses are used in generating reports that are sent home and in location extracts.



Household Address

Address

Lists the house number, street name, street tag and direction of the household.

▸ Click here to expand...

Start Date

Indicates the date the family began living at that address.

▸ Click here to expand...

End Date

Indicates the date the family stopped living at that address.

▸ Click here to expand...

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Mailing

Indicates the family receives mail at this address.

Click here to expand...

Secondary

Indicates it is a secondary address for the household. **A household can only have one primary physical address at any given time. In the situation where a household has two physical addresses, one of them needs to be marked as secondary.**

Click here to expand...

Private

Indicates the address information should remain at the school (not given to third party mailings).

Click here to expand...

Physical

Indicates the address is the household's physical location.

Click here to expand...

Relationships

Emergency Priority | Guardian | Relationship

Tool Search: Relationships

The Relationships tool displays established relationships between people existing in Campus. Relationships include the other individuals residing in the same household as the selected individual and those individuals who may reside in other households but have an association with the selected person (emergency contacts or divorced parents/guardians, etc.).

See the core Relationships article for information on necessary tool rights, available Ad hoc fields, and guidance on adding and printing Demographics records.

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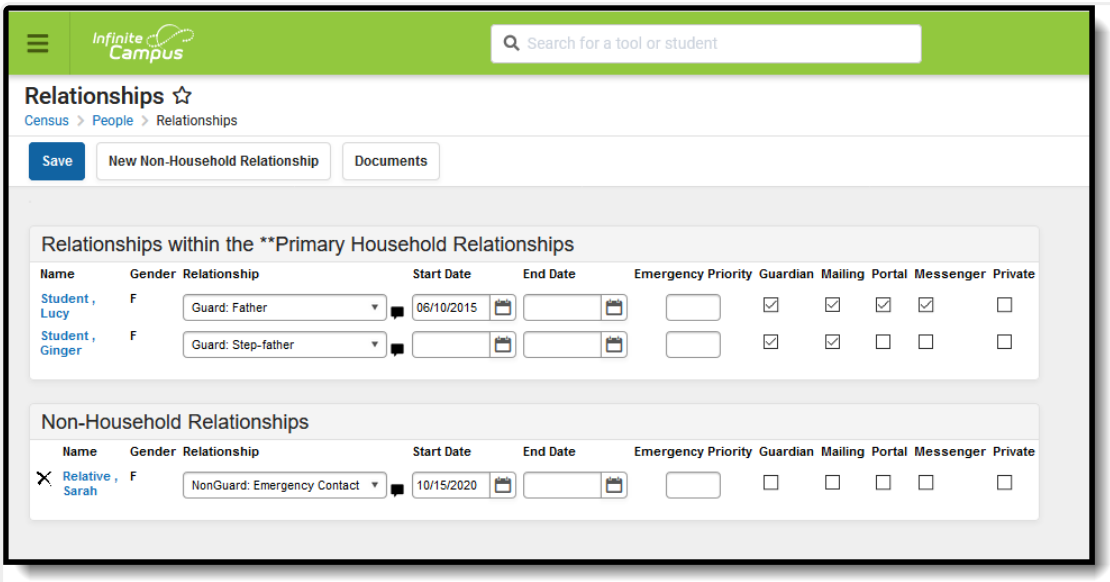

Relationships

Emergency Priority

Provides a visual indication of the listed person's priority for contact in an emergency situation. This is a numeric value. The person that should be notified first should have a 1. When there is no entered priority, the school uses discretion when contacting individuals.

Click here to expand...

Guardian

When checked, indicates which person has authority when making decisions on behalf of the student. This designation is used in several reports and messaging tools.

Click here to expand...

Relationship

Designates the type of relationship between two people. Both people - the selected individual and the name of the person in the row - are affected by the selection. Relationship types are defined for the district in the Relationship Type tool.

Click here to expand...

Military Connections

Status

Tool Search: Military Connections

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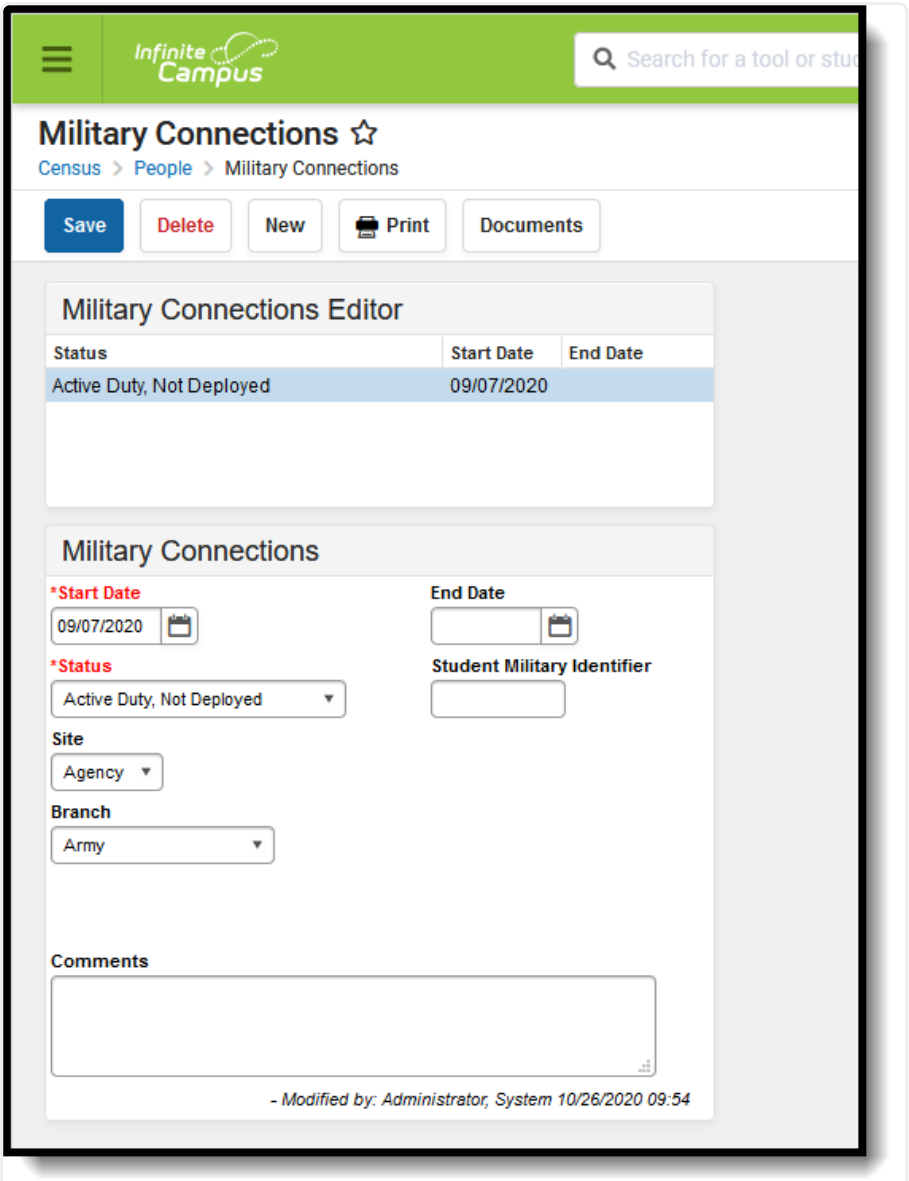
The Military Connections tool tracks parent/guardian data for those who are military personnel. This tool works in conjunction with the Impact Aid tool, which tracks parents/guardians who are employed at federal sites (armed forces locations, reservation lands, etc.).

See the core Military Connections article for information on necessary tool rights, available Ad hoc fields, and guidance on adding and printing Military Connections records.



Military Connections

Status

Indicates the enlistment status of the parent/guardian.

▸ Click here to expand...

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