Census by Birth Date Report

Last Modified on 08/19/2026 9:02 am CDT

Tool Search: Census by Birth Date

The **Census by Birth Date Report** provides a list of students within a birth date range, along with their dates of birth, student numbers, phone numbers, guardian information, and addresses. This report can be used by any school staff member to find a student's birthday.



Census by Birth Date Report

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

Report logic

This report orders students based on birth date. Primary household mailing address and phone information are listed for each student, in addition to all of the guardians (if any) in that household.

In addition to primary household information, secondary and non-primary household information is included for any household with a student who has a guardian. If only primary household information should be reported, the **Show Primary Household Information Only** checkbox can be selected on the report editor.

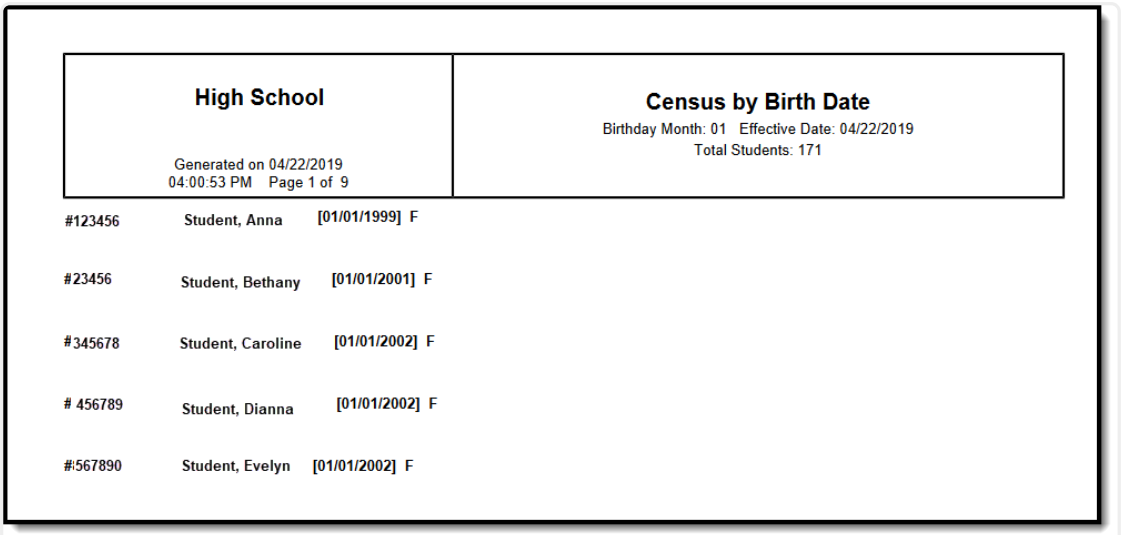
The **Effective Date** defaults to the current date and is used to find active enrollments. Only students who have active enrollments on the effective date are included in the report.

Report editor field descriptions

Field	Description
Start Date/End Date	Entered date (in mm/dd/yyyy format) returns students born as of the entered date. For example, a start date of 04/01/2001 returns anyone with a birth date of April 1, 2001 through the entered End Date.
Birthday Month	Selected date returns students with the selected birth month. There is no date range needed, and the Start and End date fields are ignored.
Effective Date	Entered date is used to return students who are actively enrolled as of the entered date.
Show Birth and Gender Information Only	When marked, only birth and gender information displays on the report, not household information.
Show Primary Household Information Only	When marked, only primary household information displays on the report. When not marked, all household information (primary, secondary, non-household contact) displays on the report.
Report Format	Indicates how the report generates - in PDF or DOCX formats.

Generate the report

1. To find students with birth dates within a particular date range, enter a **Start Date** in *mmddyy* format or use the calendar icon to select a date.
2. If desired, enter an **End Date** in *mmddyy* format, or use the calendar icon to select a date. If no end date is entered, it defaults to today's date.
3. To look for birth dates using a **Birthday Month** instead of a date range, select a month from the dropdown list. Selecting this option generates a report of all students with birthdays in the selected month. If this option is used, any dates entered in the date range fields are ignored.
4. Enter an **Effective Date**. This field defaults to the current date and can be changed by entering another date in *mmddyy* format or by using the calendar icon to select a date.
5. Mark the **Show Birthday and Gender Information Only** checkbox to not display household and guardian information.
6. Mark the **Show Primary Household Information Only** checkbox to only display household information from the primary household. If not selected, all mailing addresses and phone numbers for which the student has a guardian are included in the report.
7. Select the desired **Report Format**.
8. Click the **Generate Report** button. The report displays in the selected format.



High School

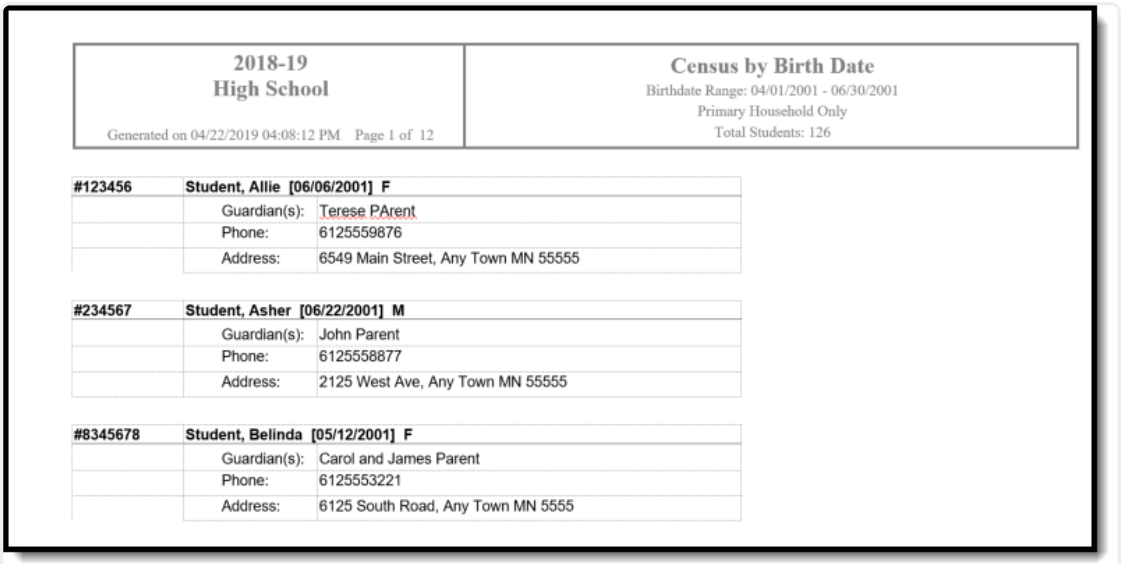
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Census by Birth Date

Birthday Month: 01 Effective Date: 04/22/2019
Total Students: 171

#123456	Student, Anna	[01/01/1999] F
#23456	Student, Bethany	[01/01/2001] F
#345678	Student, Caroline	[01/01/2002] F
# 456789	Student, Dianna	[01/01/2002] F
#:567890	Student, Evelyn	[01/01/2002] F

Census by Birth Date - Birthday Month, Show Birth and Gender Information Only, PDF Format



2018-19
High School

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Census by Birth Date

Birthdate Range: 04/01/2001 - 06/30/2001
Primary Household Only
Total Students: 126

#123456	Student, Allie [06/06/2001] F	
	Guardian(s):	Terese PArent
	Phone:	6125559876
	Address:	6549 Main Street, Any Town MN 55555
#234567	Student, Asher [06/22/2001] M	
	Guardian(s):	John Parent
	Phone:	6125558877
	Address:	2125 West Ave, Any Town MN 55555
#8345678	Student, Belinda [05/12/2001] F	
	Guardian(s):	Carol and James Parent
	Phone:	6125553221
	Address:	6125 South Road, Any Town MN 5555

Census by Birth Date - Start Date and End Date, Show Primary Household Information Only, DOCX Format