

Race Ethnicity Wizard (Minnesota)

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[Federal Requirements](#) | [Race/Ethnicity Subcategories](#) | [Add Race Data via the Race/Ethnicity Wizard](#) | [Race/Ethnicity Information in Ad hoc Reporting](#)

Tool Search: Race/Ethnicity

The Federal government has adopted standards for defining racial and ethnic data to be used by the Department of Education. To address this mandate, Infinite Campus provides a Race/Ethnicity Wizard for users to enter race/ethnicity data for students and all persons, if necessary.

The screenshot shows the 'Student, Linda' profile page. The 'Demographics' tab is selected and highlighted with a red box. The 'Save' button is also highlighted with a red box and an arrow pointing to the 'Demographics' tab. The 'Race/Ethnicity' section is highlighted with a red box and contains the following fields:

- PersonID:** 15610
- *Last Name:** Student
- *First Name:** Linda
- Middle Name:** (empty)
- Suffix:** (empty)
- *Gender:** F: Female
- *Birth Date (Age: 26):** 10/28/1991
- Soc Sec Number:** (empty)
- Race/Ethnicity:**
 - *Is the individual Hispanic/Latino?:** N: No
 - Hispanic Subcategory:** Select Values
 - *Is the individual from one or more of these races? (check all that apply):**
 - American Indian or Alaska Native
 - Asian
 - Black or African American
 - Native Hawaiian or Other Pacific Islander
 - White
 - Race Subcategory:** Other American Indian (historic)
 - *Race/Ethnicity Determination:** 1: Ethnicity reported by parent, guardian, or student
 - Birth Country:** (empty)

Demographics Race/Ethnicity Fields

Federal Requirements

Educational institutions and other recipients of grants and contracts are required to collect and report racial and ethnic data. The following is a summary of the federal requirements:

- When collecting racial/ethnic data at the elementary and secondary school level, the identification of a student's race and ethnicity is to be primarily made by the parents/guardians of the student rather than the student.

When reporting data to the Department of Education, aggregated racial and ethnic data will be reported in the following seven (7) categories:

Code	Racial Category	Definition
1	Hispanic/Latino	A person of Cuban, Mexican, Puerto Rican, South Central American or other Spanish culture or origin, regardless of race; and for persons who are non-Hispanic/Latino only.
2	American Indian or Alaska Native	A person having origins in any of the original peoples of North and South America (including Central America), and who maintains a tribal affiliation or community attachment.
3	Asian	A person having origins in any of the original peoples of the Far East, Southeast Asia or the Indian subcontinent including Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
4	Black or African American	A person having origins in any of the black racial groups of Africa.
5	Native Hawaiian or Other Pacific Islander	A person having origins in any of the original peoples of Hawaii, Guam, Samoa or other Pacific Islands.
6	White	A person having origins in any of the original peoples of Europe, the Middle East or North Africa.

Race/Ethnicity Subcategories

Along with identifying if a student is Hispanic/Latino as well as any other races, users can also define Race Subcategories and Hispanic Subcategories. This functionality allows users to better describe a student's race and provides more meaningful data within state reports. This information is also visible in [Campus Parent](#) and [Campus Student](#).

Person Information

PersonID 15610

***Last Name** Student ***First Name** Linda **Middle Name** **Suffix**

***Gender** F: Female ***Birth Date (Age: 26)** 10/28/1991 **Soc Sec Number** --

Race/Ethnicity

***Is the individual Hispanic/Latino?**
N: No

Hispanic Subcategory:

***Is the individual from one or more of these races?**
(check all that apply)

- American Indian or Alaska Native
- Asian
- Black or African American
- Native Hawaiian or Other Pacific Islander
- White

Race Subcategory:

***Race/Ethnicity Determination**
1: Ethnicity reported by parent, guardian, or student

Birth Country

Hispanic, Race Subcategory Fields

Add Race Data via the Race/Ethnicity Wizard

A user can add race/ethnicity information on the Demographics or Identities tabs.

The screenshot shows the 'Demographics' tab in the Infinite Campus system. The 'Person Information' section is visible, with a red box highlighting the 'Race/Ethnicity' section. The highlighted section includes the following fields and options:

- PersonID:** 11707
- *Last Name:** Student
- *First Name:** James
- Middle Name:** (empty)
- Suffix:** (dropdown menu)
- *Gender:** M: Male
- Birth Date:** (calendar icon)
- Soc Sec Number:** (input field)
- Race/Ethnicity:**
 - Is the individual Hispanic/Latino?** N: No
 - Hispanic Subcategory:** Select Values
 - Is the individual from one or more of these races? (check all that apply)**
 - American Indian or Alaska Native
 - Asian
 - Black or African American
 - Native Hawaiian or Other Pacific Islander
 - White
 - Race Subcategory:** Russian
 - Race/Ethnicity Determination:** 1: Ethnicity reported by parent, guardian, or student
- Birth Country:** (dropdown menu)
- Date Entered US:** (input field)
- Date Entered US School:** (input field)

Below the screenshot, the text *Adding Race/Ethnicity Information* is displayed.

Add a Race/Ethnicity Code from the Demographics Tab

1. In the Person Information editor, select the **Edit** link next to Race/Ethnicity.
2. Determine the answer to **Is the individual Hispanic/Latino?**
 - If *Y: Yes* was selected, select an **Hispanic Subcategory** value.

Hispanic Subcategories dynamically populate the searchable multi-select dropdown list. If the student/legal guardian(s) has not been re-surveyed, select an option listed as (historic). If the student/guardian(s) has been re-surveyed, select only options that are not identified as (historic). This helps further define the student's hispanic/latino race and is used for state reporting purposes.

- If *N: No* is chosen, at least one Race checkbox must be selected.
3. Determine the answer to **Is the individual from one or more of these races?** Select all appropriate options. See the table of Racial Categories for reference.
4. Once a race has been selected, select a **Race Subcategory**.

Race Subcategories dynamically populate the searchable multi-select dropdown list based on race selection. If the student/legal guardian(s) has not been re-surveyed, select an option listed as (historic). If the student/guardian(s) has been re-surveyed, select only options that are not identified as (historic). This helps further define the student's race and is used for state reporting purposes.

5. Select the **Race/Ethnicity Determination** option. This identifies that either the student or legal guardian(s) has not been re-surveyed, or defines how the individual's race/ethnicity was defined at the time they were re-surveyed . Options are shown in the table below.
6. Click the **Save** icon when finished. Updated race/ethnicity information will be visible.

Race/Ethnicity Determination Options

Code	Description
1	Ethnicity reported by parent, guardian, or student
2	Observed, Ethnicity not reported by parent/guardian/student
3	Student has not yet been resurveyed
4	Unknown

Race/Ethnicity Information in Ad hoc Reporting

PATH: *Ad hoc Reporting > Filter Designer, Report Designer*

Related fields have been added to the tools within Ad hoc Reporting for race/ethnicity requirements. These fields are available in the Filter Designer and Report Designer.

Filter Field	Location in Ad Hoc	Definition
raceEthnicity	Student > Demographics > raceEthnicity	Race/ethnicity code of the person. This ties to the state dictated race code. This is not a new option.
hispanicEthnicity	Student > Demographics > hispanicEthnicity	Indicates person is considered to be of Hispanic/Latino ethnicity. This is not a new option.
raceEthnicityFed	Student > Demographics > raceEthnicityFed	Federal race/ethnicity code. May be different than the raceEthnicity selection.

Filter Field	Location in Ad Hoc	Definition
raceEthnicityDetermination	Student > Demographics > raceEthnicityDetermination	Selection of how the individual was determined to be the selected race/ethnicity
Race Ethnicity Subcategories	Student > Demographics > Hispanic Subcategories, Race Subcategories	This folder houses all of the possible race ethnicity subcategories that can be selected on a student's demographic/identity record(s).