

Census (BIE)

Last Modified on 12/14/2025 8:45 pm CST

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The Census tool tracks every person entry in Infinite Campus - parents, staff, students, emergency contacts, doctors, etc. Demographic data is used throughout Campus, utilizing historic details of each person. Some fields in the Census tool are unique to each state. BIE-specific fields are described below. For additional information, see the [Census](#) page.

Demographics

Tool Search: Demographics

Person Information

PersonID	2910			
*Last Name	*First Name	Middle Name	Suffix	Upload Picture
*Gender	Birth Date	Soc Sec Number		
Race/Ethnicity (Edit) Race/Ethnicity: No Image Available				
Federal Designation: No Data				
Race(s):				
Hispanic/Latino: No Data				
Race/Ethnicity Determination:				
Birth Country				
Date Entered US	Date Entered US School	Immigrant	<input type="checkbox"/>	
Date Entered State School	BIE Birth Verification	Birth Verification	<input type="checkbox"/>	
Visa Type				
Home Primary Language				
Select a Value				
BIE Home Primary Language				
Select a Value				
BIE Home Secondary Language				
Select a Value				
Nickname				
Comments				

Person Information Editor

Date Entered US

Indicates the date the student entered the United States.

► [Click here to expand...](#)

Database Location:

Identity.dateEnteredUS

Ad Hoc Inquiries:

Student > Demographics > Identity History > dateEnteredUS

Date Entered US School

Indicates the first date on which the student was enrolled into a US school.

► [Click here to expand...](#)

Database Location:

Identity.dateEnteredUSSchool

Ad Hoc Inquiries:

Student > Demographics > Identity History > dateEnteredUSSchool

BIE Birth Verification

The documentation provided to identify the student's existence. Usually this is proven with a birth certificate.

► [Click here to expand...](#)

Database Location:

Identity.birthVerificationBIE

Ad Hoc Inquiries:

Student > Demographics > Identity History > birthVerificationBIE

BIE Home Primary Language

The BIE Home Primary Language allows a district to record the language primarily spoken by the student while at home.

► [Click here to expand...](#)

Database Location:

Identity.homePrimaryLanguageBIE

Ad Hoc Inquiries:

Student > Identity History > homePrimaryLanguageBIE

Person > Identity History > homePrimaryLanguageBIE

BIE Home Secondary Language

The BIE Home Secondary Language allows a district to record the secondary language spoken by the student while at home.

► [Click here to expand...](#)

Database Location:

identity.homeSecondaryLanguageBIE

Ad Hoc Inquiries:

Student > Identity History > homeSecondaryLanguageBIE

Person > Identity History > homeSecondaryLanguageBIE

NASIS ID

A NASIS ID is required for all students.

Students will not report if this field is blank.

► [Click here to expand...](#)

Database Location:

person.otherID

Ad Hoc Inquiries:

Student > Demographics > otherID

Person > Demographics > otherID

Reports:

[BIE ISEP Residential Verification Report](#)

[BIE ISEP Residential Certification Report](#)

[BIE ISEP Instructional Verification Report](#)

[BIE ISEP Instructional Certification Report](#)

[BIE Consolidated Report Card](#)

Tribe/Tribal Name

Identifies the tribe to which the student belongs.

This field varies by state; refer to your state documentation for additional information.

► Click here to expand...

Database Location:

NASIS.tribalCode

Ad Hoc Inquiries:

Student > Demographics > Race Subcategories

Reports:

[BIE ISEP Residential Verification Report](#)

[BIE ISEP Residential Certification Report](#)

[BIE ISEP Instructional Verification Report](#)

[BIE ISEP Instructional Certification Report](#)

District Employment

Tool Search: District Employment

District employees are identified as a person who has an active District Employment record. Please see the [District Employment](#) article for more information.

Employment Records

High School (01/09/2012 -)

Employment Information

*Start Date	End Date
<input type="text"/>	<input type="text"/>
Teaching Start Year	Teaching Years Modifier
<input type="text"/>	<input type="text"/>
License Number	FTE Percent (whole number 0-100)
<input type="text"/>	<input type="text"/>
Seniority	Education
<input type="text"/>	<input type="text"/>
Certification	
<input type="text"/>	

Employment Information Editor

Certification

The Certification drop list identifies the certification status an educator holds in the content area they are or will be teaching within.

► [Click here to expand...](#)

This field is used for state reporting purposes.

Certification	Description
Full	The educator is fully licensed and has met all certification requirements for the specific subject area they are teaching in.
Temporary	The educator is in the process of earning their full credentials but in the meantime can teach in a specific subject area.
Emergency	Issued by the school district to educators who hold, or are eligible to hold, a teaching license but have not met the requirements for certification in a specific content area. Emergency Certificates are valid for up to three years unless revoked.
Provisional	Permits a non-licensed teacher to temporarily deliver instruction. This may be used in cases where a teacher has relocated and their teaching license has not yet transferred or been approved in the new state they will teach.

Reports:

[BIE Consolidated Report Card](#)

District Assignment

Tool Search: District Assignment

The District Assignments tool lists the location where the staff member works. Users can view the school where the person works, the start date and title, type of employment, and assignment code. Fields that are specific to the BIE are described below. For all other inquiries, please see the [District Assignments](#) article.

District Assignments ☆

Smith, Mary

[Save](#)
[Delete](#)
[New](#)

Employment Assignment Information

School	Department					
Campus School	<input style="width: 100%; height: 25px;" type="text"/>					
*Start Date	End Date					
<input style="width: 100px; height: 25px;" type="text" value="08/31/2022"/>	<input style="width: 100px; height: 25px;" type="text"/>					
Type	FTE of Assignment					
<input style="width: 100px; height: 25px;" type="text"/>	<input style="width: 100px; height: 25px;" type="text"/>					
Program Type						
01:General						
Teacher	Special Ed	Program	Behavior Admin	Health	Behavior Response Approver	Response to Intervention
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Advisor	Supervisor	Counselor	Foodservice	Exclude Behavior Referral	Self Service Approver	FRAM Processor
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Activity Staff	Activity Preapproval					
<input type="checkbox"/>	<input type="checkbox"/>					
Primary Teaching Area						
Select a Value						
Supervisors						
<input style="width: 100px; height: 25px;" type="text"/>						
<input style="width: 100px; height: 25px;" type="text"/>						
External LMS Exclude						
<input type="checkbox"/>						
Exclude						
<input type="checkbox"/>						
BIE Type	BIE Title					
<input style="width: 100px; height: 25px;" type="text"/>	<input style="width: 100px; height: 25px;" type="text"/>					
BIE Program Category	BIE Level of Assignment					
<input style="width: 100px; height: 25px;" type="text"/>	<input style="width: 100px; height: 25px;" type="text"/>					
BIE Experienced Educator	BIE Administrator Type					
<input type="checkbox"/>	<input style="width: 100px; height: 25px;" type="text"/> Select Values					

District Assignment Editor

BIE Type

This field indicates district staff as either a Bureau employee, or a Bureau contractor of a school.

► [Click here to expand...](#)

Database Location:

EmploymentAssignment.typeBIE

Ad Hoc Inquiries:

Data Type: Census/Staff
Person > Staff > Assignment > typeBIE

BIE Title

This field indicates the role of a Bureau employee or contractor in the school. Create a new District Assignment if more than one title applies.

► [Click here to expand...](#)

Database Location:

employmentassignment.bieTitle

Ad Hoc Inquiries:

Data Type: Census/Staff
Person > Staff > Assignment > bieTitle

Reports:

BIE Consolidated Report Card & Individual School Report Card

BIE Program Category

This field indicates the program category of the employee's assignment.

► [Click here to expand...](#)

LEP: Limited English Proficiency

MEP: Migrant Education

SPED: Special Education

Title: Title I Targeted Assistance

Database Location:

employmentAssignment.programCategoryBIE

Ad Hoc Inquiries:

Data Type: Census/Staff
Person > Staff > Assignment > programCategoryBIE

BIE Level of Assignment

This field indicates the level of the employee's job function.

► [Click here to expand...](#)

EL: Elementary

KG: Kindergarten

PK: Pre-kindergarten

SEC: Secondary

UG: Ungraded

Database Location:

employmentAssignment.assignmentLevelBIE

Ad Hoc Inquiries:

Data Type: Census/Staff

Person > Staff > Assignment > assignmentLevelBIE

BIE Experienced Educator

This identifies educators (teachers, principals, paraprofessionals, etc.) whose combined District Assignment records, across any BIE school, is greater than four years. This box **should not** be checked if the combined District Assignment records for the staff member, across all BIE schools is four years or fewer.

► [Click here to expand...](#)

Database Location:

employmentAssignment.experiencedEducatorBIE

Ad Hoc Inquiries:

Data Type: Census/Staff

Person > Staff > Assignment > experiencedEducatorBIE

Reports:

BIE Consolidated Report Card & Individual School Report Card

Regarding the BIE Consolidated Report Card & Individual School Report Card: If this box is checked the staff member is excluded from Educator Qualifications totals.

BIE Administrator Type

This field identifies the administrator type(s) of a staff member. The multi-select drop list allows for the identification of multiple administrator types when applicable.

► [Click here to expand...](#)

1: NASIS Administrator
2: NASIS Administrator 2
3: ELA Assessment Coordinator
4: Math Assessment Coordinator
5: Science Assessment Coordinator
6: EL Proficiency Assessment Coordinator
7: School Records Contact

Database Location:

employmentAssignment.adminTypeBIE

Ad Hoc Inquiries:

Data Type: Census/Staff

Person > Staff > Assignment > adminTypeBIE

Reports:

BIE Consolidated Report Card & Individual School Report Card

Credentials

The Credentials tab identifies the subject areas staff members are certified/credentialed to teach within. Enter the date the credential was earned for the staff person in the Start Date field and the date the credential expires in the End Date field.

Staff members may be credentialed in multiple subject areas; a new credential record should be created for each. This section describes the fields specific to the BIE. For all other fields, refer to the [Credentials](#) article.

Tool Search: Credentials

New Employment Credential Information

*Start Date 

End Date 

Fully Certified

BIE Subject

English Learners Credential

SPED Related Services Credential

Health License

Employment Credential Information Editor

BIE Subject

The BIE Subject field allows BIE districts to track the subject area the educator is certified to teach/work within.

Regarding the BIE Consolidated Report Card & Individual School Report Card: If the BIE Subject for the credential does not match the BIE Subject associated with the course the educator is a Primary or Secondary Teacher of, the educator is considered "Out of Field."

► [Click here to expand...](#)

Database Location:

EmploymentCredential.subjectTypeBIE

Ad Hoc Inquiries:

Data Type: Census/Staff

Person > Staff > Credential > subjectTypeBIE

Reports:

BIE Consolidated Report Card & Individual School Report Card