

Census (BIE)

Last Modified on 03/11/2024 8:46 am CDT

[Demographics](#) | [District Employment](#) | | [District Assignment](#) | [Credentials](#)

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	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Upload Picture

*Gender	Birth Date	Soc Sec Number		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	No Image Available

Race/Ethnicity (Edit)

Race/Ethnicity:

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="text"/>	<input type="text"/>	<input type="checkbox"/>	Date Entered State School	BIE Birth Verification
			<input type="text"/>	<input type="text"/>

Birth Verification

Visa Type

Home Primary Language

BIE Home Primary Language

BIE Home Secondary Language

Nickname

Comments

Person Information Editor

Date Entered US

Indicates the date the student entered the United States.

[▶ Click here to expand...](#)

Date Entered US School

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

[▶ Click here to expand...](#)

BIE Birth Verification

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

[▶ Click here to expand...](#)

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...](#)

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...](#)

NASIS ID

A NASIS ID is required for all students.

Students will not report if this field is blank.

[▶ Click here to expand...](#)

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...](#)

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

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

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 CampusSchool	Department <input type="text"/>
*Start Date <input type="text" value="08/31/2022"/>	End Date <input type="text"/>
Type <input type="text"/>	Title <input type="text"/>
FTE of Assignment <input type="text"/>	Program Type 01:General

<input checked="" type="checkbox"/> Teacher	<input type="checkbox"/> Special Ed	<input type="checkbox"/> Program	<input type="checkbox"/> Behavior Admin	<input type="checkbox"/> Health	<input type="checkbox"/> Behavior Response Approver	<input type="checkbox"/> Response to Intervention
<input type="checkbox"/> Advisor	<input type="checkbox"/> Supervisor	<input type="checkbox"/> Counselor	<input type="checkbox"/> Foodservice	<input type="checkbox"/> Exclude Behavior Referral	<input type="checkbox"/> Self Service Approver	<input type="checkbox"/> FRAM Processor
<input type="checkbox"/> Activity Staff	<input type="checkbox"/> Activity Preapproval					

Primary Teaching Area

Supervisors

External LMS Exclude

Exclude

BIE Type <input type="text"/>	BIE Title <input type="text"/>
BIE Program Category <input type="text"/>	BIE Level of Assignment <input type="text"/>
BIE Experienced Educator <input type="checkbox"/>	BIE Administrator Type <input type="text" value="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...](#)

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...](#)

BIE Program Category

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

▶ [Click here to expand...](#)

BIE Level of Assignment

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

▶ [Click here to expand...](#)

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...](#)

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...](#)


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