

Census (BIE)

Last Modified on 10/21/2024 8:21 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	Upload Picture
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

*Gender	Birth Date	Soc Sec Number		
<input type="text"/>	<input type="text"/>	<input type="text"/>		

Race/Ethnicity (Edit) No Image Available

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	Birth Verification	
	<input type="text"/>	<input type="text"/>	<input type="text"/>	

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...](#)

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

<p>*Start Date</p> <input style="width: 90%;" type="text"/>	<p>End Date</p> <input style="width: 90%;" type="text"/>
<p>Teaching Start Year</p> <input style="width: 90%;" type="text"/>	<p>Teaching Years Modifier</p> <input style="width: 90%;" type="text"/>
<p>License Number</p> <input style="width: 90%;" type="text"/>	<p>FTE Percent (whole number 0-100)</p> <input style="width: 90%;" type="text"/>
<p>Seniority</p> <input style="width: 90%;" type="text"/>	<p>Education</p> <input style="width: 90%;" type="text"/>
	<p>Certification</p> <input style="width: 90%;" 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 CampusSchool		Department <input type="text"/>				
*Start Date 08/31/2022 <input type="text"/>	End Date <input type="text"/>	Title <input type="text"/>				
Type <input type="text"/>	FTE of Assignment <input type="text"/>	Program Type 01:General <input type="text"/>				
Teacher <input checked="" 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 <input type="checkbox"/>					
Primary Teaching Area <input type="text"/>						
Supervisors <input type="text"/> <input type="text"/>						
External LMS Exclude <input type="checkbox"/>						
Exclude <input type="checkbox"/>						
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"/>				

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