

Census (Indiana)

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

Tool Search: Demographics

[Identities](#) | [Demographics](#) | [District Employment](#) | [District Assignments](#) | [Credentials](#) | [Households](#) | [Relationships](#) | [Military Connections](#)

Census tracks every person entry in Infinite Campus - parents, staff, students, emergency contacts, doctors, etc. Demographic data is used throughout Campus, utilizing historic and current details of each person. Some fields in the Census module are unique to each state. Other fields in the Census module do not require unique, state-specific data. However, many of these fields are required and data entry in these fields is necessary.

Identities

Tool Search: Identities

[Name Fields](#) | [Gender](#) | [Birth Date](#) | [Birth Country](#) | [Date Entered US](#) | [Date Entered US School](#) | [Home Primary Language](#) | [Race Ethnicity](#)

The Identities tool acts as an historical record of the person's demographic information. While the information on the [Demographics](#) tool is displayed on the Identities record, changes should be made here.

Types of changes include:

- Name and Legal Name
- Gender
- Social Security number
- Race/Ethnicity
- Nickname

Previous identity information is not lost when it is modified, but an end date is entered for the previous identity and a start date is entered for the new identity.

See the core [Identities](#) article for information on necessary tool rights, available Ad hoc fields, and guidance on adding and printing Identities records.

Identity Information

PersonID
35890

***Last Name**
Student


***First Name**
John

Middle Name
Michael

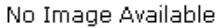
Suffix
▼

***Gender**
M: Male ▼

Pronouns
▼

***Birth Date (Age: 8)**
07/07/2015 


Soc Sec Number





Protected Identity Information

Race/Ethnicity [\(Edit\)](#)
 State Race/Ethnicity: 7:White
 Federal Designation: 6:White
 Race(s): White
 Hispanic/Latino: N:No
 Race/Ethnicity Determination: 01:Parent Identified

Birth Country
 USA: United States of America x ▼


Date Entered US


Date Entered US School


Date Entered State School


Home Primary Language
 211: English x ▼

Nickname

***Effective Date**
 11/30/2023 

Comments

Identities Information Editor

Name Fields

Last Name, First Name, Middle Name and Suffix (Jr., III, etc.) are the legal names of the person.

► [Click here to expand...](#)

Gender

Indicates the person's gender. At this time, the state of Indiana acknowledges Male and Female gender only.

► [Click here to expand...](#)

Birth Date

Indicates the person's date of birth.

▶ [Click here to expand...](#)

Birth Country

The Birth Country is the country listed on the student's birth certificate during initial enrollment. Please refer to the International Organization of Standards directory for more information on country codes.

▶ [Click here to expand...](#)

Date Entered US

Indicates the date the student entered the United States.

▶ [Click here to expand...](#)

Date Entered US School

Indicates the date on which the student enrolled in a US school.

▶ [Click here to expand...](#)

Home Primary Language

The Home Primary Language field allows a district to record the language spoken in the student's home, as determined by the student's home language survey. Please refer to the International Organization of Standards directory for more information on language codes.

▶ [Click here to expand...](#)

Race Ethnicity

The Federal government has adopted standards for defining racial and ethnic data to be used by the Department of Education. See the [Race/Ethnicity](#) article for more information.

Is the individual Hispanic or Latino?

Indicates whether the student is of Hispanic descent.

▶ [Click here to expand...](#)

Race Ethnicity

Indicates the person's race/ethnicity.

▶ [Click here to expand...](#)

Demographics

Tool Search: Demographics

[Person Identifiers](#) | [Personal Contact Information](#)

The Demographics tool is the basic area for viewing general person information within Campus. All people for whom data is tracked, including students, staff, parents/guardians, household members, etc., have a Demographics record, which includes name and gender from the Identities record, student and staff identification numbers and contact information.

See the core [Demographics](#) article for information on necessary tool rights, available Ad hoc fields, and guidance on adding and printing Demographics records.

Person Identifiers

Person Identifiers like Student Number and Student State ID are used in state reports and Ed-Fi resources to identity student records. Staff identification - Local Staff Number, Staff State ID - are also recorded here.

Follow district guidelines when creating or importing these values.

Person Identifiers

Local Student Number

Use Ed-Fi ID

Student State ID

Get Ed-Fi ID

Local Staff Number

Use Ed-Fi ID

Staff State ID

Get Ed-Fi ID

Parent Ed-Fi ID

Person GUID

Portal Username

No Active Portal Account

Person Identifiers Editor

Ed-Fi ID

A unique identifier used to tie the person's records within Campus to their Ed-Fi record within the Ed-Fi system. When an Ed-Fi ID is used, often the Student State ID, Staff State ID, Local Student Number, Local Staff Number all use this number. See the [Enter Ed-Fi IDs](#) article for more information.

► [Click here to expand...](#)

Staff State ID

Staff Unique State ID is a unique state identification number for the staff person provided by the Department of Education. If this field is left blank, any courses or students tied to the staff member fail to report.

► [Click here to expand...](#)

Local Staff Number

Local Staff Number is a unique identification number for the staff person assigned by the district.

► [Click here to expand...](#)

Student State ID

Student Unique State ID is a unique state identification number for the student provided by the Department of Education.

► [Click here to expand...](#)

Local Student Number

Local Student Number is a unique identification number for the student assigned by the district.

► [Click here to expand...](#)

Personal Contact Information

The Personal Contact Information editor contains phone numbers, messaging preferences and the language preferred for receiving messages.

Personal Contact Information

Contact Information	Private	Messenger Preferences Contact Reasons					
		Emergency	Attendance	Behavior Messenger	General	Priority	Teacher
Email: <input type="text" value="dylan.student@isd1234.edu"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Secondary Email: <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cell Phone: <input type="text" value="(574)"/> <input type="text" value="555"/> <input type="text" value="6604"/> x <input type="text"/>	<input type="checkbox"/>						
Other Phone: <input type="text" value="()"/> <input type="text" value=""/> <input type="text" value=""/> x <input type="text"/>	<input type="checkbox"/>						
Work Phone: <input type="text" value="()"/> <input type="text" value=""/> <input type="text" value=""/> x <input type="text"/>	<input type="checkbox"/>						
Pager: <input type="text" value="()"/> <input type="text" value=""/> <input type="text" value=""/> x <input type="text"/>	<input type="checkbox"/>						
Preferred Language <input type="text" value="en_US: US English"/>							
Comments <input type="text"/>							

Personal Contact Information Editor

All phone number fields allow for the entry of a three-digit area code, a three-digit central office code, a four-digit line number, and an extension, if applicable.

Email

Lists the person's email address.

► [Click here to expand...](#)

Cell Phone

Lists the person's mobile number.

▶ [Click here to expand...](#)

Work Phone

Lists the person's work number.

▶ [Click here to expand...](#)

Other

Lists the person's landline home phone number, or other phone number that is different than the Cell Phone, Work Phone, or Pager numbers.

▶ [Click here to expand...](#)

Pager

Lists the person's pager number.

▶ [Click here to expand...](#)

District Employment

Tool Search: District Employment

[Teaching Start Year](#) | [Education](#) | [License Number](#)

District Employment must have active district employment record. This record indicates the student is actively (no end date) or has been (end date) employed at the district. A District Assignment record is needed to indicate employment at a particular school/building within the district. Please see the [District Employment](#) article for more information.

See the core [District Employment](#) article for information on necessary tool rights, available Ad hoc fields, and guidance on adding and printing employment records.

District Employment ☆

Staff, Xavier
DOB:

Save
Delete
New

Employment Records

#5310 Franklin Township Com Sch Corp (03/23/2009 -)

Employment Information

*Start Date
03/23/2009

End Date

Teaching Start Year
09/01/2005

Teaching Years Modifier
15

License Number
123456

FTE Percent (whole number 0-100)
100

Seniority
T: Tenure

Education
2: Master's degree 30+ semester hrs

District Employment Information Editor

Teaching Start Year

Indicates the date in which the staff person began teaching (when the teaching license was received).

► [Click here to expand...](#)

Education

Indicates the level of schooling the staff person has.

- 1: Doctorate
- 2: Master's degree 30+ semester hours
- 3: Master's degree
- 4: Bachelor's degree 30+ semester hours
- 5: Bachelor's degree
- 6: Less than bachelor's degree

► [Click here to expand...](#)

License Number

► [Click here to expand...](#)

District Assignments

[Title](#) | [Start Date](#) | [End Date](#)

Classic View: [Census](#) > [People](#) > [District Assignment](#)

The District Assignments tool lists the location where the staff member is working. 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 state of Indiana are further described below.

Staff with multiple Titles will have *multiple* District Assignments to the same school.

See the core [District Assignments](#) article for information on necessary tool rights, available Ad hoc fields, and guidance on adding and printing District Assignments records.

Infinite Campus

District Assignments ☆

Staff, Xavier DOB:

Save

Delete

New

Employment Assignment Information

School

High School

Department

Social Studies

*Start Date

03/23/2009

End Date

Title

Teacher

Type

02:Certified

FTE of Assignment

Assignment Code

Teacher

☒

Special Ed

☐

Program

☐

Behavior Admin

☐

Health

☐

Behavior Response Approver

☐

Response to Intervention

☐

Advisor

☐

Supervisor

☐

Counselor

☐

Foodservice

☐

Exclude Behavior Referral

☐

Self Service Approver

☐

FRAM Processor

☐

Activity Staff

☐

Health License

External LMS Exclude

☐

Exclude

☐

Non-Teaching Personnel Subject Code

Select a Value

District Assignment Editor

Title

Lists the staff person's position - Teacher, Coach, etc. Options can be modified in the [Attribute/Dictionary](#).

► [Click here to expand...](#)

Start Date

Indicates the start date of employment at the specific school. This is the very first date the staff member was employed at the school.

► [Click here to expand...](#)

End Date

Indicates the end date of employment assignment. This is the very last date the staff member was employed at the school.

► [Click here to expand...](#)

Credentials

Tool Search: Credentials

[Credential Type](#) | [License Number](#)

The **Credentials** tool lists the credential types of a staff member. Credentials are based on the date when the credential was earned. There are five types of credentials that can be added for a person. Multiple credentials can be entered for a staff member. The staff member may be highly qualified in two subject areas or may have multiple degrees.

See the core [Credentials](#) article for information on necessary tool rights, available Ad hoc fields, and guidance on adding and printing Credentials records.

Infinite Campus

Credentials ☆

Staff, Xavier DOB:

Save

Delete

New Credential

Employment Credentials

ISD #1234

Highly Qualified (08/11/2010)

Highly Qualified (08/11/2010)

Crisis Intervention (09/30/2021)

Highly Qualified Employment Credential Information

* Start Date

08/11/2010

End Date

Subject Type

CORE: Core Academic Subject Area

Core Subject Area

GEO: Geography

Met HOU SSE HOU SSE Completion Date

☒

Subject Matter Competency

Paraprofessional Qualification

Credentials Editor

Credential Type

Indicates the type of credential the staff person has earned. This list is visible when creating a new credential and in the list of previously entered credentials.

- CI: Crisis Intervention
- ED: Education
- HQ: Highly Qualified
- LC: Licensure/Certification
- OT: Other

► [Click here to expand...](#)

License Number

Indicates the number of the license assigned when the credential was granted.

► [Click here to expand...](#)

Households

[Members](#) | [Household Addresses](#)

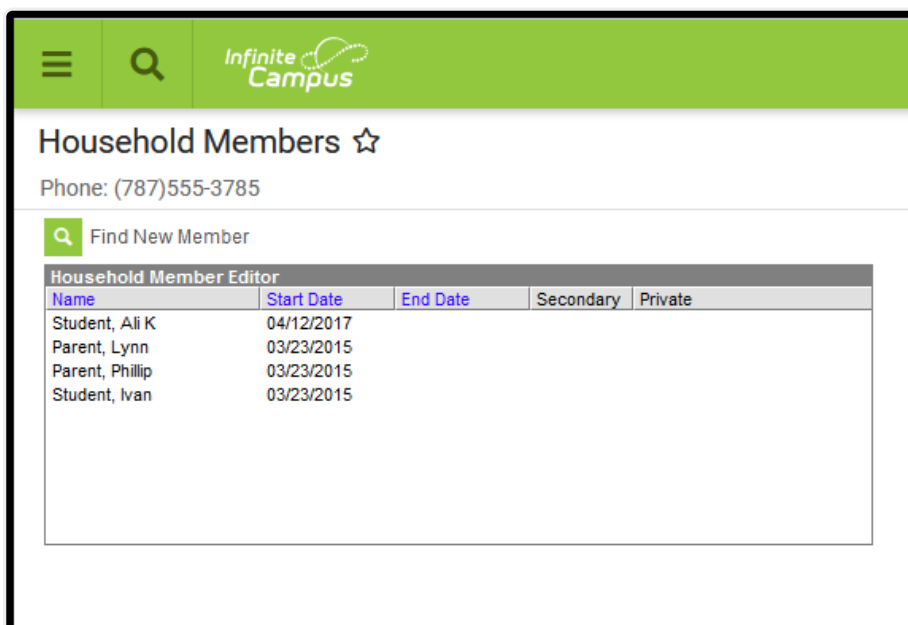
Households help in identifying which persons live in the same home. The list of Members identifies family and non-family members at a shared address, and the Address information lists where that household is located.

See the core [Households](#) article for information on necessary tool rights, available Ad hoc fields, and guidance on adding and printing household records.

Members

Tool Search: Household Members

The **Members** tool lists all persons that have ever lived in the selected household. Due to legacy issues, it is recommended that members are not deleted from the household, but rather ended. This is used to determine whether a student current lives with their parents.



The screenshot shows the Infinite Campus interface for the 'Household Members' tool. At the top, there is a green header with the Infinite Campus logo and a search icon. Below the header, the title 'Household Members' is displayed with a star icon. Underneath the title, the phone number '(787)555-3785' is shown. A search bar with a magnifying glass icon and the text 'Find New Member' is present. Below the search bar is a table titled 'Household Member Editor'. The table has five columns: 'Name', 'Start Date', 'End Date', 'Secondary', and 'Private'. The table contains four rows of data:

Name	Start Date	End Date	Secondary	Private
Student, Ali K	04/12/2017			
Parent, Lynn	03/23/2015			
Parent, Phillip	03/23/2015			
Student, Ivan	03/23/2015			

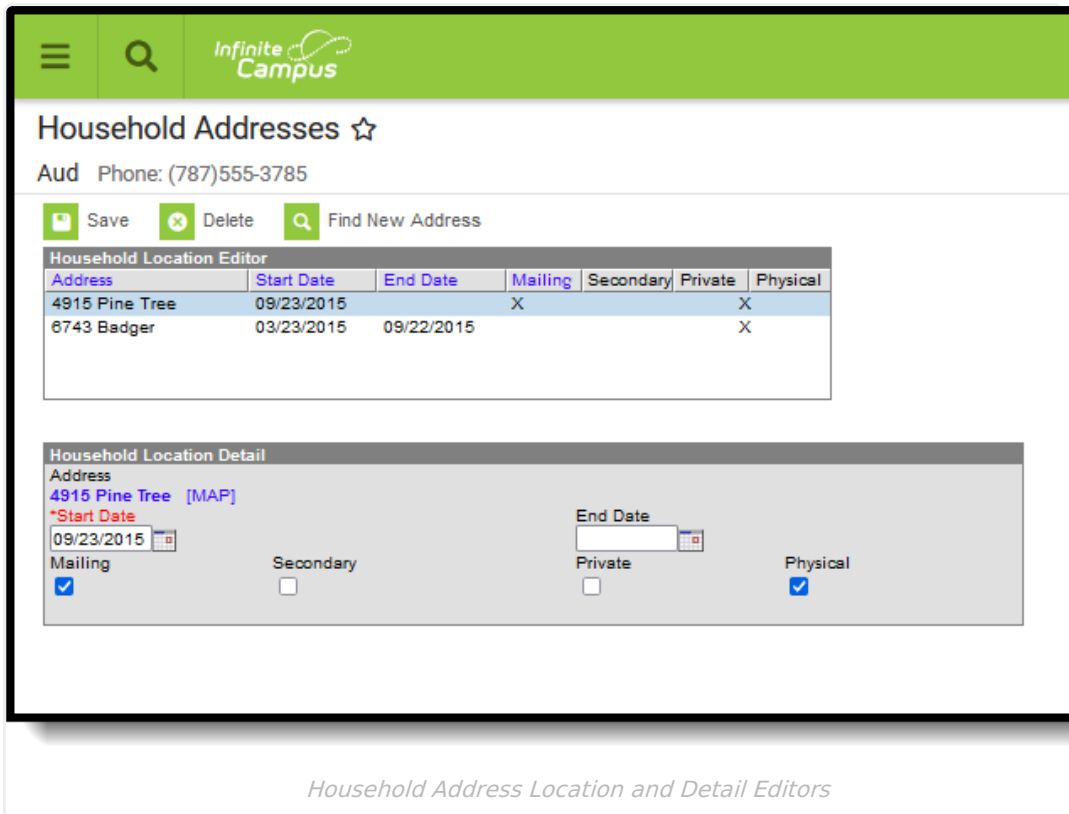
Household Members

► [Click here to expand...](#)

Household Addresses

Tool Search: Household Addresses

The **Household Addresses** tool displays all addresses in which the family has resided. For legacy purposes, addresses should not be deleted, only ended, when a family moves. Like the household information to which it is tied, the addresses are used in generating reports that are sent home and in location extracts.



Household Addresses ☆

Aud Phone: (787)555-3785

Save Delete Find New Address

Address	Start Date	End Date	Mailing	Secondary	Private	Physical
4915 Pine Tree	09/23/2015		X			X
6743 Badger	03/23/2015	09/22/2015				X

Household Location Detail

Address
4915 Pine Tree [MAP]

*Start Date
09/23/2015

End Date

Mailing ☒ Secondary ☐ Private ☐ Physical ☒

Household Address Location and Detail Editors

Address

Lists the house number, street name, street tag and direction of the household.

▶ [Click here to expand...](#)

Start Date

Indicates the date the family began living at that address.

▶ [Click here to expand...](#)

End Date

Indicates the date the family stopped living at that address.

▶ [Click here to expand...](#)

Mailing

Indicates the family receive mail at this address.

▶ [Click here to expand...](#)

Secondary

Indicates it is a secondary address for the household. **A household can only have one primary physical address at any given time. In the situation where a household has two physical addresses, one of them needs to be marked as secondary.**

▶ [Click here to expand...](#)

Private

Indicates the address information should remain at the school (not given to third party mailings).

▶ [Click here to expand...](#)

Physical

Indicates the address is the household's physical location.

▶ [Click here to expand...](#)


Relationships

Tool Search: Relationships

[Emergency Priority](#) | [Guardian](#) | [Relationship](#)

The Relationships tool displays established relationships between people existing in Campus. Relationships include the other individuals residing in the same household as the selected individual and those individuals who may reside in other households but have an association with the selected person (emergency contacts or divorced parents, etc.).

See the core [Relationships](#) article for information on necessary tool rights, available Ad hoc fields, and guidance on adding and printing Demographics records.



Relationships ☆

 Census > People > Relationships

Save
 New Non-Household Relationship
 Documents

Relationships within the **Primary Household Relationships

Name	Gender	Relationship	Start Date	End Date	Emergency Priority	Guardian	Mailing	Portal	Messenger	Private
Student, Lucy	F	Guard: Father	06/10/2015			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Student, Ginger	F	Guard: Step-father				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Non-Household Relationships

Name	Gender	Relationship	Start Date	End Date	Emergency Priority	Guardian	Mailing	Portal	Messenger	Private
Relative, Sarah	F	NonGuard: Emergency Contact	10/15/2020			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Relationships

Emergency Priority

Provides a visual indication of the listed person's priority for contact in an emergency situation. This is a numeric value. The person that should be notified first should have a 1. If there is no entered priority, the school uses discretion when contacting individuals.

► [Click here to expand...](#)

Guardian

When checked, indicates which person has authority when making decisions on behalf of the student. This designation is used in several reports and messaging tools.

► [Click here to expand...](#)

Relationship

Designates the type of relationship between two people. Both people - the selected individual and the name of the person in the row - are affected by the selected. Relationship types are defined for the district in the [Relationship Type](#) tool.

► [Click here to expand...](#)

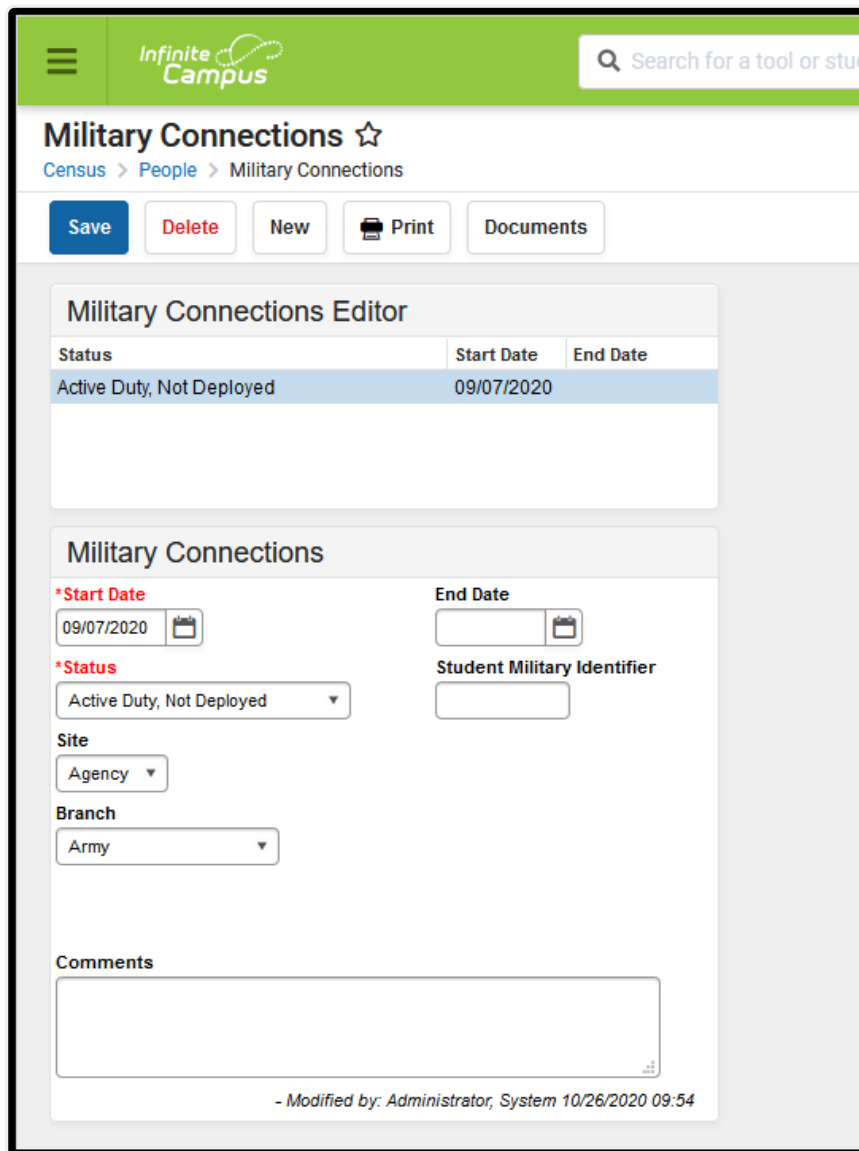
Military Connections

Tool Search: Military Connections

Status

The Military Connections tool tracks parent/guardian data for those who are military personnel. This tool works in conjunction with the [Impact Aid](#) tool, which tracks parents/guardians who are employed at federal sites (armed forces locations, reservation lands, etc.).


See the core [Military Connections](#) article for information on necessary tool rights, available Ad hoc fields, and guidance on adding and printing Military Connections records.





Military Connections Editor

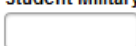
Status	Start Date	End Date
Active Duty, Not Deployed	09/07/2020	


Military Connections


*Start Date: 09/07/2020 


End Date: 

*Status: Active Duty, Not Deployed 

Student Military Identifier: 

Site: Agency 

Branch: Army 

Comments: 

- Modified by: Administrator, System 10/26/2020 09:54

Military Connections Editor

Status

Indicates the enlistment status of the parent/guardian.

► [Click here to expand...](#)

