

# Census (Indiana)

Last Modified on 06/05/2024 1:49 pm CDT

Tool Search: Demographics

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Census tracks every person's entry in Infinite Campus—parents, staff, students, emergency contacts, doctors, etc. Demographic data is used throughout Campus, utilizing each person's historical and current details. Census fields that are specific to the state of Indiana and/or impact state reporting are detailed below.

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

## 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 a 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

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

### Identity Information

**PersonID** 35890

<b>*Last Name</b>	<b>*First Name</b>	<b>Middle Name</b>	<b>Suffix</b>
<input type="text" value="Student"/>	<input type="text" value="John"/>	<input type="text" value="Michael"/>	<input type="text" value=""/>

**\*Gender**  **Pronouns**

**\*Birth Date (Age: 8)**  **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**

**Date Entered US**  **Date Entered US School**

**Date Entered State School**

**Home Primary Language**

**Nickname**  **\*Effective Date**

**Comments**

No Image Available

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. Currently, the state of Indiana recognizes only male and female genders.

▶ [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...](#)

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# Demographics

Tool Search: Demographics

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

The Demographics tool allows you to view 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 Numbers and State IDs are used in state reports and Ed-Fi resources to identify student records. Staff identifiers—local Staff Number and staff State ID—are also recorded here.

Follow district guidelines when creating or importing these values.

### Person Identifiers

Local Student Number	<input type="text"/>	<input type="button" value="Use Ed-Fi ID"/>
Student State ID	<input type="text"/>	<input type="button" value="Get Ed-Fi ID"/>
Local Staff Number	<input type="text"/>	<input type="button" value="Use Ed-Fi ID"/>
Staff State ID	<input type="text"/>	<input type="button" value="Get Ed-Fi ID"/>
Parent Ed-Fi ID	<input type="text"/>	
Person GUID	<input type="text"/>	
Portal Username	No Active Portal Account	

*Person Identifiers Editor*

## Ed-Fi ID

A unique identifier ties the person's records within Campus to their Ed-Fi record within the Ed-Fi system. When an Ed-Fi ID is used, the Student State ID, Staff State ID, Local Student Number, and Local Staff Number all use this number. See the [Indiana 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

		Messenger Preferences Contact Reasons					
Contact Information	Private	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"/> ) <input type="text"/> - <input type="text"/> x <input type="text"/>	<input type="checkbox"/>						
Work Phone: ( <input type="text"/> ) <input type="text"/> - <input type="text"/> x <input type="text"/>	<input type="checkbox"/>						
Pager: ( <input type="text"/> ) <input type="text"/> - <input type="text"/> x <input type="text"/>	<input type="checkbox"/>						
<b>Preferred Language</b>							
<input type="text" value="en_US: US English"/>							
<b>Comments</b>							
<input type="text"/>							

*Personal Contact Information Editor*

### 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 different from the Cell, Work, or Pager numbers.

▶ [Click here to expand...](#)

## Pager

Lists the person's pager number.

▶ [Click here to expand...](#)

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# District Employment

Tool Search: District Employment

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

District Employment must have an active district employment record. This record indicates the employee is actively (no end date) or has been (end-dated) employed at the district. A District Assignment record is needed to indicate employment at a particular school/building within the district.

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:

#### Employment Records

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

#### Employment Information

<p><b>*Start Date</b></p> <p>03/23/2009 <input type="button" value="Calendar"/></p> <p><b>Teaching Start Year</b></p> <p>09/01/2005 <input type="button" value="Calendar"/></p> <p><b>License Number</b></p> <p>123456</p> <p><b>Seniority</b></p> <p>T: Tenure <input type="button" value="v"/></p>	<p><b>End Date</b></p> <p><input type="text"/> <input type="button" value="Calendar"/></p> <p><b>Teaching Years Modifier</b></p> <p>15</p> <p><b>FTE Percent (whole number 0-100)</b></p> <p>100</p> <p><b>Education</b></p> <p>2: Master's degree 30+ semester hrs <input type="button" value="v"/></p>
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District Employment Information Editor

## Teaching Start Year

Indicates the date 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](#)

Tool Search: 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, the type of employment, and the assignment code. Fields specific to the state of Indiana are 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.

**District Assignments** ☆

Employee, Example Staff #: 12345678 DOB: 02/21/1974

Census > Staff > District Assignments

Related Tools ^

Save Delete New

**Employment Assignment Information**

**\*School**

Campus High School

**\*Start Date** 09/01/2023

**End Date**

**Type** 02:Certified

**FTE of Assignment**

**Department**

**Title** Teacher

**Assignment Code**

<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					

**External LMS Exclude**

**Exclude**

**Non-Teaching Personnel Subject Code**

**Start Time**

**End Time**

**Lunch**

*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 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 a staff member's credential types based on the date earned. Multiple credentials can be entered since the staff member may be highly qualified in two subject areas or 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.

The screenshot shows the 'Credentials Editor' interface. At the top, it displays the user's profile (Employee, Example) and staff information (Staff #: 12345678, DOB: 02/21/1974). Below this are buttons for 'Save', 'Delete', and 'New Credential'. The main content area is divided into sections: 'Employment Credentials' (listing '#123 Campus High School' and 'Highly Qualified (07/28/2015)'), and 'Highly Qualified Employment Credential Information'. This section contains several form fields: 'Start Date' (07/28/2015), 'End Date', 'Subject Type' (CORE: Core Academic Subject Area), 'Core Subject Area' (ENG: English), 'Met HOUSSE HOUSSE Completion Date' (checkbox), 'Subject Matter Competency' (RSUB: HQ in this subject via passing PRAxis INTE), and 'Paraprofessional Qualification'.

## 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 licenses assigned when the credential was granted.

▶ [Click here to expand...](#)

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## Households

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

Households help identify 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 who have lived in the selected household. Due to legacy issues, it is recommended that members are not deleted from the household but rather end-dated. This is used to determine whether a student currently lives with their parents.

Household Members ☆ Census > Households > Household Members

Adams ID: 1492 Phone: (999)555-1234 Related Tools ^

Find New Member

Name	Start Date	End Date	Secondary	Private
Adams, Mother	01/01/1901			
Adams, Student A	06/14/2018			
Adams, Student B	04/19/2017			
Adams, Grandmother	01/01/1901			
Adams, Father	01/01/1901			

*Household Members*

▶ [Click here to expand...](#)

## Household Addresses

Tool Search: Household Addresses

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

Household Addresses ☆ Census > Households > Household Addresses

Smith ID: 2361 Phone: (999)555-4321 Related Tools ^

Save Delete Find New Address

Address	Start Date	End Date	Mailing	Secondary	Private	Physical
4321 Main Ct	10/09/2014		X			
5678 Ivy Ct	07/29/2005	10/08/2014	X			

**Household Location Detail**

Address  
4321 Main Ct [MAP]

\*Start Date:  End Date:

Mailing:  Secondary:  Private:  Physical:

- Modified by: System Admin 10/09/2014 13:33

*Household Address Location and Detail Editors*

### Address

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

▶ [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 receives mail at this address.

▶ [Click here to expand...](#)

## Secondary

This 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...](#)

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# Relationships

Tool Search: Relationships

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

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

Smith, Student M Student #: 123456 DOB: 06/06/2006 Counselor: Ms. Jones

\* Medical Condition(s)

Census > People > Relationships

Related Tools ^

Save New Non-Household Relationship

**Relationships within the Smith \*\*Primary Household Relationships**

Name	Gender	Relationship	Start Date	End Date	Emergency Priority	Guardian	Mailing	Portal	Messenger	Private
Smith, Mother	F	Guard: Mother	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Smith, Father	M	Guard: Father	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Smith, Sister	F	Sibling	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input 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
<span style="color: red;">✕</span> Smith, Sally	M	NonGuard: Emergency Contact	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<span style="color: red;">✕</span> Smith, Erik	M	NonGuard: Uncle	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Relationships Editor

## 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 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 military personnel. It works with the [Impact Aid](#) tool, which tracks parents/guardians 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.



The screenshot shows the 'Military Connections Editor' interface. At the top, there is a header with a user profile icon, the name 'Student, Jane', and a 'Related Tools' dropdown menu. Below the header are buttons for 'Save', 'Delete', 'New', and 'Print'. The main area is divided into two sections. The top section, titled 'Military Connections Editor', contains a table with columns for 'Status', 'Start Date', and 'End Date'. The bottom section, titled 'Military Connections', contains several form fields: 'Start Date' (with a calendar icon and the value '03/15/2024'), 'End Date' (with a calendar icon), 'Status' (a dropdown menu with 'Active Duty, Not Deployed' selected), 'Student Military Identifier' (a text input field), 'Site' (a dropdown menu), 'Branch' (a dropdown menu), and 'Comments' (a large text area). The interface is labeled 'Military Connections Editor' at the bottom.

## Status

Indicates the enlistment status of the parent/guardian.

▶ [Click here to expand...](#)