

Census (Idaho)

Last Modified on 10/21/2024 8:21 am CD7

Identities | Demographics | District Employment | District Assignment | Credentials | Military Connections

Tool Search: Census

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

Name Fields | Gender | Birth Date | Race Ethnicity | Birth Country | Citizenship | Date Entered US | Date Entered US School | Date Entered State School | Immigrant | Visa Type | Home Primary Language

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 tool, changes should be made here.

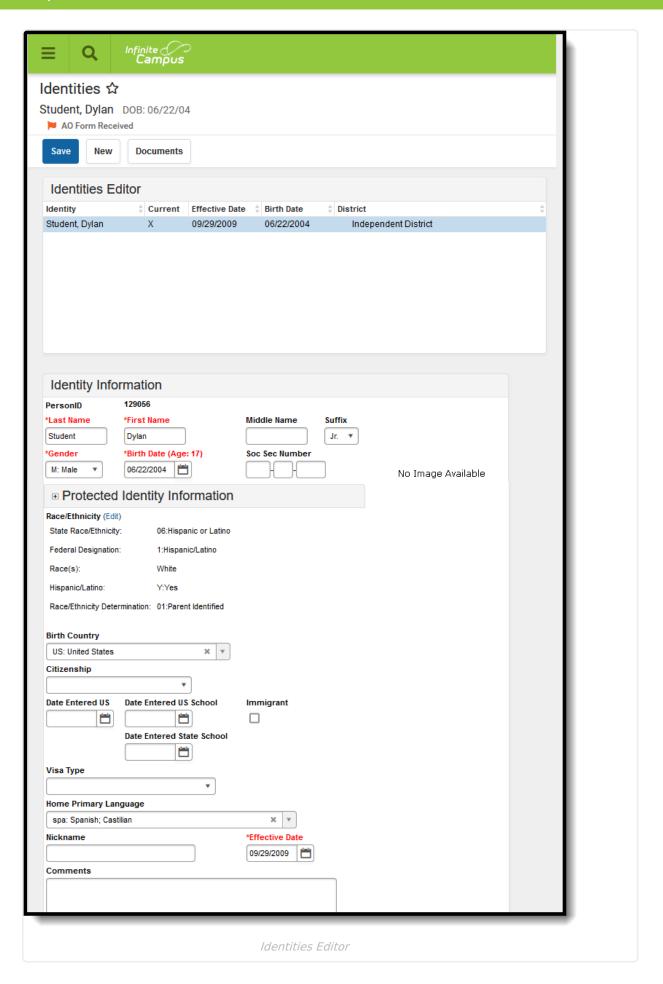
Types of changes include:

- 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.







Name Fields

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

▶ Click here to expand...

| Field | Definition | Database Location | Ad hoc Inquiries |
|----------------|---|--------------------------|---|
| Last Name | The person's last name. | Identity.lastName | Student > Demographics > student.lastName |
| First Name | The person's first name. | Identity.firstName | Student > Demographics > student.firstName |
| Middle Name | The person's middle name. | Identity.middleName | Student > Demographics > student.middleName |
| Suffix | Indication of a generational name (Jr., III, etc.). | Identity.suffix | Student > Demographics > student.suffix |

Reports:

Assessment Tool (Idaho CTE Tooling)

ISAT Student Extract (Idaho)

Staff Demographics (ISEE Extracts) (Idaho)

Student Demographics (ISEE Extracts) (Idaho)

Unique ID Export (Idaho)

Unique ID Import (Idaho)

Gender

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

▶ Click here to expand...

Database Location:

Identity.gender

Ad Hoc Inquiries:

Student > Demographics > student.gender



Reports:

ISAT Student Extract (Idaho)

Staff Demographics (ISEE Extracts) (Idaho)

Student Demographics (ISEE Extracts) (Idaho)

Unique ID Export (Idaho)

Unique ID Import (Idaho)

Birth Date

Indicates the person's date of birth.

▶ Click here to expand...

Database Location:

Identity.birthDate

Ad Hoc Inquiries:

Student > Demographics > student.birthDate

Reports:

ISAT Student Extract (Idaho)

Staff Demographics (ISEE Extracts) (Idaho)

Student Demographics (ISEE Extracts) (Idaho)

Unique ID Export (Idaho)

Unique ID Import (Idaho)

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...



Identity.hispanicLatinoEthnicity

Ad Hoc Inquiries:

Student > Demographics > student.hispanicEthnicity

Reports:

ISAT Student Extract (Idaho)

Staff Demographics (ISEE Extracts) (Idaho)

Student Demographics (ISEE Extracts) (Idaho)

Race Ethnicity

Indicates the person's race/ethnicity.

▶ Click here to expand...

Database Location:

Identity.raceEthnicity

Ad Hoc Inquiries:

Student > Demographics > student.raceEthnicity

Reports:

ISAT Student Extract (Idaho)

Staff Demographics (ISEE Extracts) (Idaho)

Student Demographics (ISEE Extracts) (Idaho)

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...

Database Location:

Identity.birthCountry



Ad Hoc Inquiries:

Student > Demographics > student.birthCountry

Reports:

Student Demographics (ISEE Extracts) (Idaho)

Citizenship

Indicates whether the student is a US Citizen.

▶ Click here to expand...

Database Location:

Identity.usCitizen

Ad Hoc Inquiries:

Student > Demographics > Identity History > ident.usCitizen

Reports:

Student Demographics (ISEE Extracts) (Idaho)

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 > ident.dateEnteredUS

Reports:

Student Demographics (ISEE Extracts) (Idaho)

Date Entered US School

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



| Click | k here | to ex | pand |
|-------|--------|-------|------|
|-------|--------|-------|------|

Identity.dateEnteredUSSchool

Ad Hoc Inquiries:

Student > Demographics > Identity History > ident.dateEnteredUSSchool

Report:

Student Demographics (ISEE Extracts) (Idaho)

Date Entered State School

Indicates the date on which the student enrolled in a school in the state of Idaho.

▶ Click here to expand...

Database Location:

Identity.dateEnteredUSSchool

Ad Hoc Inquiries:

Not available

Report:

Not reported

Immigrant

Indicates the person is an immigrant.

▶ Click here to expand...

Database Location:

Identity.immigrant

Ad Hoc Inquiries:

Student > Demographics > student.immigrant

Student > Demographics > Identity History > ident.immigrant

Report:



Student Demographics (ISEE Extracts) (Idaho)

Visa Type

Indicates the student's Visa type.

▶ Click here to expand...

Database Location:

Identity.visaType

Ad Hoc Inquiries:

Student > Demographics > Identity History > ident.visaType

Report:

Student Demographics (ISEE Extracts) (Idaho)

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...

Database Location:

Identity.homePrimaryLanguage

Ad Hoc Inquiries:

Student > Demographics > student.homePrimaryLanguage

Student > Demographics > Identity History > ident.homePrimaryLanguage

Report:

Student Demographics (ISEE Extracts) (Idaho)

Demographics

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



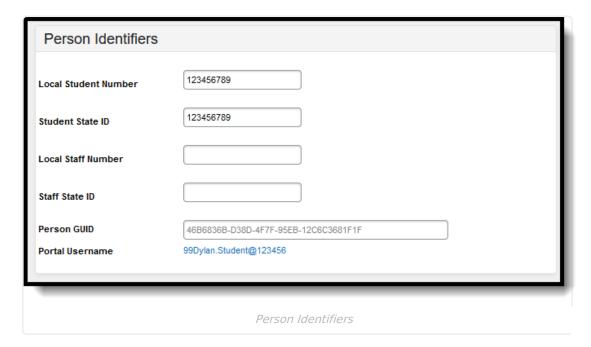
record, student and staff identification numbers and contact information.

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 to identity student records. Staff identification - Local Staff ID, State Staff ID - are also recorded here.

Follow district guidelines when creating or importing these values.



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...

Database Location:

Person.studentStateID

Ad Hoc Inquiries:

Student > Demographics > **student.stateID**

Reports:



Assessment Tool (Idaho CTE Tooling)

Gifted And Talented Students (ISEE Extracts) (Idaho)

ISAT Student Extract (Idaho)

Special Education Students (ISEE Extracts) (Idaho)

Staff Demographics (ISEE Extracts) (Idaho)

Student Attendance (ISEE Extracts) (Idaho)

Unique ID Export (Idaho)

Unique ID Import (Idaho)

Local Student Number

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

▶ Click here to expand...

Database Location:

Person.studentNumber

Ad Hoc Inquiries:

Student > Demographics > student.studentNumber

Reports:

ISAT Student Extract (Idaho)

Unique ID Export (Idaho)

Unique ID Import (Idaho)

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...

Database Location:

Person.staffStateID

Ad Hoc Inquiries:



Student > Demographics > Identity History > Staff State ID History > staffStateIDHist.staffStateID

Reports:

CTS Attendance Tooling (Idaho CTE Tooling)

Staff Assignment (ISEE Extracts) (Idaho)

Staff Demographics (ISEE Extracts) (Idaho)

Local Staff Number

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

▶ Click here to expand...

Database Location:

Person.staffNumber

Ad Hoc Inquiries:

Student > Demographics > Identity History > Staff Number History > staffNumHist.staffNumber

Reports:

Not reported

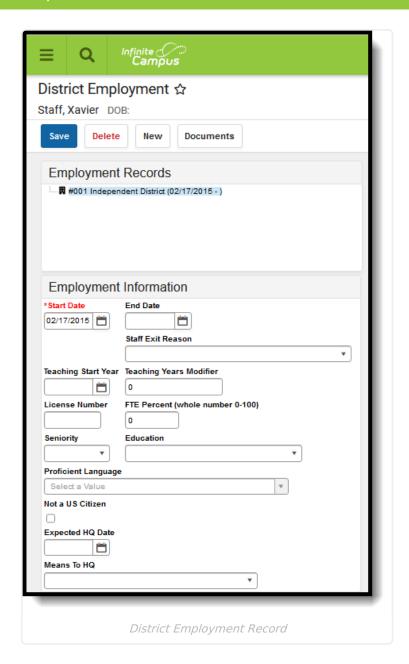
District Employment

Start Date | End Date | Staff Exit Reason | Teaching Start Year | License Number | Education | Proficient Language | Not a US Citizen | Expected HQ Date | Means to HQ

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.

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





Start Date

The date the employee was first hired by the school district.

▶ Click here to expand...

Database Location:

Employment.startDate

Ad Hoc Inquiries:

Person > Staff > District Employment > employment.districtStartDate

Reports:



Staff Demographics (ISEE Extracts) (Idaho)

End Date

Indicates the date the employee was no longer employed at the school district.

▶ Click here to expand...

Database Location:

Employment.endDate

Ad Hoc Inquiries:

Person > Staff > District Employment > employment.DistrictEndDate

Reports:

Staff Demographics (ISEE Extracts) (Idaho)

Staff Exit Reason

The reason an employee reported last year is not reported this year. See the Staff Exit Reason Code List following this table. Reports District Employment Staff Exit Reason.

▶ Click here to expand...

| Code | Description |
|------|---|
| 01 | To work for another educational institution in ID |
| 02 | To work for another educational institution outside of ID |
| 03 | Leaving the education profession |
| 04 | Returning to school |
| 05 | Spouse transferred |
| 06 | Retirement |
| 07 | Death |
| 08 | Reduction in force |
| 09 | Personal reasons |
| 10 | Involuntary termination |
| 11 | Leave of absence |
| 12 | Parental/family obligation |



| Code | Description |
|------|---|
| 13 | Service in foreign country |
| 14 | Military |
| 15 | Contractor no longer paid on district payroll |
| 16 | Early retirement incentive program (IC 33-1004G Only) |
| 17 | Certificated to non-certificated |
| 18 | Non-certificated to certificated |
| 19 | Resign |

Employment.exitReason

Ad Hoc Inquiries:

Person > Staff > District Employment > employment.exitReason

Reports:

Staff Demographics (ISEE Extracts) (Idaho)

Teaching Start Year

Indicates the date in which the staff person began teaching (when the teaching license was received). This reports as the Certification Year on the Staff Demographics report for Type 02 Staff.

▶ Click here to expand...

Database Location:

Employment. teaching Start Year

Ad Hoc Inquiries:

Person > Staff > District Employment > employment.teachingStartYear

Reports:

Staff Demographics (ISEE Extracts) (Idaho)

License Number

▶ Click here to expand...



Employment.licenseNumber

Ad Hoc Inquiries:

Person > Staff > District Employment > employment.licenseNumber

Reports:

Staff Demographics (ISEE Extracts) (Idaho)

Education

Indicates the level of schooling the staff person has.

- ▶ Click here to expand...
 - 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
 - 7: High School
 - 8: GED or Equivalent
 - 9: Occupational Specialist
 - 10: Other

Database Location:

Employment.educationLevel

Ad Hoc Inquiries:

Person > Staff > District Employment > employment.educationLevel

Reports:

Staff Demographics (ISEE Extracts) (Idaho)

Proficient Language

Indicates the staff person is proficient in a language other than English.

▶ Click here to expand...

Database Location:



Employment.proficientLanguage

Ad Hoc Inquiries:

Person > Staff > District Employment > Custom Employment > CustomEmployment.proficientLanguage

Reports:

Staff Demographics (ISEE Extracts) (Idaho)

Not a US Citizen

Identifies the staff person as NOT being a US citizen.

▶ Click here to expand...

Database Location:

Employment.nonUSCitizen

Ad Hoc Inquiries:

Person > Staff > District Employment > Custom Employment > CustomEmployment.nonUSCitizen

Reports:

Staff Demographics (ISEE Extracts) (Idaho)

Expected HQ Date

Indicates the date a teacher is expected to become Highly Qualified.

▶ Click here to expand...

Database Location:

Employment.expectedHQDate (CustomEmployment.expectedHQDate)

Ad Hoc Inquiries:

Person > Staff > District Employment > Custom Employment > CustomEmployment.expectedHQDate

Staff Demographics (ISEE Extracts) (Idaho)

Means to HQ

▶ Click here to expand...



Employment.expectedHQDate (CustomEmployment.meansToHQT)

Ad Hoc Inquiries:

Person > Staff > District Employment > Custom Employment > CustomEmployment.meantsToHQT

Reports:

Staff Demographics (ISEE Extracts) (Idaho)

District Assignment

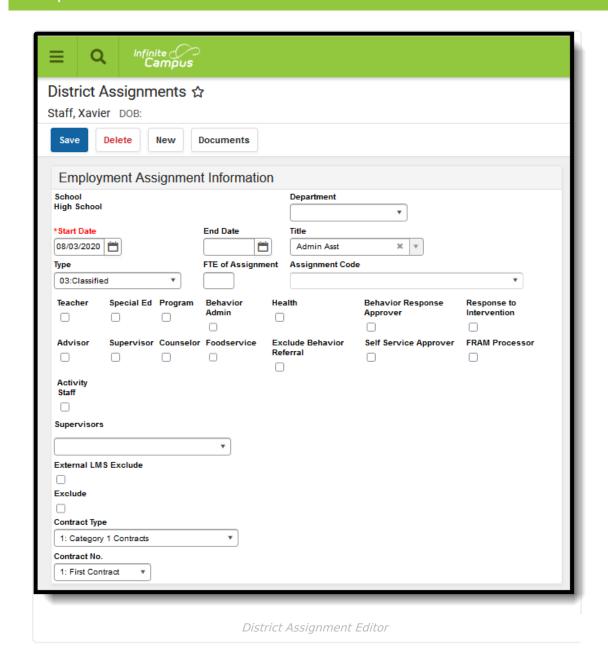
Title | Start Date | End Date | Type | FTE of Assignment | Contract Type | Contract Number

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 Idaho are further described below.

Staff with multiple Titles 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.





Title

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

▶ Click here to expand...

Database Location:

EmploymentAssignment.title

Ad Hoc Inquiries:

Person > Staff > Assignment > schoolEmployment.title

Reports:



Not reported

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...

Database Location:

EmploymentAssignment.startDate

Ad Hoc Inquiries:

Person > Staff > Assignment > schoolEmployment.assignmentStartDate

Reports:

Staff Assignment (ISEE Extracts) (Idaho)

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...

Database Location:

EmploymentAssignment.endDate

Ad Hoc Inquiries:

Person > Staff > Assignment > schoolEmployment.assignmentEndDate

Reports:

Staff Assignment (ISEE Extracts) (Idaho)

Type

Indicates the classification of the staff's employment assignment.

- ▶ Click here to expand...
 - 01: Administrative
 - 02: Certified



- 03: Classified
- 04: Paraprofessional
- 05: Title 1 Paraprofessional

EmploymentAssignment.type

Ad Hoc Inquiries:

Person > Staff > Assignment > schoolEmployment.Type

Reports:

Staff Demographics (ISEE Extracts) (Idaho)

FTE of Assignment

Indicates what portion of the employee's FTE percent this particular district assignment represents.

▶ Click here to expand...

The field accepts both decimal and whole numbers (e.g., .5 or 50 to represent a half-time assignment). It is important for consistency and accuracy of reporting that the same numbering system is used for all employees (e.g. FTE of Assignment in decimal format for all employees).

FTE of Assignment is different than the FTE Percent on the District Employment editor.

- FTE of Assignment can be a percentage (50%, 75%, etc.), a decimal value (.50, .25, etc.) or a whole number (50, 75, etc.).
- FTE Percent can only be a whole number between 0-100.

This value is linked to the District Assignment on the Section Staff History tool.

Staff Assignment Extract Reporting Logic

For Non-Teaching Assignments, the entered value reports on the Staff Assignment Extract.

For Teaching Assignments that are not active on the Last Friday in September, the entered value in this field is divided by the total number of sections the staff person is actively teaching during the Staff Assignment Extract reporting period that are not active on the Last Friday in September. This logic enables Sections not active on the last Friday in September to report the FTE captured on the teacher's linked district assignment, divided by the cumulative number of sections taught.

For Teaching Assignments that are active on the Last Friday in September, the entered value is divided by the total number of sections the teacher is actively teaching during the reporting



period that are active on the Last Friday in September. This logic enables Sections active on the last Friday in September to report the same FTE value through the end of the year.

Database Location:

EmploymentAssignment.fte

Ad Hoc Inquiries:

Person > Staff > Assignment > schoolEmployment.fteInAssignment

Reports:

Staff Assignment (ISEE Extracts) (Idaho)

Contract Type

Indicates the type of certified staff contract.

- ▶ Click here to expand...
 - A: Administrator Contract
 - AE: Approved Alternative Evening School
 - AR: Retired Administrator Contract
 - AS: Approved Alternative Summer School
 - C: Continuing/Renewable (Tenure)
 - CH: Charter General Contract
 - NE: Non-Employee Contract
 - R: Retired Teacher Contract
 - RS: Regular Summer School
 - 1: Category 1 Contracts
 - 2: Category 2 Contracts
 - 3: Category 3 Contracts

Database Location:

EmploymentAssignment.contractType

Ad Hoc Inquiries:

Person > Staff > Assignment > schoolEmployment.contractType

Reports:

Staff Demographics (ISEE Extracts) (Idaho)

Contract Number



Indicates the order of one or more contracts by greatest total FTE per District Employment that may have one or more District Assignments tied to each contract.

▶ Click here to expand...

Database Location:

EmploymentAssignment.contractNo (CustomEmploymentAssignment.value)

Ad Hoc Inquiries:

Person > Staff > Assignment > Custom Employment Assignment > customEmployment.contractNo

Reports:

Staff Demographics (ISEE Extracts) (Idaho)

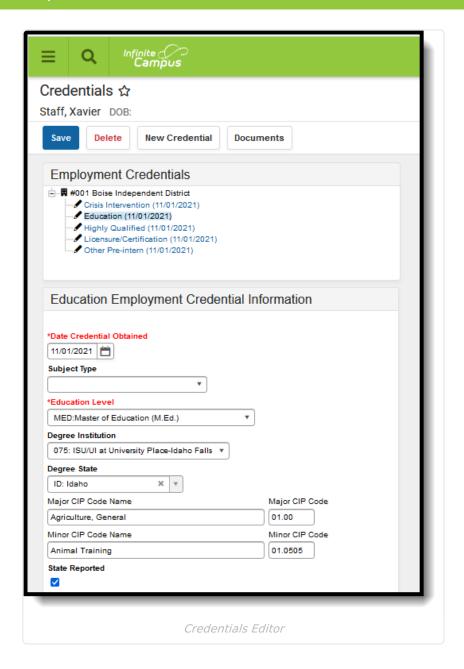
Credentials

Credential Type | Date Credential Obtained | Education Level | Degree Institution | Degree State | Major CIP Code Name, Major CIP Code | Minor CIP Code Name, Minor CIP Code | State Reported

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.





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.

There are five credential types that can be assigned to staff. The Education Credential and the values entered for that credential type are used in state extracts.

- CI: Crisis Intervention
- ED: Education
- HQ: Highly Qualified
- LC: Licensure/Certification
- OT: Other
- ▶ Click here to expand...



Employment Credential. employment Credential Type

Ad Hoc Inquiries:

Person > Staff > Credential > employmentCredential.credentialType

Reports:

Not reported

Date Credential Obtained

Indicates the date the Credential was granted to the staff person.

▶ Click here to expand...

Database Location:

EmploymentCredential.date

Ad Hoc Inquiries:

Person > Staff > Credential > employmentCredential.date

Reports:

Staff Demographics (ISEE Extracts) (Idaho)

Education Level

Indicates the level of education the staff person has received.

▶ Click here to expand...

Database Location:

EmploymentCredential.degreeType

Ad Hoc Inquiries:

Person > Staff > Credential > employmentCredential.degreeType

Reports:

Staff Demographics (ISEE Extracts) (Idaho)

Degree Institution



Lists the university or college where the staff person obtained their degree.

▶ Click here to expand...

Database Location:

EmploymentCredential.campusCode

Ad Hoc Inquiries:

Person > Staff > Credential > employmentCredential.educationInstitution

Reports:

Staff Demographics (ISEE Extracts) (Idaho)

Degree State

Lists the state in which the staff person obtained their degree.

▶ Click here to expand...

Database Location:

EmploymentCredential.eduState

Ad Hoc Inquiries:

Person > Staff > Credential > employmentCredential.eduState

Reports:

Staff Demographics (ISEE Extracts) (Idaho)

Major CIP Code Name, Major CIP Code

Lists the name and code of the degree the staff person received for their major course of study. CIP names and codes are federally maintained.

▶ Click here to expand...

Database Location:

EmploymentCredential.majorCipCode

Ad Hoc Inquiries:

Person > Staff > Credential > employmentCredential.majorCipCode

Reports:



Staff Demographics (ISEE Extracts) (Idaho)

Minor CIP Code Name, Minor CIP Code

Lists the name and code of the degree the staff person received for their minor course of study. CIP names and codes are federally maintained.

▶ Click here to expand...

Database Location:

EmploymentCredential.minorCipCode

Ad Hoc Inquiries:

Person > Staff > Credential > employmentCredential.minorCipCode

Reports:

Staff Demographics (ISEE Extracts) (Idaho)

State Reported

Indicates that the data in this record is reported as the primary education information in the Staff Demographics and Employment record.

▶ Click here to expand...

Database Location:

EmploymentCredential.stateReported

Ad Hoc Inquiries:

Person > Staff > Credential > employmentCredential.stateReported

Reports:

Staff Demographics (ISEE Extracts) (Idaho)

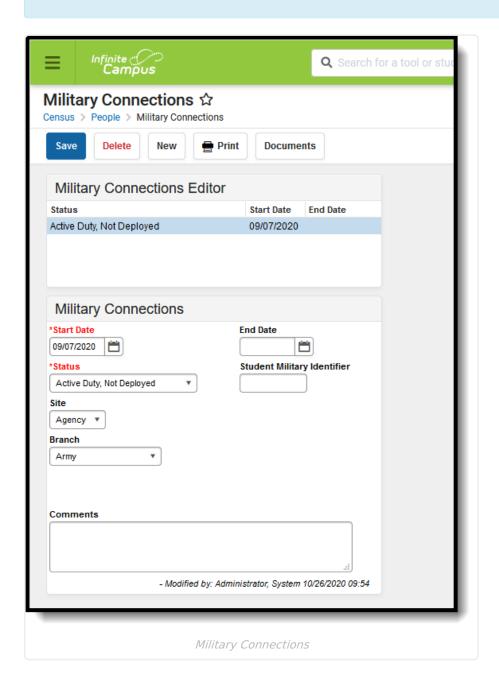
Military Connections

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.



Status

Indicates the enlistment status of the parent/guardian.

▶ Click here to expand...

Database Location:

MilitaryConnections.status

Ad Hoc Inquiries:



| Student > Demographics > Mi | ilitary C | Connections > | military | Connections.status |
|-----------------------------|-----------|---------------|----------|--------------------|
|-----------------------------|-----------|---------------|----------|--------------------|

Person > Demographics > Military Connections > militaryConnections.status

Reports:

Student Demographics (ISEE Extracts) (Idaho)