

# Student Number Format [.2211 - .2239]

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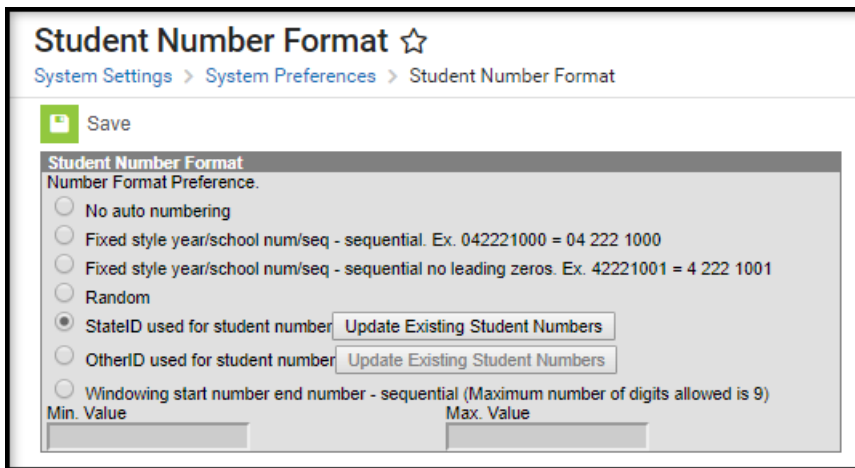
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**Classic View:** [System Administration > Preferences > Student Number Format](#)

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The Student Number Format tool allows user to dictate how Local Student Numbers are auto-generated for students. Local Student Number values are automatically generated when an enrollment is created for a student with existing Local Student Number value. The Local Student Number is stored on a student's Demographics tab and also appears on the Infinite Campus header and Summary tab.

To manually generate a randomly created Local Student Number for a specific student, mark the **Generate Number** checkbox on their Demographics tab.



This preference is utilized in the following areas:

- Census > People > Demographics > Local Student Number
- Census > People > Demographics > Generate Number
- Census > Add Person > Local Student Number
- Census > Add Person > Generate Number
- Student Information > General > Summary > Student Number
- Student Information > General > Enrollments
- Student Information > Student Locator

The following table describes each available option:

Field	Description
<b>No auto numbering</b>	If marked, a Local Student Number is not generated for students who have a new enrollment record but no Local Student Number assigned.
<b>Fixed style year/school num/seq - sequential</b>	<p>If marked, Local Student Numbers are generated in the format: Year/School Number/Sequence Number (up to 9 digits).</p> <p>For example: 042221000 where:</p> <ul style="list-style-type: none"> <li>• <b>04</b> = The active school year</li> </ul> <div style="background-color: #fff9c4; padding: 10px; margin: 10px 0;"> <p>This is the active school year and NOT the end year of the student's enrollment record. For example, a student that was created during 2017-2018 school year would have a number beginning with 18 even though they do not have an enrollment record in the 2017-2018 school year.</p> </div> <ul style="list-style-type: none"> <li>• <b>222</b> = The school number</li> <li>• <b>1000</b> = The sequence number (1) with trailing zeros (000)</li> </ul>
<b>Fixed style year/school num/seq - sequential no leading zeros</b>	<p>If marked, Local Student Numbers are generated in the format: Year/School Number/Sequence Number (up to 9 digits) with no leading zeros.</p> <p>No leading zeros means the generated number cannot begin with a zero or sequence of zeros. For example, if the the minimum digit requirement is 9 digits, a Student Number of 001234567 would not be generated because it is using two leading zeros in front of the number 1234567 to satisfy the digit requirement. The number would have to be between 100000000 - 999999999 to be a valid, nine digit number without leading zeros.</p>
<b>Random</b>	If marked, Local Student Numbers are randomly generated (without producing duplicate numbers).
<b>StateID used for student number</b>	If marked, users can select the <b>Update Existing Student Numbers</b> button to replace each student's Local Student Number with their StateID.
<b>OtherID used for student number</b>	If marked, users can select the <b>Update Existing Student Numbers</b> button to replace each student's Local Student Number with their OtherID.

Field	Description
<b>Window starting number end number - sequential</b>	<p>Allows users to enter a minimum and maximum number window for which Campus will generate Local Student Numbers.</p> <p>For example, a Min Value of 1 and a Max Value of 2500 means Campus will automatically assign Local Student Numbers between 1 and 2500.</p> <ul style="list-style-type: none"> <li>• <b>Min Value</b> - The smallest number Campus logic will use when generating Local Student Numbers (maximum of 9 digits).</li> <li>• <b>Max Value</b>- The largest number Campus logic will use when generating Local Student Numbers (maximum of 9 digits).</li> </ul> <p>Users are highly advised to create a large enough Min and Max Value range to account for the number of students within the district over a desired period of time.</p>