

# Student Summary [.2211 - .2307]

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**Classic View:** Student Information > General > Summary

**Search Terms:** Summary

The Student Summary tool lists basic student information to provide a quick look at student data. This is a read-only tool that displays data entered in Census tools: [Identities](#) and [Demographics](#), [Address](#) and [Households](#). Functionality is the same in all locations, but review the Tool Rights section for additional information.

The screenshot displays the 'Summary' page for a student named Ali. The interface includes a search bar at the top, a navigation breadcrumb (Student > General > Summary), and several data sections:

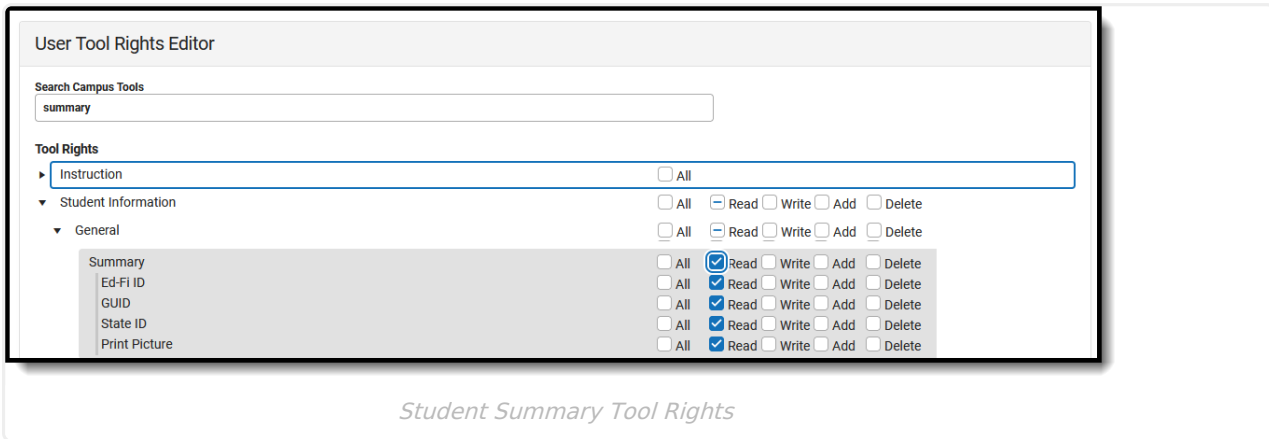
- Person Information:** A table with columns for Full Name, Grade, Birth Date, Age, and Student Number. Below the table are fields for Cell Phone, Email, and Primary Home Language.
- Quick Contacts:** A list of contacts including Mother (Parent, Kallie) and Father (Parent, Mitch), each with a 'G' icon and contact details.
- Households:** A section for the 'Parent' household, marked as 'PRIMARY'. It contains cards for the household address, Mother (Guardian), Father (Guardian), and Self (Student, Ali) with enrollment and grade information.
- Siblings:** A section for siblings, with one sibling listed as 'Student, Collin'.

The page is titled 'Student Summary' at the bottom.

## Tool Rights

Full access to Student Summary requires **R** rights to **Student Information > General > Summary**.

- **R** rights allow users to see the Student Summary tool, and generate the reports available from the Student Summary.
- **W**, **A** and **D** rights are not necessary.



This also assigns **R** rights to the following Summary sub-tool rights:

- Student Information > General > Summary > **GUID** (displays the person's Global Unique Identifier)
- Student Information > General > **Print Picture** (displays the student's picture)
- Student Information > General > **State ID** (displays the student's state-assigned identification number)
- Student Information > General > **Ed-Fi ID** (available in states where Ed-Fi is used, displays the student's Ed-Fi ID)

Users can also be assigned the Student Information > **Allow Unfiltered Search** tool right, which allows unlimited searching within schools/calendars/years allowed by assigned calendar rights. Without this right, users are only able to view information to which they have a connection (a teacher can only see courses and students related to his/her section roster, a case manager can only see his/her active students, etc.).

## Other Tool Right Assignments

Most of the information on the Student Summary is read only; however, there is now the ability to update information in Census (Demographics, Household, Relationships). Review assigned Tool Rights (expand the Click here...) to ensure those who need to update Census information can.

▶ [Click here to expand...](#)

## Classic View Summary Tools

Assigning Read rights to Student Summary sub-tool rights (listed above) in Student Information General enables the new Summary screen to display the associated information in Student Information Counseling, PLP, Special Education, Health and Response to Intervention. If you have chosen to view the Student Summary in one of these locations, the other locations also display the new Student Summary.

To see the new summary screen in these areas of the product, the following tool rights must be assigned:

- **R** rights to Student Information > Counseling > Summary

- **R** rights to Student Information > PLP > Summary
- **R** rights to Student Information > Special Ed > Summary
- **R** rights to Student Information > Response to Intervention > Summary

These tool rights should not be assigned if the user does not have Read rights to Student Information > General > Summary.

## Demographics Tool Rights

Full access to [Demographics](#) requires the following tool rights:

- **RWAD** rights to **Census > People > Demographics**
- **R** rights to **Census > People > Demographics > GUID**
- **R** rights to **Census > People > Demographics > State ID**
- **R** rights to **Census > People > Demographics > Modify Local Staff Number**
- **R** rights to **Census > People > Demographics > Modify Local Student Number**
- **RW** rights to **Census > People > Demographics > View Staff Birth Date & Age**

## Relationships Tool Rights

Full access to the [Relationships](#) tool requires the following tool rights:

- **RWAD** rights to **Census > People > Relationships**

## Households Tool Rights

Full access to the [Households](#) tool requires the following tool rights:

- **RWAD** rights to **Census > People > Households**

In addition, full access to Households may be necessary for some users:

- **RWAD** rights to **Census > Households**
- **RWAD** rights to **Census > Households > Household Info**
- **RWAD** rights to **Census > Households > Addresses**
- **RWAD** rights to **Census > Households > Members**

## Person Information

The **Person Information** area lists the student's name, student number, grade level, birth date and age, contact information, and their assigned Primary Home Language.

### Person Information

<b>Full Name</b>	<b>Grade</b>	<b>Birth Date</b>	<b>Age</b>	<b>Student Number</b>
Student, Ali	12	3/22/01	17	123456
<b>Cell Phone</b>	<b>Email</b>	<b>Primary Home Language</b>		
(612) 555-2231	AliStudent@email.com	011: English		

[Show More](#)

### Quick Contacts

**Mother** G

Parent, Kallie (Guardian)

Cell Phone (612) 555-2328

**Father** G

Parent, Mitch (Guardian)

Work Phone (612) 555-5978

### Households

Household	PRIMARY	+
Secondary HH	SECONDARY	+
Non-Household Relationships		+

### District Information

+

*Person Information*

For more information about the student, click the **Show More** link in the lower right hand corner of the card. In this section, the student's active transportation information displays (In Bus number only), as well as the student's academic locker, household address(es), state ID, race/ethnicity information and gender.

### Person Information

<b>Full Name</b>	<b>Grade</b>	<b>Birth Date</b>	<b>Age</b>	<b>Student Number</b>
Student, Ali Jean	12	3/22/01	18	123456
<b>Cell Phone</b>	<b>Email</b>	<b>Homeroom</b>	<b>Primary Home Language</b>	
(612)555-2231	AliStudent@email.com	0220	011: English	

Comments

[Show More](#)

### Person Information

<b>Full Name</b>	<b>Grade</b>	<b>Birth Date</b>	<b>Age</b>	<b>Student Number</b>
Student, Ali Jean	12	3/22/01	18	123456
<b>Cell Phone</b>	<b>Email</b>	<b>Homeroom</b>	<b>Primary Home Language</b>	
(612)555-2231	AliStudent@email.com	0220	011: English	

Comments

Here is a comment for Alixis.

<b>Bus In</b>	<b>Bus Out</b>	<b>Academic Locker</b>	<a href="#">Show Less</a>
#121 (6:35 AM)	#121 (2:36 PM)	#2-023 (8-16-2)	
<b>Household: Anderson</b>	<b>Household: Anderson</b>	<b>Person ID</b>	<b>State ID</b>
<b>Address: Primary (mailing)</b>	<b>Address: Secondary (mailing)</b>	79454	0281000123456
8341 Forest Lane N, Any Town, MN 55555 <a href="#">map</a>	P.O. Box 705, Any Town, MN 55555		
<b>Race(s)</b>	<b>Person GUID</b>	<b>Gender</b>	<b>State Race/Ethnicity</b>
White	38187B25-F712-47CF-9CD9-FD345F4B650A	F	5: White, not Hispanic
<b>Federal Designation</b>	<b>Hispanic/Latino</b>	<b>Race/Ethnicity Determination</b>	
6:White	N:No	04: Unknown	

[Update Census>People](#)

*Show More Person Information*

Most of identifying information about the student (name, birth date, etc.) is entered and/or

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viewable on the student's Demographics tool. Bus information is entered on the student's Transportation tool, and Academic Locker information is entered on the student's Lockers tool.

- Active bus information displays based on the entered start and end dates of the transportation record. When an end date is added to an active record, that record is active through midnight of the entered end date. A new transportation would be active the next day. The active record displays in bold text in the Transportation Calendar.
- Academic Locker information displays based on the Attribute Dictionary Locker Type code of **ED**. Locker Types (codes, names, etc.) can be modified by users; if you have changed this in the Attribute Dictionary, be aware that locker information may not display on Student Summary.

If updates are needed and users are assigned the appropriate tool rights, click the **Update Census > People** link. This opens the Demographics tool where changes to this information can be made.

Follow your district's policy for updating demographic data.

## Households

The **Households** area provides a view of all of the student's households. If a student resides in three different households, all of those households would be listed here. This section includes "tiles" for each household address and members of that household. This lets you quickly see who resides in the household and who to contact if there is an issue.

### Households

PRIMARY

**Phone**  
(612)555-5045

**Household Address**  
8341 Forest Lane  
N, Any Town, MN  
55555  
[map](#)  
411 Blossom  
Drive, Any Town,  
MN 55555  
[map](#)  
  
[More Info](#)

**Guard:** G  
**Mother**  
Parent, Kallie ⓘ  
(Guardian)

**Guard:** G  
**Father**  
Parent, Mitch ⓘ  
(Guardian)

**Self**  
Student, Ali

ENROLLMENT

2018-19 Emerson High  
School

**Grade**  
12

**Sibling**  
Student, Betsy

ENROLLMENT

2018-19 Emerson High  
School

**Grade**  
10

**Sibling**  
Student, Caroline

[Update Census>People>Households](#)

*Student Summary Household View*

## Household Information

The first tile lists the household phone number and address(es), and displays as entered on the Household Info tool and Household Addresses tool.

The screenshot displays the 'Households' management interface. On the left, a side panel shows household details for a primary household, including the phone number 401-555-0135 and the address 99 Fairview Avenue, North Smithfield, RI 02896. The main area is divided into two sections: 'Household Information' and 'Household Addresses'. The 'Household Information' section shows the phone number field populated with 401-555-0135. The 'Household Addresses' section contains a table of household locations.

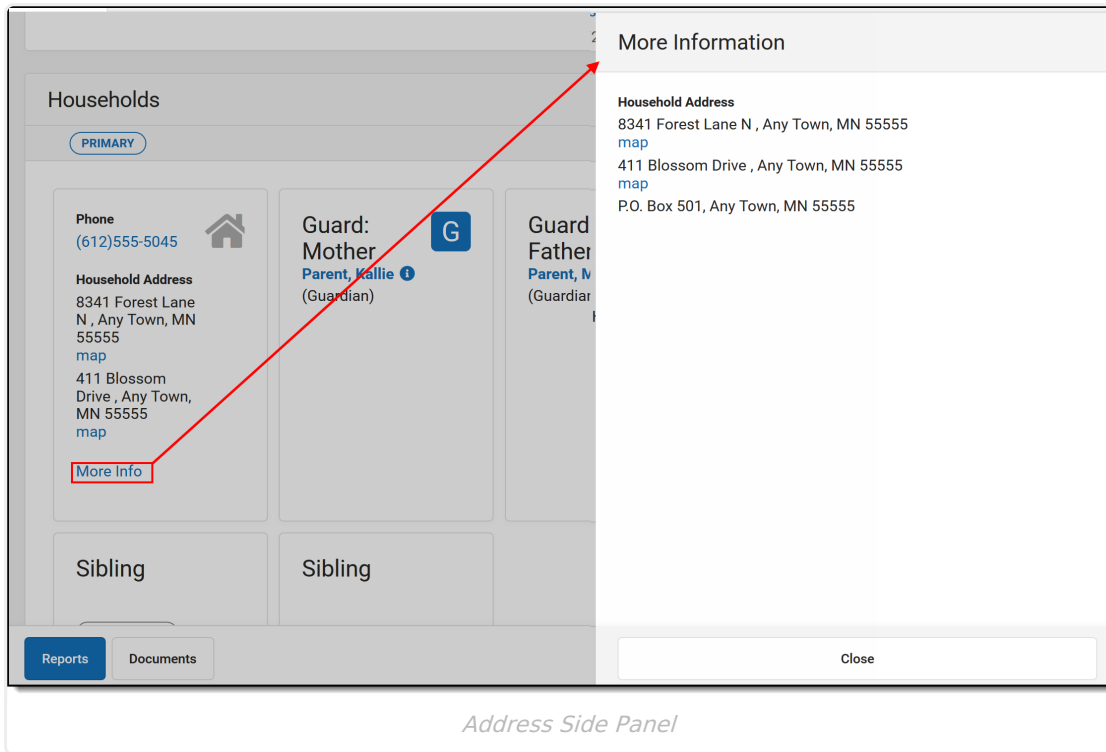
Address	Start Date	End Date	Mailing	Secondary	Private	Physical
P.O. Box 501	10/03/2022		X	X		
99 Fairview Avenue	11/26/2014					

Below the table is the 'Household Location Detail' for the selected address, showing the address, start date (11/26/2014), and checkboxes for Mailing, Secondary, Private, and Physical.

*Active Address Information*

Active Address information is based on the End Date entered on the address. This end date is inclusive of the last day. For example, if the address is ended for a household as of September 19, that address is considered active until midnight on September 19. At 12:01am on September 20, the new address becomes the active address, prints on reports and displays on the Summary page.

Click the **More Info** link to see the address information in the side panel. No additional data is included here, but it may be easier to see the address. Click **Close** on the side panel to return to the Student Summary.



*Address Side Panel*

If updates are needed to the information in this section, and users are assigned the appropriate tool rights, click the **Update Census > People > Households** link. This opens the person's Households tool, where changes to this information can be made.

Follow your district's policy for updating household information.

The images above show a family who has one primary household. In Campus, households are assumed to be Primary unless the Secondary checkbox is marked on the individual's Household Membership, or if there is only one household for those members. Notice how in the previous images, a Primary label displays for the household information.

In the image below, two members of that Primary household are now members of an additional household and have the Secondary checkbox marked on the Household Membership. Now on the Student Summary, the Second Household has a Secondary label.



The screenshot shows the 'Households' section with 'HOUSEHOLD 2' highlighted as 'SECONDARY'. A red box highlights this label, with an arrow pointing to a detailed 'Membership in Households' window. This window shows 'Student, Kevin' with a 'Secondary' membership type selected. The 'Household Membership' section includes fields for 'Household Name' (HOUSEHOLD 2), 'Start Date' (10/01/2022), and 'End Date'. A red box highlights the 'Secondary' checkbox, which is checked.

*Secondary Household Display*

## Household Members and Relationships

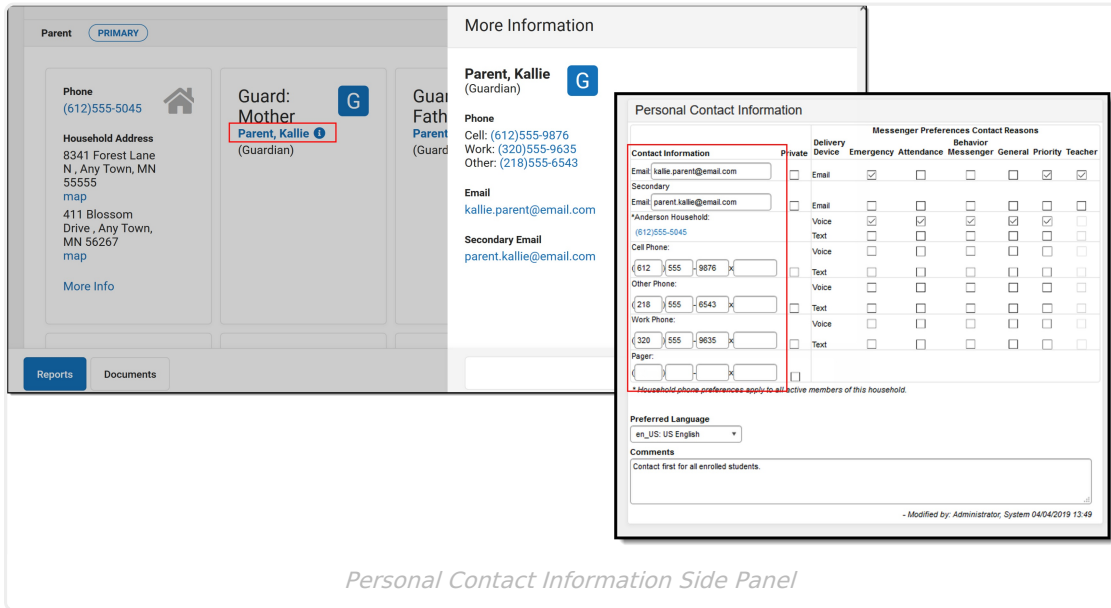
Each member of the household is listed in their own tile. Any individual who has an active relationship (no entered end date) with the selected student displays on their own tile. If all relationships have been ended or there are no relationships established between the student and anyone else in the household, only the household information tile and the Self tile display.

Guardians display first, after the household information, with a large G. This information is entered on the person's Relationships tool, and lists the name assigned to the Relationship, which vary by district.

The screenshot shows the 'Households' section with 'HOUSEHOLD 1' as 'PRIMARY'. It displays three relationship tiles: 'Mother/Son Parent, Marie (Guardian)', 'Father/Son Parent, Kyle (Guardian)', and 'Brother/Sister Sibling, Julia'. A red box highlights the 'Mother/Son' tile, with an arrow pointing to a 'Relationship Type Setup' window. This window shows a table of relationship types with 'Guardian' selected. A red box highlights the 'Guardian' checkbox in the 'Detail Information' section, which is checked.

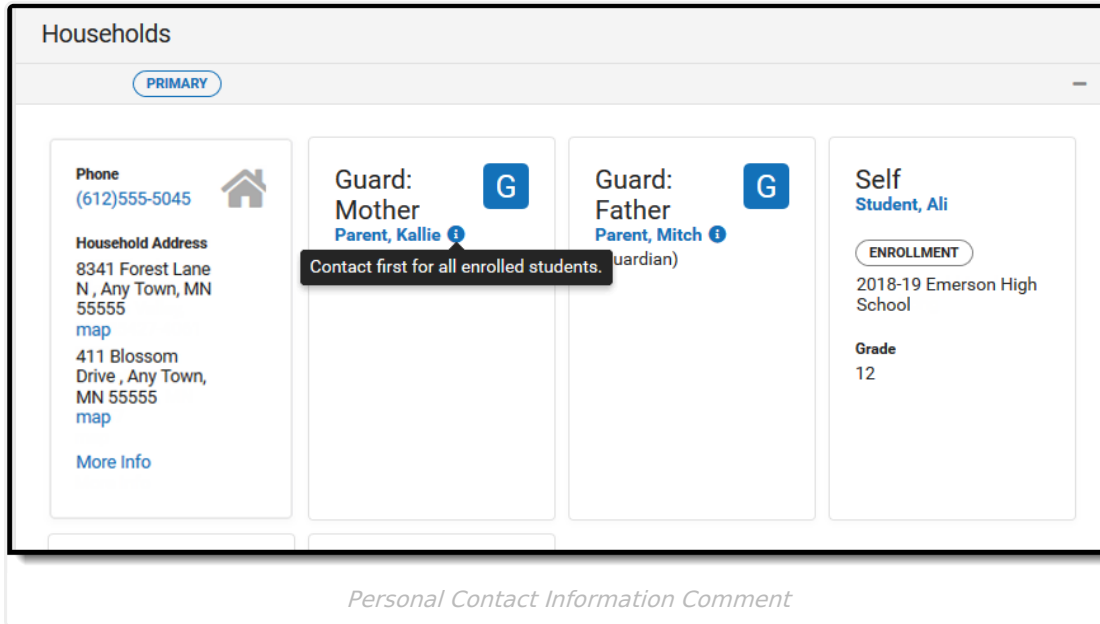
*Relationship Type Display*

Click the hyperlink of a household member's name to view their **Personal Contact Information** (entered on Demographics). A side panel displays to the right, listing all entered ways of contacting that individual - phone numbers, email, etc. Click the **Close** button to return to the Student Summary.



Personal Contact Information Side Panel

The information icon next to an individual's name indicates there is a comment entered on that person's Personal Contact Information.



Personal Contact Information Comment

A tile for the selected students (labeled as Self) and siblings also display. In addition to entered contact information for the student and siblings, the school of enrollment and grade level are listed on the tile and the side panel. This displays the most current primary enrollment information for those members (school of enrollment and grade level).

- Future enrollment information does not show until the start date of that enrollment.
- If a student has multiple enrollments in the current school year, only the last grade level

completed (last enrollment with an end date in a past calendar) displays, regardless of the enrollment end date.

- If a student has enrollments with end dates and enrollments without end dates, the current grade level (from the most recent enrollment) displays.
- Ended non-household relationships set to a relationship of *Self* are not listed.

The screenshot displays the 'Households' interface. At the top, there are two household types: 'Primary Household' (PRIMARY) and 'Second Household' (SECONDARY). Below this, three main information cards are shown:

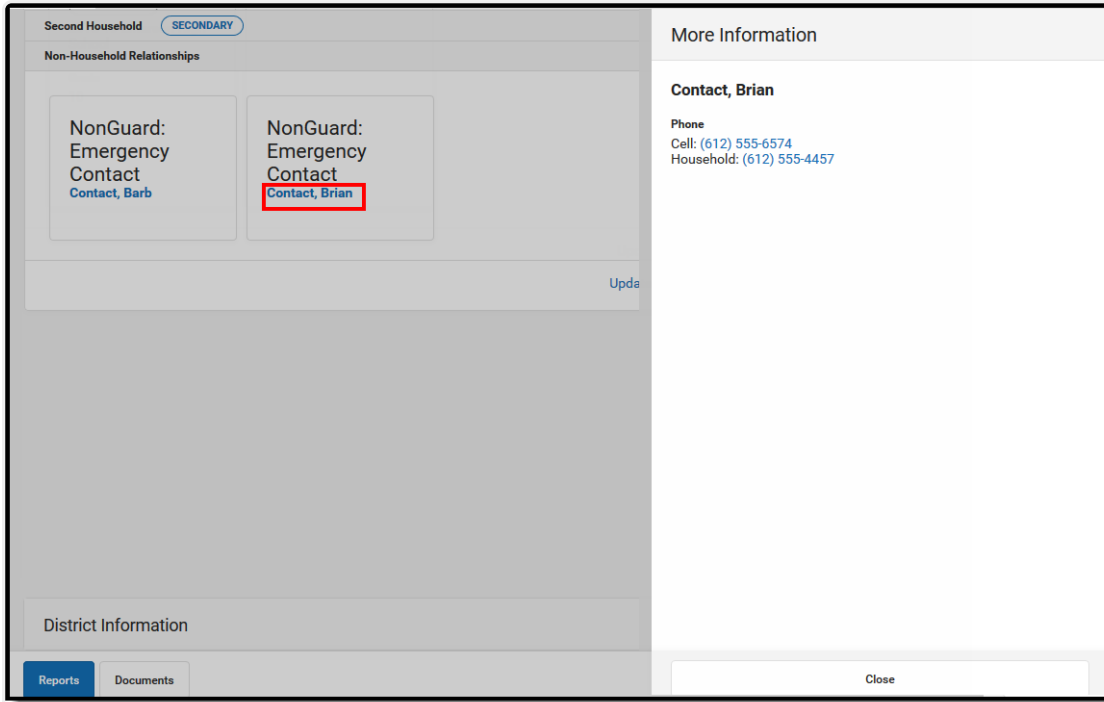
- Phone:** (612)555-5377
- Household Address:** 3912 Vine Road, Any Town, MN 55555
- Guard:** Father (Parent, Mitch)
- Self:** Student, Ali. Enrollment: 2018-19 Emerson High School, Grade 12.

At the bottom right of the household section, there is a link: 'Update Census>People>Households'. Below the households section is a 'Non-Household Relationships' section with a plus sign (+). The entire section is titled 'Self Information' at the bottom.

## Non-Household Contacts

Relationships to people outside of the household (aunt/uncle, daycare provider) appear in the Non-Household Relationship section. These individuals also have a relationship with the student, and may be marked as Emergency contacts. Click the hyperlink of their name to view the **More Information** side panel. This panel contains their Personal Contact Information (if entered) and their Household number (if entered).

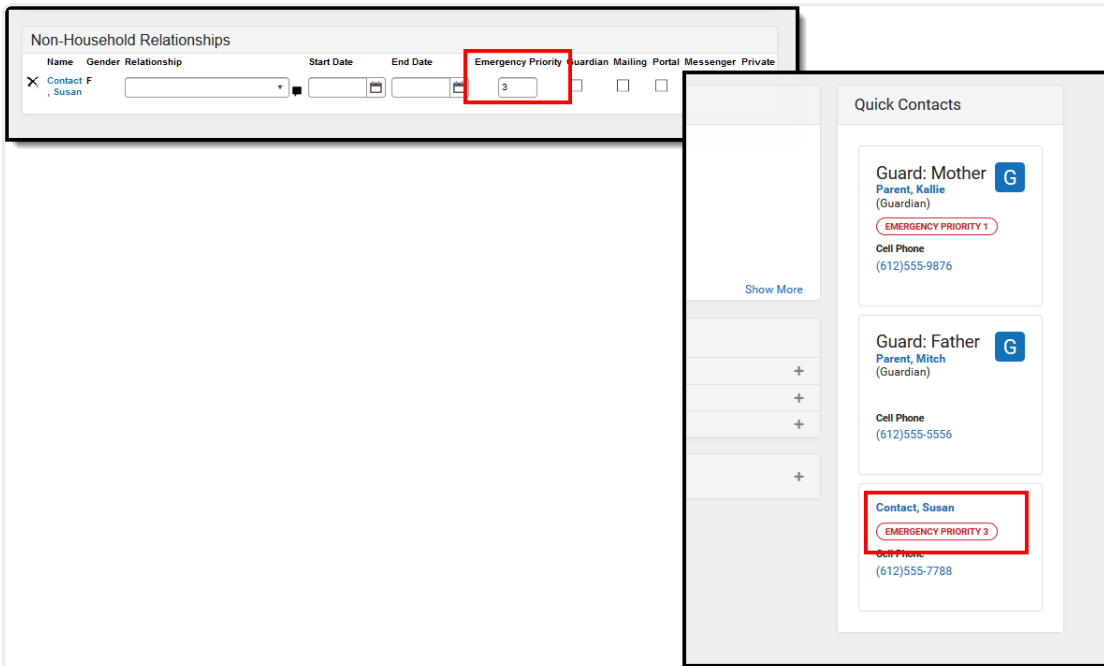
Emancipated students also have non-household relationships established with themselves. See the [Emancipated Students](#) article for more information.



Non-Household Contact Information

Non-household contacts who have been designated by the guardians as Emergency Contacts display in the Quick Contacts section, along with the Guardians. This is determined by the **Emergency Priority** field on the Relationship tool. An Emergency Priority label displays as well in the Quick Contacts list, in the Non-Household Relationships section, and when viewing the side panel for that individual.

If the Emergency Priority field is not populated, only relationships marked as Guardian display in the Quick Contacts list.



Emergency Priority Display

# District Information

If a district has created custom elements for use on the Student Summary, those elements display at the bottom of the screen. Your district should provide information on managing these fields.

Households	
Anderson	PRIMARY +
Second Household	SECONDARY +
Non-Household Relationships +	
District Information -	
Employer	Occupation
Person dateField 10/24/2024	Person checkBox No

*District Information*

# Modification Alert

Because student information is protected under FERPA, certain fields on the Student Summary are controlled by specific tool rights (i.e., Social Security number). In addition to tool rights, notifications display in the Person Information area when the Summary data has been modified. This change alert lists the user who made the modification, the date of the modification and the time.

State ID 000123456	Race(s) White	Person GUID 38187B25-F712-47CF-9CD9-FD345F4B650A	Gender F
State Race/Ethnicity 5: White, not Hispanic	Federal Designation 6: White	Hispanic/Latino N: No	Race/Ethnicity Determination 04: Unknown
			<a href="#">Update Census&gt;People</a> <span style="border: 1px solid red; padding: 2px;">Modified by Administrator, System: 4/1/2019 14:50</span>

*Modification Alerts*

# Student Summary Reports

The information that displays on the Student Summary can be printed and given to parents/guardians or other personnel for a review of the data.

*Student Summary Reports*

The **View as PDF Report** generates a PDF of the Student Summary as it currently displays. If all of the cards are expanded, all of that information prints; if the Show More option is expanded and only the Primary Household card is expanded, that information prints.

Two options of the same report are available, and print in either PDF or DOCX.

- **Person Summary Report** (also available on the [Census Demographics](#) tool)
- **Person Summary Report with Picture**

In addition, a mailing label and an envelope can also be printed. These two print addresses marked as mailing, and are available in either PDF or DOCX.

- **Print Mailing Label** - uses 1" x 2-5/8" labels (Avery 5160)
- **Print Envelopes** - uses with a **#10 envelope** (4 1/8 x 9 1/2)

For troubleshooting issues with printing and printer settings, see the [Printing Labels](#) article.

## Documents

Documents can be uploaded from the student's previous schools of enrollment that relate to student summary information. This uses the [Digital Repository](#) features. There is no limit to the amount of documents uploaded here, but be aware your district may have set a maximum file size value.

The screenshot displays a student profile on the left and a 'Document List' panel on the right. The student's information includes a photo, full name (Student, Ali), grade (12), birth date (3/22/01), age (18), and student number (123456). The 'Document List' panel has a 'Sort' dropdown set to 'Newest' and shows two documents with red 'X' icons for removal. At the bottom of the profile, the 'Documents' button is highlighted with a red box, and a red arrow points from it to the 'Document List' panel.

Documents Panel

Only documents uploaded to the Student Summary tool display here. Other types of uploaded documents do not display. To see other types of uploaded documents, view them on the [Person Documents](#) tool.

Mark the **Consent** statement (files cannot be saved if this is not marked), and click the **Select File** button to locate and upload documents. File names must be unique. Click the **Save** button when finished. A successful upload displays a Done checkmark next to the Select Files button. Close the side panel by clicking the **Cancel** button.

Uploaded files can be sorted by Newest (most recently uploaded) or Oldest. To remove an uploaded document, click the red X next to the file name.

For more information on document upload, see the [Manage Document Attachments](#) article.