

# Census (North Carolina)

Last Modified on 07/11/2024 10:32 am CDT

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

Census tracks every person entry in Infinite Campus - parents/guardians, staff, students, emergency contacts, doctors, etc. Demographic data is used throughout Campus, utilizing historical 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 is necessary.

The following information is specific to North Carolina.

## Identities

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

Tool Search: Identities

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
- Sex
- 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.

**Identities** ☆

[Census](#) > [People](#) > [Identities](#)

**Student, Janice**

Student #: 1234567    DOB: 06/06/2007

Related Tools ^

Save
New

**Identities Editor**

Identity	Current	Effective Date	Birth Date	District
Student, Janice	X	01/01/1901	06/06/2007	Bladen County Schools

**Identity Information**

**PersonID** 7103

<b>*Last Name</b>	<b>*First Name</b>	<b>Middle Name</b>	<b>Suffix</b>
<input type="text" value="Student"/>	<input type="text" value="Ja'Mere"/>	<input type="text" value="L"/>	<input type="text" value=""/>

**\*Sex**  
 No Image Available

**\*Birth Date (Age: 17)**

**Protected Identity Information**

<b>Legal Last Name</b>	<b>Legal First Name</b>	<b>Legal Middle Name</b>	<b>Legal Suffix</b>
<input type="text" value="Student"/>	<input type="text" value="Ja'Mere"/>	<input type="text" value="L"/>	<input type="text" value=""/>

**Birth Sex**

**Race/Ethnicity** [\(Edit\)](#)

State Race/Ethnicity:

Federal Designation: 4:Black or African American

Race(s): Black or African American

Hispanic/Latino: N:No

Tribal Enrollment:

Race/Ethnicity Determination:

**Birth Country**

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

**Date Entered State School**     **Birth Verification**

**Home Primary Language**

**\*Effective Date**

**Comments**

- Modified by: Unknown

Census Identities 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...](#)

## Sex

Indicates whether the person is male or female. At this time, the state of North Carolina acknowledges Male and Female only. Information entered here displays in the following locations:

- [Demographics and Identities](#)
- Protected Identity Information on the Demographics/Identities record
- Demographics section of the [Portal](#)
- [Add Person](#)
- [Student Locator](#)
- [Person Summary Report](#)

▶ [Click here to expand...](#)

## Birth Date

Indicates the person's date of birth.

▶ [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...](#)

## Tribal Enrollment

State code that describes the person's enrollment in a particular Native American tribe.

▶ [Click here to expand...](#)

## Birth Country

The Birth Country is the country listed on the person'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 person 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...](#)

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# 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 other identifying information 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 identify student records. Staff identification, such as Local Staff ID and State Staff ID, are also recorded here.

Follow district guidelines when creating or importing these values.

See the [Assign NC DPI IDs](#) article for guidance on adding missing or new state ID numbers.

### Person Identifiers

Local Student Number	<input type="text"/>	<input type="checkbox"/> Generate Number
Student State ID	<input type="text"/>	<input type="button" value="Assign NC DPI State ID"/>
Local Staff Number	<input type="text" value="654321"/>	
Staff State ID	<input type="text"/>	<input type="button" value="Assign NC DPI State ID"/>
Person GUID	<input type="text" value="07EC08EE-AA30-4DB8-865E-1CAD9234C9DA"/>	
Portal Username	No Active Portal Account	

*Person Identifiers*

## Local Student Number

Local Student Number is a unique identification number for the student 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 Staff Number

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

[▶ 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. When this field is left blank, any courses or students tied to the staff member fail to report.

[▶ 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 style="width: 100%;" type="text" value="en_US: US English"/>							
<b>Comments</b>							
<input style="width: 100%; height: 20px;" 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, when applicable.

See the core Demographics article for information on the [Messenger Preferences Contact Reasons](#).

## 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...](#)


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# District Employment


Tool Search: District Employment

Employees must have active district employment records. This record indicates the staff person is actively (no end date) or has been 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, Emily  Staff #: 3496353228 DOB: 05/11/1976

Census > Staff > District Employment




Related Tools ^

Save Delete New

**Employment Records**

#090 County Schools (01/01/1901-)

**Employment Information**

<p><b>*Start Date</b></p> <p>01/01/1901 </p>	<p><b>End Date</b></p> <p><input type="text"/> </p>
<p><b>Teaching Start Year</b></p> <p><input type="text"/> </p>	<p><b>Teaching Years Modifier</b></p> <p><input type="text" value="0"/></p>
<p><b>License Number</b></p> <p><input type="text"/></p>	<p><b>FTE Percent (whole number 0-100)</b></p> <p><input type="text" value="0"/></p>
<p><b>Seniority</b></p> <p><input type="text"/></p>	<p><b>Education</b></p> <p><input type="text"/></p>

*District Employment Record*

## Teaching Start Year

Indicates the date the staff member began teaching (when the teaching license was received).

▶ [Click here to expand...](#)

## Teaching Years Modifier

Indicates the total number of years the staff person has been teaching, including all time spent at other districts.

▶ [Click here to expand...](#)

## License Number

Lists the employee's license number.

▶ [Click here to expand...](#)

## FTE Percent

Indicates the total Full Time Employment percentage of the staff person, entered in whole numbers 0 to 100.

▶ [Click here to expand...](#)

## Seniority

Indicates the seniority level of the staff person.



▶ [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...](#)

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## District Assignments

Tool Search: District Assignments

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.

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.

**District Assignments** ☆

Staff, Mary Staff #: 1234567890 DOB: 05/11/1976

Census > Staff > District Assignments

Related Tools ^

Save Delete New

**Assignments**

- ↑ East Bladen High
  - ✎ Teacher Assistant - EC - (01/01/1901-)

**Employment Assignment Information**

**School**  
East Bladen High

**\*Start Date**  
01/01/1901

**End Date**

**Type**  
01:Administrative ▾

**Amplify Role**  
RTA-A: RTA Admin ▾

**SchoolNet Role**  
4: NCDPI Staff ▾

**Department**  
Arts Ed ▾

**Title**  
Teacher Assistant - EC ✕ ▾

**Assignment Code**  
2:Assignment 2 ▾

**K-3 TS Admin Role**  
1: View-only, can see child-level data ▾

**SchoolNet Additional Roles**

- ✕ 4: Access to Curriculum Management
- ✕ 6: Test Item Administrator
- ✕ 7: Access for Teachers to Share Assessments

<b>Teacher</b>	<input checked="" type="checkbox"/>	<b>Special Ed</b>	<input type="checkbox"/>	<b>Program Admin</b>	<input type="checkbox"/>	<b>Health</b>	<input type="checkbox"/>	<b>Behavior Response Approver</b>	<input type="checkbox"/>	<b>Response to Intervention</b>	<input type="checkbox"/>	
<b>Advisor</b>	<input type="checkbox"/>	<b>Supervisor</b>	<input type="checkbox"/>	<b>Counselor</b>	<input type="checkbox"/>	<b>Foodservice</b>	<input type="checkbox"/>	<b>Exclude Behavior Referral</b>	<input type="checkbox"/>	<b>Self Service Approver</b>	<input type="checkbox"/>	
<b>Activity Staff</b>	<input type="checkbox"/>	<b>Activity Preapproval</b>	<input type="checkbox"/>									
<b>External LMS Exclude</b>	<input type="checkbox"/>											
<b>Exclude</b>	<input type="checkbox"/>											

*District Assignment Editor*

## Department

Indicates the department to which the staff person is assigned. Departments are created in the [Department Setup](#) tool.

▶ [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...](#)

## Title

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

▶ [Click here to expand...](#)

## Type

Indicates whether the staff person's employment is Administrative, Certified, or Classified.

▶ [Click here to expand...](#)

## FTE of Assignment

Indicates what portion of the employee's FTE percent this particular district assignment represents. The field accepts both decimal and whole numbers (e.g., .5 or 50 to represent a half-time assignment).

▶ [Click here to expand...](#)

## Assignment Code

District-provided code associated with the employment at the school.

▶ [Click here to expand...](#)

## Amplify Role

Indicates the staff person's assigned role in Amplify.

▶ [Click here to expand...](#)

## K-3 TS Admin Role

Indicates the staff person's role assigned in K-3 Teaching Strategies.

▶ [Click here to expand...](#)

## SchoolNet Role

Indicates the staff person's role assigned in SchoolNet.

▶ [Click here to expand...](#)

## SchoolNet Additional Roles

Lists additional access the staff person has in SchoolNet.

▶ [Click here to expand...](#)

## District Assignment Checkboxes

The marked checkboxes on the Employment Assignment record provide additional information and access to other tools in Campus. See the [District Assignments Checkboxes](#) article for more information.

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## Credentials

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

Tool Search: Credentials

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.

**Credentials** ☆ Census > Staff > Credentials

Staff, Emily E DOB: 08/05/1994

[Save](#) [Delete](#) [New Credential](#) [Documents](#)

**Employment Credentials**

- #070280000 Unified School District
  - Crisis Intervention (09/01/2020)
  - Highly Qualified (09/01/2020)

**Highly Qualified Employment Credential Information**

**\*Start Date**  
09/01/2020

**End Date**  
[ ]

**Subject Type**  
ELEM: Basic Elementary Curriculum

**Met HOUSSE**  **HOUSSE Completion Date**  
[ ]

**Subject Matter Competency**  
ACC: Advanced Certification or Credential

**Paraprofessional Qualification**  
[ ]

*Credentials*

## 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](#) | [Addresses](#)

Tool Search: Households

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

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/guardians.

Household Members ☆

Phone: (787)555-3785

Household Member Editor				
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...](#)

# Addresses

The **Addresses** tool within the Household 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.

The screenshot shows the 'Household Addresses' page in the Infinite Campus system. At the top, there is a green header with the Infinite Campus logo and a search icon. Below the header, the page title is 'Household Addresses' with a star icon. Underneath, it displays 'Aud Phone: (787)555-3785'. There are three buttons: 'Save', 'Delete', and 'Find New Address'. The main content area is divided into two sections:

**Household Location Editor**

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*

## 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 receives 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...](#)

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# Relationships

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

Tool Search: Relationships

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/guardians, 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 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. When 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 selection. Relationship types are defined for the district in the [Relationship Type](#) tool.

▶ [Click here to expand...](#)

# Military Connections

[Status](#)

Tool Search: Military Connections

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*

## Status

Indicates the enlistment status of the parent/guardian.

▶ [Click here to expand...](#)

