

Census (North Carolina)

Last Modified on 01/14/2026 9:57 am CST

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](#) | [Immigrant Record](#) | [Date Entered US School](#) | [Multiple Birth](#) | [Verified Home Primary Language](#) | [Home Primary Language](#)

Tool Search: Identities

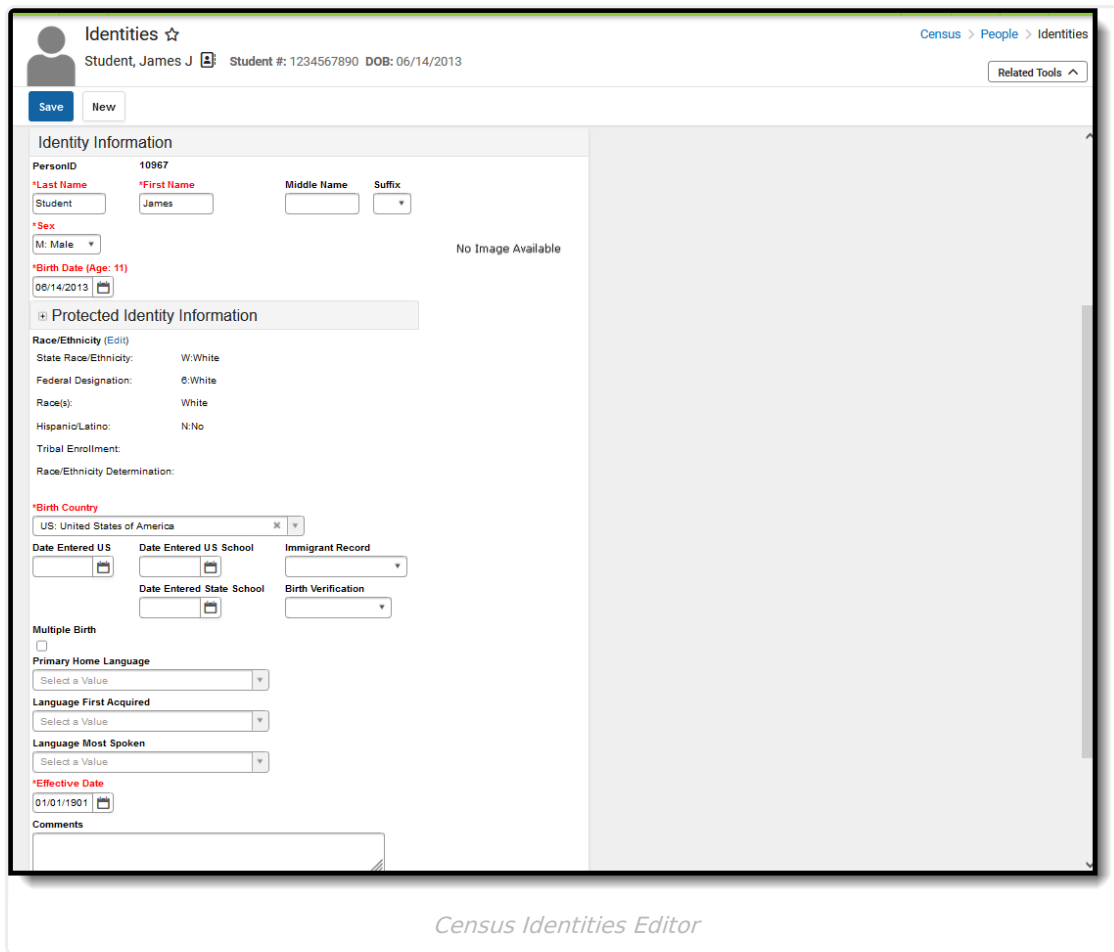
The Identities tool acts as a historical record of the person's demographic information. While the information on the [Demographics](#) tool is displayed on the Identities record, changes should be made here.

Types of changes include:

- Name and Legal Name
- Sex
- Race/Ethnicity (required for students and staff)

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 ☆

Student, James J Student #: 1234567890 DOB: 06/14/2013

Save New

Identity Information

PersonID: 10967

*Last Name: Student *First Name: James Middle Name: Suffix: ▼

*Sex: M: Male No Image Available

*Birth Date (Age: 11): 06/14/2013

Protected Identity Information

Race/Ethnicity (Edit):

State Race/Ethnicity: W:White

Federal Designation: S:White

Race(s): White

Hispanic/Latino: N:No

Tribal Enrollment:

Race/Ethnicity Determination:

*Birth Country: US: United States of America

Date Entered US: Date Entered US School: Immigrant Record: ▼

Date Entered State School: Birth Verification: ▼

Multiple Birth: ☐

Primary Home Language: Select a Value ▼

Language First Acquired: Select a Value ▼

Language Most Spoken: Select a Value ▼

*Effective Date: 01/01/1901

Comments:

Census Identities Editor

Name Fields

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

When a new person is created from the [Student Locator](#), the Legal Last Name, Legal First Name, Legal Middle Name, and Legal Suffix fields are populated with the entered Last Name, First Name, Middle Name, and Suffix fields. .

► [Click here to expand...](#)

Field	Definition	Database Location	Ad hoc Inquiries
Last Name, Legal Last Name	The person's last name.	Identity.lastName Identity.legalLastName	Student > Demographics > lastName (student.lastName) Person > Demographics > lastName (individual.lastName)

Field	Definition	Database Location	Ad hoc Inquiries
First Name, Legal First Name	The person's first name.	Identity.firstName Identity.legalFirstName	Student > Demographics > firstName (student.firstName) Person > Demographics > firstName (individual.firstName)
Middle Name, Legal Middle Name	The person's middle name.	Identity.middleName Identity.legalMiddleName	Student > Demographics > middleName (student.middleName) Person > Demographics > middleName (individual.middleName)
Suffix, Legal Suffix	Indication of a generational name (Jr., III, etc.).	Identity.suffix Identity.legalSuffix	Student > Demographics > suffix (student.suffix) Person > Demographics > suffix (individual.suffix)

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...](#)

Database Location:

Identity.gender

Ad Hoc Inquiries:

Student > Demographics > gender (**student.gender**)

Person > Demographics > gender (**individual.gender**)

Birth Date

Indicates the person's date of birth.

► [Click here to expand...](#)

Database Location:

Identity.birthDate

Ad Hoc Inquiries:

Student > Demographics > birthDate (**student.birthDate**)

Individual > Demographics > birthDate (**individual.birthDate**)

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.

Race/ethnicity is required for students and staff.

Is the individual Hispanic or Latino?

Indicates whether the student is of Hispanic descent.

The State Race/Ethnicity field auto-populates based on the selections made for this field, as follows:

- When "Is the individual Hispanic/Latino" is set to NO and one race is selected, the Race/Ethnicity must be set to the same value as selected in Race.
- When "Is the individual Hispanic/Latino" is set to NO and more than one Race is selected, the Race/Ethnicity must be set to "Two or More Races."
- When "Is the individual Hispanic/Latino" is set to YES and one Race is selected, Race/Ethnicity must be set to "Hispanic or Latino Ethnicity."

► [Click here to expand...](#)

Database Location:

Identity.hispanicLatinoEthnicity

Ad Hoc Inquiries:

Student > Demographics > hispanicEthnicity (**student.hispanicEthnicity**)

Person > Demographics > Federal Race > hispanicEthnicity (**fedRace.hispanicEthnicity**)

Race Ethnicity

Indicates the person's race/ethnicity.

▶ [Click here to expand...](#)

Database Location:

Identity.raceEthnicity

Ad Hoc Inquiries:

Student > Demographics > raceEthnicity (**student.raceEthnicity**)

Person > Demographcis > raceEthnicity (**individual.raceEthnicity**)

Tribal Enrollment

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

▶ [Click here to expand...](#)

Database Location:

Identity.raceSubCategory

Ad Hoc Inquiries:

Student > Demographics > tribalEnrollment (**student.raceSubCategory**)

Person > Demographics > Identity History > tribalEnrollment (**ident.tribalEnrollment**)

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...](#)

Database Location:

Identity.birthCountry

Ad Hoc Inquiries:

Student > Demographics > birthCountry **student.birthCountry**

Person > Demographics > Identity History > birthCountry (**ident.birthCountry**)

Date Entered US

Indicates the date the person entered the United States.

▶ [Click here to expand...](#)

Database Location:

Identity.dateEnteredUS

Ad Hoc Inquiries:

Student > Demographics > Identity History > dateEnteredUS (**ident.dateEnteredUS**)

Person > Demographics > Identity History > dateEnteredUS (**ident.dateEnteredUS**)

Immigrant Record

Indicates the status of an immigrant student in a MLL Program

▶ [Click here to expand...](#)

Database Location:

Identity.immigrant

Ad Hoc Inquiries:

Student > Demographics > immigrant (**student.immigrant**)

Date Entered US School

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

▶ [Click here to expand...](#)

Database Location:

Identity.dateEnteredUSSchool

Ad Hoc Inquiries:

Student > Demographics > Identity History >
dateEnteredUSSchool (**ident.dateEnteredUSSchool**)

Person > Demographics > Identity History > dateEnteredUSSchool
(**ident.dateEnteredUSSchool**)

Multiple Birth

When marked, indicates the person is part of a set of twins, triplets, etc.

▶ [Click here to expand...](#)

Database Location:

Identity.multipleBirth

Ad Hoc Inquiries:

Student > Demographics > Identity History > multipleBirth (**ident.multipleBirth**)

Verified Home Primary Language

The VERIFIED Home Primary Language field notes the name of the specific language the person (staff, student, etc.) uses to communicate at home. It populates with the same language as Home Primary Language.

This field displays along with the Home Primary Language field on the [English Learners](#) tool.

▶ [Click here to expand...](#)

Because the Home Primary Language field cannot be modified once the language is selected without requesting a change from the EL Program Office, the **Verified Home Language** field requires additional tool rights (Census > People > Demographics > Verified Home Primary Language):

Read - View the assigned language.

Write - Modify the assigned language.

Add - N/A

Delete - N/A

Database Location:

Identity.languageAlt3

Ad Hoc Inquiries:

Student > Demographics > Identity History
> verifiedHomePrimaryLanguage (**ident.languageAlt3**)

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. Refer to the International

Organization of Standards directory for more information on language codes.

On the English Learners tool, this field displays along with the Verified Home Primary Language field.

► [Click here to expand...](#)

Database Location:

Identity.homePrimaryLanguage

Ad Hoc Inquiries:

Student > Demographics > homePrimaryLanguage (**student.homePrimaryLanguage**)

Student > Demographics > Identity History
> homePrimaryLanguage (**ident.homePrimaryLanguage**)

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

☐ Generate Number

Student State ID

Assign NC DPI State ID

Local Staff Number

654321

Staff State ID

Assign NC DPI State ID

Person GUID

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...](#)

Database Location:

Person.studentNumber

Ad Hoc Inquiries:

Student > Demographics > studentNumber (**student.studentNumber**)

Person > Demographics > studentNumber (**individual.studentNumber**)

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 > stateID (**student.stateID**)

Person > Demographics > stateID (**individual.stateID**)

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

Person > Demographics > staffNumber (**individual.staffNumber**)

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...](#)

Database Location:

Person.staffStateID

Ad Hoc Inquiries:

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

Person > Demographics > staffStateID (**individual.staffStateID**)

Personal Contact Information

The Personal Contact Information editor contains phone numbers, messaging preferences and the language preferred for receiving messages.

Personal Contact Information

Contact Information		Messenger Preferences Contact Reasons						
	Private	Emergency	Attendance	Behavior Messenger	General	Priority	Teacher	
Email: 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="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Cell Phone:								
(574) 555 - 6604 x	<input type="checkbox"/>							
Other Phone:								
() - - x	<input type="checkbox"/>							
Work Phone:								
() - - x	<input type="checkbox"/>							
Pager:								
() - - x	<input type="checkbox"/>							
Preferred Language								
en_US: US English ▼								
Comments								

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...](#)

Database Location:

Contact.email

Ad Hoc Inquiries:

Student > Census > email (**pcontact.email**)

Person > Census > Person Contacts > email (**pcontact.email**)

Cell Phone

Lists the person's mobile number.

▶ [Click here to expand...](#)

Database Location:

Contact.cellPhone

Ad Hoc Inquiries:

Student > Census > cellPhone (**pcontact.cellPhone**)

Person > Census > Person Contacts > cellPhone (**pcontact.cellPhone**)

Work Phone

Lists the person's work number.

▶ [Click here to expand...](#)

Database Location:

Contact.workPhone

Ad Hoc Inquiries:

Student > Census > workPhone (**pcontact.workPhone**)

Person > Census > Person Contacts > workPhone (**pcontact.workPhone**)

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...](#)

Database Location:

Contact.homePhone

Ad Hoc Inquiries:

Student > Census > homePhone (**pcontact.homePhone**)

Person > Census > Person Contacts > homePhone (**pcontact.homePhone**)

Pager

Lists the person's pager number.

► [Click here to expand...](#)

Database Location:

Contact.pager

Ad Hoc Inquiries:

Student > Census > pager (**pcontact.pager**)

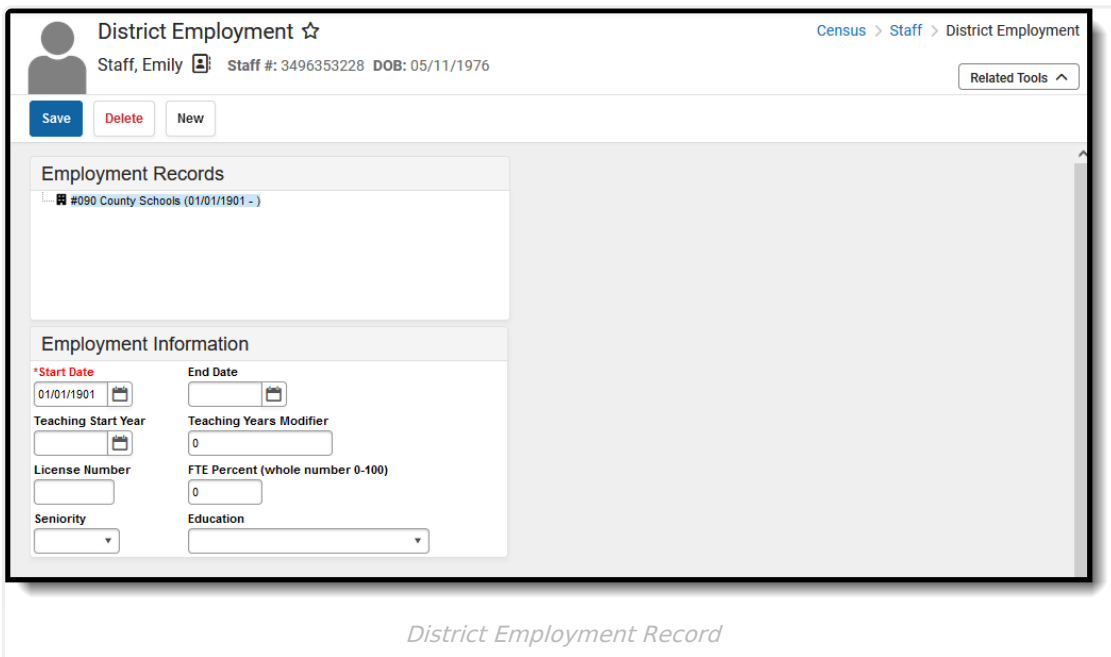
Person > Census > Person Contacts > pager (**pcontact.pager**)

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 ☆

Census > Staff > District Employment



Staff, Emily  Staff #: 3496353228 DOB: 05/11/1976


[Save](#) [Delete](#) [New](#) [Related Tools](#) ^

Employment Records



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

Employment Information

*Start Date: 01/01/1901  End Date: 

Teaching Start Year:  Teaching Years Modifier: 0

License Number: FTE Percent (whole number 0-100): 0

Seniority:  Education: 

District Employment Record

Teaching Start Year

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

► [Click here to expand...](#)

Database Location:

Employment.teachingStartYear

Ad Hoc Inquiries:

Person > Staff > District Employment > teachingStartYear (**employment.teachingStartYear**)

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...](#)

Database Location:

Employment.teachingYearsModifier

Ad Hoc Inquiries:

Person > Staff > District Employment > teachingYearModifier (**employment.teachingYearsModifier**)

License Number

Lists the employee's license number.

► [Click here to expand...](#)

Database Location:

Employment.licenseNumber

Ad Hoc Inquiries:

Person > Staff > District Employment > licenseNumber (**employment.licenseNumber**)

FTE Percent

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

► [Click here to expand...](#)

Database Location:

Employment.ftePercent

Ad Hoc Inquiries:

Person > Staff > District Employment > ftePercent (**employment.ftePercent**)

Seniority

Indicates the seniority level of the staff person.

▶ [Click here to expand...](#)

Database Location:

Employment.seniority

Ad Hoc Inquiries:

Person > Staff > District Employment > seniority (**employment.seniority**)

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...](#)

Database Location:

Employment.educationLevel

Ad Hoc Inquiries:

Person > Staff > District Employment > educationLevel (**employment.educationLevel**)

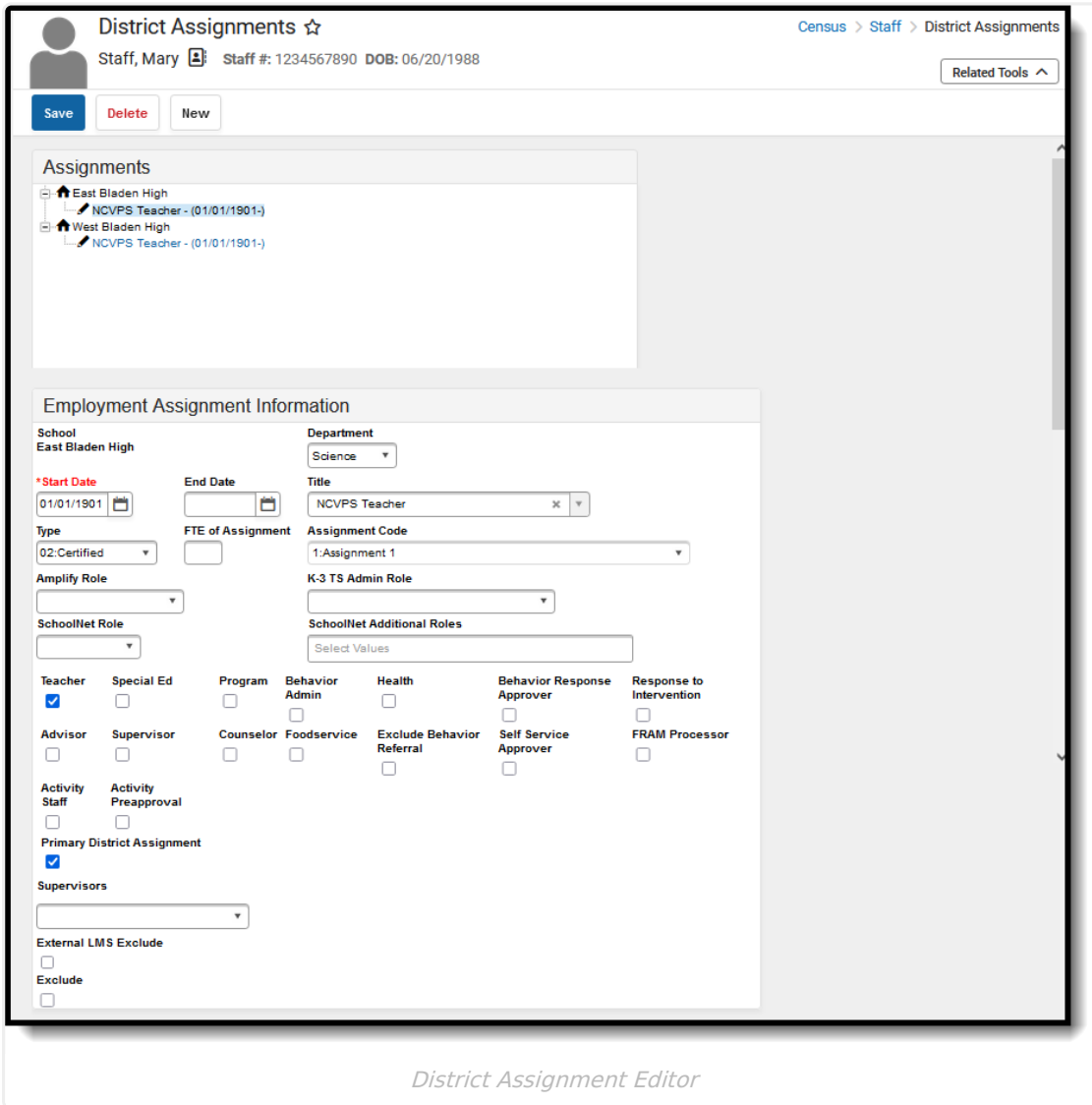
District Assignments

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.



The screenshot shows the 'District Assignments' interface for a staff member named Mary. The top header includes the user's name, staff number (1234567890), and date of birth (06/20/1988). Below this are 'Save', 'Delete', and 'New' buttons. The main content area is divided into two sections: 'Assignments' and 'Employment Assignment Information'.

The 'Assignments' section shows a list of assignments for 'East Bladen High', including 'NCVPS Teacher - (01/01/1901-)' and 'West Bladen High'.

The 'Employment Assignment Information' section contains various fields and checkboxes for configuring the assignment. Key fields include 'School' (East Bladen High), 'Department' (Science), 'Title' (NCVPS Teacher), 'Start Date' (01/01/1901), 'End Date', 'Type' (02:Certified), 'Assignment Code' (1:Assignment 1), 'Amplify Role', 'SchoolNet Role', 'K-3 TS Admin Role', and 'SchoolNet Additional Roles'. There are also checkboxes for various roles such as Teacher, Special Ed, Program, Behavior Admin, Health, Behavior Response Approver, Response to Intervention, Advisor, Supervisor, Counselor, Foodservice, Exclude Behavior Referral, Self Service Approver, and FRAM Processor. The 'Primary District Assignment' checkbox is checked.

At the bottom of the form, there are fields for 'Supervisors', 'External LMS Exclude', and 'Exclude'.

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...](#)

Database Location:

EmploymentAssignment.department

Ad Hoc Inquiries:

Person > Staff > Assignment > departmentName (**schoolEmployment.departmentName**)

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
> assignmentStartDate (**schoolEmployment.assignmentStartDate**)

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 > assignmentEndDate (**schoolEmployment.assignmentEndDate**)

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 > title (**schoolEmployment.title**)

Type

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

► [Click here to expand...](#)

Database Location:

EmploymentAssignment.type

Ad Hoc Inquiries:

Person > Staff > Assignment > type (**schoolEmployment.type**)

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...](#)

It is important that the same numbering system is used for all employees for consistency and accuracy of reporting (e.g., FTE of Assignment in decimal format for all employees).

This is different than the FTE Percentage assigned on the District Employment record. At the District Assignment level, it indicates the full-time employment of that particular assignment. For a staff person who is also a coach, the assignment for the teaching assignment might be 75, and a second assignment for the coach assignment might be 25.

Another example is a person who is employed at 50% FTE at the district would have the FTE Percent on the District Employment record entered as 50, then the District Assignment record would be a 1 or 100 to indicate of that half time employment, they are full time assigned to the Health office.

Database Location:

EmploymentAssignment.fte

Ad Hoc Inquiries:

Person > Staff > Assignment > fteInAssignment (**schoolEmployment.fteInAssignment**)

Assignment Code

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

► [Click here to expand...](#)

Database Location:

EmploymentAssignment.assignmentCode

Ad Hoc Inquiries:

Person > Staff > Assignment > assignmentCode (**schoolEmployment.assignmentCode**)

Amplify Role

Indicates the staff person's assigned role in Amplify.

► [Click here to expand...](#)

Database Location:

EmploymentAssignment.amplifyRole

Ad Hoc Inquiries:

Person > Staff > Assignment > amplifyRole (**schoolEmployment.amplifyRole**)

K-3 TS Admin Role

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

► [Click here to expand...](#)

Database Location:

EmploymentAssignment.k3TSAdminRole

Ad Hoc Inquiries:

Person > Staff > Assignment > k3TSAdminRole (**schoolEmployment.k3TSAdminRole**)

SchoolNet Role

Indicates the staff person's role assigned in SchoolNet.

► [Click here to expand...](#)

Database Location:

EmploymentAssignment.schoolNetRole

Ad Hoc Inquiries:

Person > Staff > Assignment > schoolNetRole (**schoolEmployment.schoolNetRole**)

SchoolNet Additional Roles

Lists additional access the staff person has in SchoolNet.

▶ [Click here to expand...](#)

Database Location:

EmploymentAssignment.schoolNetAddRoles

Ad Hoc Inquiries:

Person > Staff > Assignment > schoolNetAddRoles (**schoolEmployment.schoolNetAddRoles**)

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.

Primary District Assignment

For staff who work at multiple locations, this checkbox is marked on the District Assignment that is considered their primary assignment.

Only one assignment can be marked as the Primary Assignment. When one assignment is already marked as primary and a user marks the checkbox on another assignment, a warning message displays, indicating the other assignment will be updated to not be the primary assignment.

▶ [Click here to expand...](#)

Database Location:

EmploymentAssignment.primary

Ad Hoc Inquiries:

Person > Staff > Assignment >
primaryAssignmentIndicator (**schoolEmployment.primaryAssignmentIndicator**)

Credentials

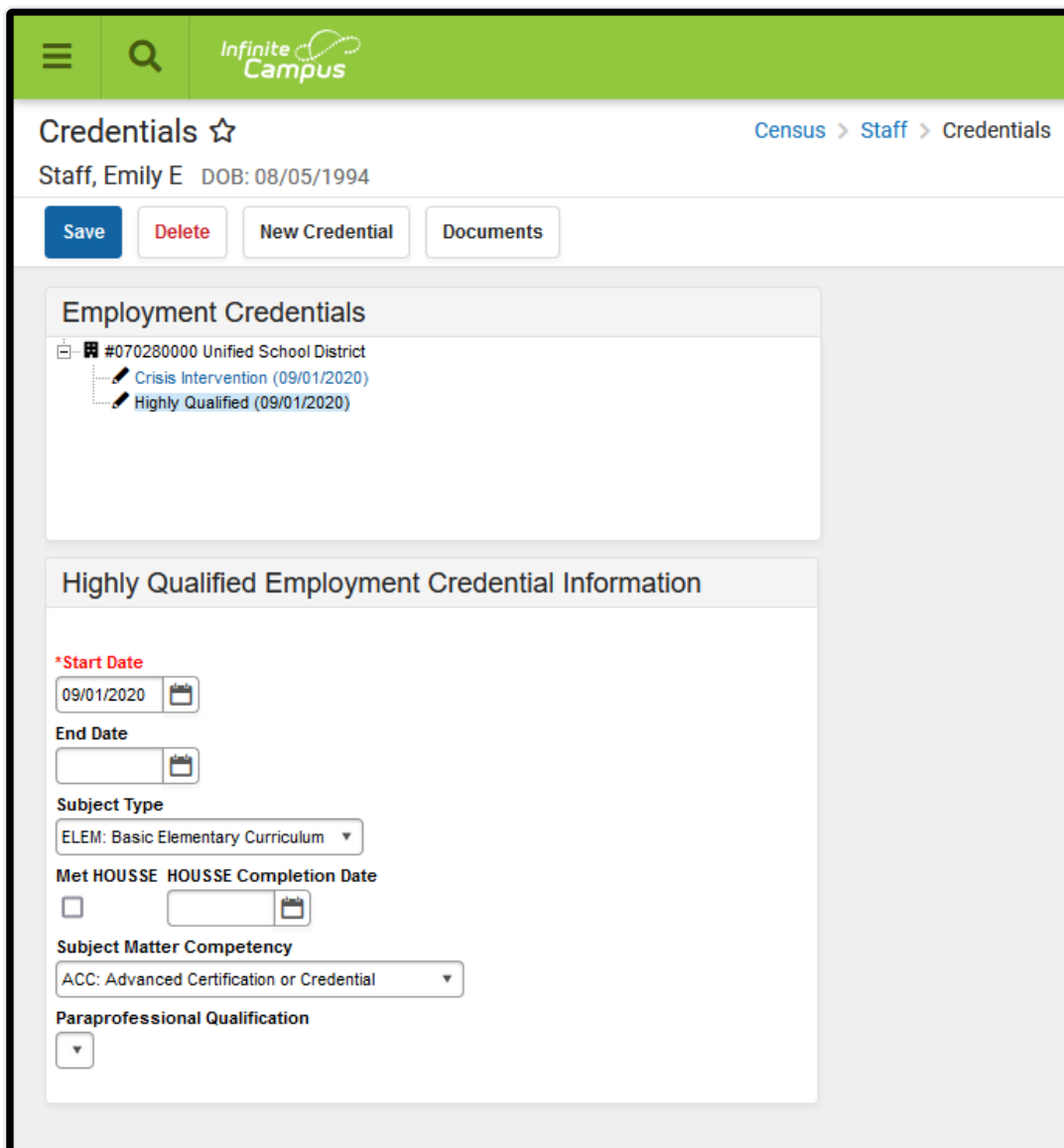
[Credential Type](#) | [License Number](#)

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...](#)

Database Location:

EmploymentCredential.employmentCredentialType

Ad Hoc Inquiries:

Person > Staff > Credential > credentialType (**employmentCredential.credentialType**)

License Number

Indicates the number of the license assigned when the credential was granted.

► [Click here to expand...](#)

Database Location:

EmploymentCredential.licenseNumber

Ad Hoc Inquiries:

Person > Staff > Credential > licenseNumber (**employmentCredential.licenseNumber**)

Households

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

Tool Search: Households

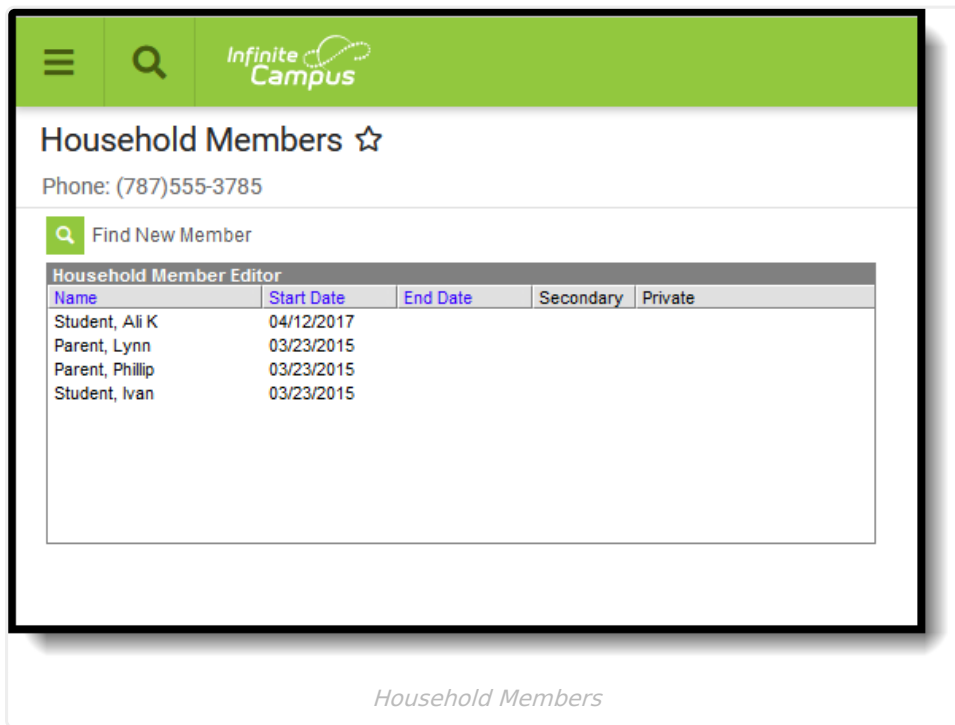
Households help in identifying which persons live in the same home. The list of Members identifies family and non-family members at a shared address, and the Address information lists where that household is located.

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.



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			

► [Click here to expand...](#)

Database Location:

HouseholdMember.XXX

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.

Infinite Campus

Household Addresses ☆

Aud Phone: (787)555-3785

Save

Delete

Find New Address

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...](#)

Database Location:

- Address.number
- Address.street
- Address.tag
- Address.prefix
- Address.dir
- Address.apt

Ad Hoc Inquiries:

Student > Census > Addresses > number, street, tag, prefix, dir, apt (**address.number, address.street, address.tag. address.prefix, address.dir, address.apt**)

Person > Census > Addresses > number, street, tag, prefix, dir, apt (**address.number, address.street, address.tag. address.prefix, address.dir, address.apt**)

Start Date

Indicates the date the family began living at that address.

▶ [Click here to expand...](#)

Database Location:

HouseholdLocation.startDate

Ad Hoc Inquiries:

Student > Census > Addresses > startDate (**address.startDate**)

Person > Census > Addresses > startDate (**address.startDate**)

End Date

Indicates the date the family stopped living at that address.

▶ [Click here to expand...](#)

Database Location:

HouseholdLocation.endDate

Ad Hoc Inquiries:

Student > Census > Addresses > endDate (**address.endDate**)

Person > Census > Addresses > endDate (**address.endDate**)

Mailing

Indicates the family receives mail at this address.

▶ [Click here to expand...](#)

Database Location:

HouseholdLocation.mailing

Ad Hoc Inquiries:

Student > Census > Mailing Addresses

Person > Census > Contact Summary > mailing (contacts.mailing)

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...](#)

Database Location:

HouseholdLocation.secondary

Ad Hoc Inquiries:

Student > Census > Mailing Addresses > secondary (**mailingAddress.secondary**)

Person > Census > Mailing Addresses > secondary (**mailingAddress.secondary**)

Private

Indicates the address information should remain at the school (not given to third party mailings).

► [Click here to expand...](#)

Database Location:

HouseholdLocation.private

Ad Hoc Inquiries:

Student > Census > Mailing Addresses > privateAddress (**mailingAddress.privateAddress**)

Person > Census > Mailing Addresses > privateAddress (**mailingAddress.privateAddress**)

Physical

Indicates the address is the household's physical location.

► [Click here to expand...](#)

Database Location:

HouseholdLocation.physical

Ad Hoc Inquiries:

Student > Census > Mailing Addresses > physicalAddress (**mailingAddress.physicalAddress**)

Person > Census > Mailing Addresses > physicalAddress (**mailingAddress.physicalAddress**)

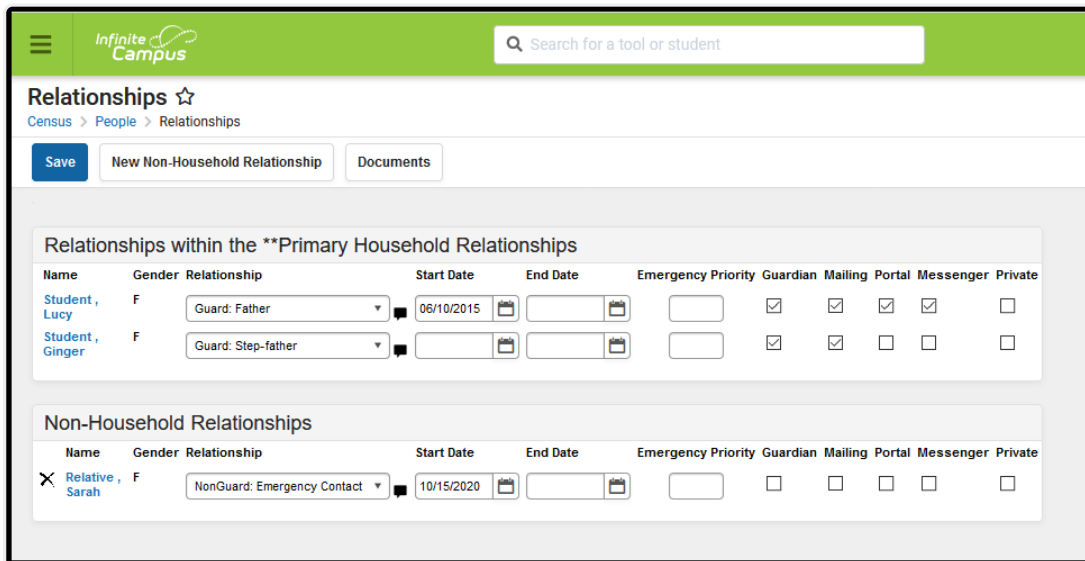
Relationships

[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.



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"/>

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...](#)

Database Location:

RelatedPair.seq

Ad Hoc Inquiries:

Not Available

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...](#)

Database Location:

RelationshipType.guardian

Ad Hoc Inquiries:

Person > Census > Contact Summary > guardian (**contacts.guardian**)

Person > Census > Mailing Addresses > guardian (**mailingAddresses.guardian**)

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...](#)

Database Location:

RelationshipType.name

Ad Hoc Inquiries:

Student > Census > Contact Summary > relationship (**contacts.relationship**)

Person > Census > Contact Summary > relationship (**contacts.relationship**)

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.

Infinite Campus

Search for a tool or stu

Military Connections ☆

Census > People > Military Connections

Save

Delete

New

Print

Documents

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...](#)

Database Location:

MilitaryConnections.status

Ad Hoc Inquiries:

Student > Demographics > Military Connections > status (**militaryConnections.status**)

Person > Demographics > Military Connections > status (**militaryConnections.status**)

