

Census Reports Tool Rights

Last Modified on 08/28/2025 2:11 pm CDT

[Address Change Report](#) | [Badge Printing](#) | [Census by Address Report](#) | [Census by Birth Date Report](#) | [Census by School Boundary Report](#) | [Census Verification Report](#) | [Impact Aid Report](#) | [Mailing Labels](#) | [Missing Photo - Student Report](#) | [Photo and Badge Printing](#) | [Suggested User Groups](#)

Since generating a report doesn't add or change existing data, only Read rights are required. Write/Add/Delete rights, if granted, have no impact.

To learn more about these reports and how to run them, consult the individual articles in [Census Reports](#).

Let us know what you think! Submit feedback for the Tool Rights Catalog by posting in the [Tool Rights Catalog](#) forum.

▼ Reports	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Address Change Report	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Badge Printing	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Badge Printing Staff Subright	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Badge Printing Student Subright	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Census by Address Report	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Census by Birth Date Report	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Census by School Boundary Report	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Census Verification Report	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Impact Aid Report	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Mailing Labels	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Missing Photo - Student Report	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Photo and Badge Printing	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Staff Report	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete

Census Reports Tool Rights

Some information, such as Social Security numbers, may not display on a report if the person generating the report doesn't have rights to view it. Users require Calendar Rights that determine the years and schools for which they can generate reports.

Address Change Report

This report helps staff such as Front Office, Secretaries, Clerks or Administrators find students who have had an address change within a date range (or on/after an entered Start Date).

Address Change Report

About This Report

Set Up

Return address changes effective between the following dates (only start date is required)

Start Date *

08/15/2024

End Date

MM/DD/YYYY

Generate

Harrison High

5856 Peachtree Parkway

Metro City, MN 55436

Change of Address

11/19/2024 -

Page 1 of 1

Generated: 11/19/2024 01:23:51 PM

#171900001	Abegg, Dylan Victor [09/15/2007] M	Address: 190100 Penn St Blaine, MN 55449	Start Date: 11/19/2024
#181900002	Abegg, Wallace Dwight [05/15/2007] M	Address: 190100 Penn St Blaine, MN 55449	Start Date: 11/19/2024
#161900006	Cardinal, Peggy M [12/31/2007] F	Address: 190100 Penn St Blaine, MN 55449	Start Date: 11/19/2024

Census Reports - Address Change Report

Badge Printing

You may grant staff rights to print Staff, Student, or both Staff and Student Badges since sub-rights for Staff and Student badges exist for this report. Badges are typically used with systems such as Attendance Scanning Kiosks, but they can also be used in other situations where badges are needed.

The templates created using the [Badge Designer](#) determine what elements are included on badges. Staff and Student subrights determine whether a person can access the templates aligned to those badge types.

To use the Photo and Badge Printing tool, users must have the Read tool right assigned for both Badge Printing and Photo and Badge Printing.

Badge Printing ☆

Census > Reports > Badge Printing

Badge Printing Tool

Generate Badges for "24-25 Harrison High"

Generating badges for the entire student or staff set will take several minutes and your browser may slow down throughout the process.

Badge Template for Front (Required)

Badge Template for Back ⓘ

Staff Set (Required)

Staff Badge

Staff Badge

Current School

Generate

Generate Badges for "24-25 Harrison High"

Generating badges for the entire student or staff set will take several minutes and your browser may slow down throughout the process.

Badge Template for Front (Required)

Badge Template for Back ⓘ

Student Set (Required)

Order Badges By (Required)

HHS Student Badge

Filtered

Alphabetical

Student(s)

Grade Level(s)

Ad Hoc Filter(s)

Set Operation

Union

Generate

Census Reports - Badge Printing

Census by Address Report

The Census by Address Report finds the latest addresses active on or before the effective date for students currently enrolled in the selected school.

Census by Address Report ☆

Census By Address

Finds the latest student addresses active on or before the effective date. If effective date is not entered, the current date is assumed.

Effective Date (leave blank for today)

How would you like the report sorted?

☒ student name
 ☐ address

Report Format: PDF

Generate Report

24-25 Harrison High

5850 Peachtree Parkway, Metro City, MN 55436

Generated on 11/19/2024 02:00:09 PM Page 1 of 14

Census By Address Report

Date: 11/19/2024 Sort by student name Total Students: 939

Student Name(Gender)	Student#	Grade	Address	Start/End Date
Abegg, Dylan V (M)	171900001	11	190100 Penn St. Blaine, MN 55449	11/19/2024 -
Abegg, Dylan V (M)	171900001	11	9876 Maple Street Blaine, MN 55449	08/23/2022 -
Abegg, Wallace D (M)	181900002	11	190100 Penn St. Blaine, MN 55449	11/19/2024 -
Alborough, Dallas (M)	109301	12	678 117th St E. Blaine, MN 55449	06/23/2014 -
Anderson, Jack A (M)	662478	10	620 Rice Creek Ter NE Blaine, MN 55449	06/23/2014 -
Anderson, Jana (F)	181900003	11	620 Rice Creek Ter NE Blaine, MN 55449	06/23/2014 -

Census Reports - Census By Address

Census by Birth Date Report

The Census by Birth Date Report can be used to find students whose birthdates fall within a

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specified range or within a selected month. Front Office Staff, for example, might use this report to see which students have birthdays within a given month or to verify birthdate information for a group of students.

Census by Birth Date Report

Census By Birth Date

Find all students entered in Campus Census with a birth date in the range specified and in selected school or calendar. When using the date option, start date indicates the date to start the search from, all birth dates after this date will be reported up to the end date. If the end date is not specified the date is assumed to be today.

When a month is selected, start and end dates will be ignored, and only students with birthdays in the selected month who have active enrollments on effective date will be reported.

Primary household data will print for each student, along with data for any other households in which the student has a guardian (unless the Show Primary Household Information Only checkbox is selected).

*Start Date

End Date

-OR-

Select a birthday month:

Effective Date:

☐ Show Birthday and Gender Information Only

☐ Show Primary Household Information Only

Report Format:

24-25

Arthur Elementary

1124 Elementary Ln, St Paul, MN 55449

Generated on 11/19/2024 9:24:01 PM Page 1 of 5

Census by Birth Date

Birthday Month: 12 Effective Date: 11/19/2024

Total Students: 50

#105191	Bechtle, Sameer [12/01/2016] M
	Primary Household
	Guardian(s): Caspar Bechtle & Kelsea-Jane Bechtle
	Phone: (55)555-2148
	Address: 6841 7th St W Blaine, MN 55449
#118626	Jennis, Logan [12/02/2018] M
	Primary Household
	Guardian(s): Roshan Jennis
	Phone: (55)555-5785
	Address: 5104 Heather Blvd Blaine, MN 55449
#119340	Kerber, Ciaran [12/02/2017] M
	Primary Household
	Guardian(s): Beth Kerber & Frederick Kerber
	Phone: (55)555-5981
	Address: 7605 Hill Blvd W Blaine, MN 55449
#124720	Neville, Motez [12/02/2017] M
	Primary Household
	Guardian(s): Angus Neville & Kayla Neville
	Phone: (95)555-7449
	Address: 450 Meenan Ave Blaine, MN 55449

Census Reports - Census by Birth Date

Census by School Boundary Report

The Census by School Boundary report can be used by Registrars, Front Office Staff or other staff to check active household memberships, household locations, and enrollments within a school boundary for each student.

Census by School Boundary Report

Census By School Boundary

This report will list all addresses that fall within the school boundary for each student. Results will be grouped by Location Code and County and may be sorted by Address or Student within those groups. Effective Date is required and will be used to check active household membership, household location, enrollment, and school boundary.

*Effective Date

11/19/2024

How would you like the report sorted?

☒ Student Name
 ☐ Address

Report Format: PDF

Generate Report

24-25

Harrison High

5856 Peachtree Parkway, Metro City MN 55436

Generated on 11/19/2024 02:37:55 PM Page 1

Census By School Boundary Report

Date: 11/19/2024 Sort by student name

 Total counties: 14 Total Students: 4516

Student Name(#)	Calendar	Grade	Address	Household Location Dates
Location Code: N/A County: N/A				
Aarens, Joey (#104368)	24-25 Arthur Elementary	02	9977 14th Ave E Blaine, MN 55449	06/23/2014 -
Abbey, Doug (#104100)	24-25 Fillmore Middle School	06	2538 126th St E Blaine, MN 55449	06/23/2014 -
Abegg, Dylan V (#1719000001)	24-25 Harrison High	11	9876 Maple Street Blaine, MN 55449	08/23/2022 -
Abegg, Dylan V (#1719000001)	24-25 Harrison High	11	190100 Penn St Blaine, MN 55449	11/19/2024 -
Abegg, Emma (#1810000001)	24-25 Arthur Elementary	01	190100 Penn St Blaine, MN 55449	11/19/2024 -
Abegg, Justin J (#11019000001)	24-25 Fillmore Middle School	08	190100 Penn St Blaine, MN 55449	11/19/2024 -
Abegg, Robert V (#1619000005)	24-25 Arthur Elementary	KG	190100 Penn St Blaine, MN 55449	11/19/2024 -
Abegg, Stella (#1610000001)	24-25 Arthur Elementary	05	190100 Penn St Blaine, MN 55449	11/19/2024 -
Abegg, Wallace D (#1819000002)	24-25 Harrison High	11	190100 Penn St Blaine, MN 55449	11/19/2024 -
Abeggert, Amanda (#665154)	24-25 Fillmore Middle School	06	1057 Main St NW Blaine, MN 55449	07/25/2022 -

Census Reports - Census By School Boundary

Census Verification Report

This report has many options, allowing staff to choose information to be verified for specific purposes, such as verifying household information that was entered in census or verifying parking information. Each student gets their own report.

Census Verification Report

This report will batch print student census verification data. Page breaks are inserted automatically for each student and household. This is a very complex report and it is recommended that the number of students run per batch is limited. Including all options in the report could make the report longer than one page per household.

Which students would you like to include in the report?

☒ Grade All Students

☐ Ad Hoc Filter

☐ Active Students Only

Which households would you like to print?

☒ Primary Households

☐ Secondary Households

☐ Non-household Guardian Information

What optional information would you like included?

☒ Non-household Relationship Contact Information

☒ Student Race/Ethnicity Information

☐ Include Race Options as Checkboxes

☐ Guardian Race/Ethnicity Information

☐ Include Race Options as Checkboxes

☐ Health Conditions

☐ Flagged Conditions Only

☐ Transportation Bus Information

☐ Transportation Parking Information

☐ Student Pictures

☐ District Name in Header

Privacy Options:

☒ Include Birth Date

☐ Include Social Security Number

☐ Include Student ID

How would you like to sort students?

☒ By Student

☐ By Grade/Student

☐ By Homeroom Teacher

☐ By Teacher/Period

Teacher: All Teachers Period: 1 Period Schedule: Daily Term: 1

Report Format: PDF

Report Comments:

24-25
Harrison High (190)
5856 Peachtree Parkway, Metro City, MN 55436
Generated on 11/19/2024 02:48:39 PM Page 1 of 1

Abegg, Dylan Victor Census Verification Report

** - Secondary Email Address

Student Demographic Information

Student's Name	ID	Grade	SSN	Birthdate	Gender
Abegg, Dylan Victor	Not Shown	11	Not Shown	06/15/2007	M

Race/Ethnicity Information

Federal Race/Ethnicity Designation: 1-Hispanic/Latino
Hispanic/Latino: ☒ Yes ☐ No Race(s): No Data

Primary Household Information

Name: Phone: (763)555-0199
Primary Address: 190100 Penn St, Blaine, MN 55449 (Mailing)

Relationship	Name	Email	Phone Number(s)	Priority
Step-Sibling	Abegg, Justin James			
Step-Sibling	Abegg, Robert V			
Father*	Abegg, Donald L	ParentOne@infinitecampus.com	(C) (763)555-0198	1
Step Parent*	Abegg, Millie	ParentTwo@infinitecampus.com	(C) (763)555-0197	2
Step-Sibling	Cardinal, Peggy M		(C) (855)555-1234	
Step-Sibling	Abegg, Stella			
Self	Abegg, Dylan Victor		(C) (763)555-0175	
Step-Sibling	Abegg, Emma			
Sibling	Abegg, Wallace Dwight			

Non-Household Relationship Contact Information

Relationship	Name	Email	Phone Number(s)	Priority
Aunt	Lichen, Rosemary		(C) (555)555-4568	

Census Reports - Census Verification Report

Impact Aid Report

If your school district has students who live on Federal installations or Native American reservations or have guardians in government or military service, your school may need to enter, track, and report on that kind of information.

Impact Aid Report

Federal Impact Aid Report

This tool will build a report to find students who live on Federal installations (military bases, low-rent housing properties) or Native American reservations, or whose guardians are in government or military service. In order for a student to be listed as having an IEP, the student must have an active, looked IEP on the Effective Date entered.

Choose Report

Report: Impact Aid Site Report

Report Options

Impact Aid Site Report

Impact Aid Employment Report

Effective Date:

How would you like to sort?

Student: ☒

IEP/Student: ☐

School/IEP/Student: ☐

School/Student: ☐

School/Calendar/Student: ☐

Report Format: PDF

Generate Report

Which calendar(s) would you like to include in the report?

☒ active year

☐ list by school

☐ list by year

24-25

- 24-25 Arthur Elementary
- 24-25 Carter Middle
- 24-25 Cleveland Elementary
- 24-25 Fillmore Middle School
- 24-25 Harrison High
- 24-25 Lincoln Elementary
- 24-25 Taylor K-8
- 24-25 Van Buren High School
- KG 24-25 Cleveland Elementary

24-25 Harrison High

5850 Peachtree Parkway, Metro City MN 55436

Generated on 11/19/2024 03:03:13 PM Page 1 of 1

Impact Aid: Site Report

Effective Date: 11/19/2024

Total Students: 2 Total IEP Students: 0

Military Base: Student Count: 1 IEP Students: 0

Student	ID #	IEP	Grade	School	Calendar
Holland, Ajani	116535	No	11	Harrison High	24-25 Harrison High
9499 Garfield Rd N Blaine, MN 55449					

United States Embassy: Student Count: 1 IEP Students: 0

Student	ID #	IEP	Grade	School	Calendar
Dade, Dhulakshi	109522	No	10	Harrison High	24-25 Harrison High
8150 Canton Blvd Blaine, MN 55449					

Census Reports - Impact Aid

Mailing Labels

Mailing labels are primarily generated by Front Office Staff.

Mailing Labels ☆

Instructions

Mailing Label Generation

This report generates mailing labels for the Students, Guardians, Teachers, and Staff for those individuals who meet the entered criteria.

- **Students**- Prints one label with student's name and one guardian name per household.
- **Guardians**- Prints one label with each person who is marked as a guardian per household.
- **Teachers**- Prints one label for each teacher who is in a household.
- **Staff**- Prints one label for each staff member who is in a household.

Only addresses marked as mailing addresses are included.

Set Up

Print mailing labels for:

☒ Students
 ☐ Grade
 ☐ Course/Section
 ☐ Guardians
 ☐ Teachers
 ☐ Staff

Students to include:

☒ Grade

All Grade Levels

☐ Ad Hoc Filter

Effective Date *

11/19/2024

Calendar Picker

Calendar(s) to include:

Search Calendars

Find Schools & Calendars

Show Active Year Only

ON

Expand All

Collapse All

24-25

☒ Arthur Elementary
 ☒ Carter Middle
 ☒ Cleveland Elementary
 ☒ Fillmore Middle School
 ☒ Harrison High
 ☒ Lincoln Elementary
 ☒ Taylor K-8
 ☒ Van Buren High School

Format Options

Include:

☒ Guardian's Name
 ☐ Salutation

To Parent/Guardian of:

☐ Private Mailing Addresses
 ☒ Starting Position

Row

1

Column

1

Sort Order:

☒ Name
 ☐ City and Name
 ☐ Zip

Report Format:

☒ PDF
 ☐ DOCX

Generate

Save Options

Apply Options

Joey Aarens

Bernadette Aarens

9977 14th Ave E

Blaine MN 55449

Wallace D Abegg

Millie Abegg

190100 Penn St

Blaine MN 55449

Alexander Aarens

THIRD STUDENT

5050 Airport Rd

Blaine MN 55449

Amanda Abeggert

Steven Abeggert

1057 Main St NW

Blaine MN 55449

Census Reports - Mailing Labels

Missing Photo - Student Report

Front Office Staff can use this report to see which students don't have a photo uploaded to their Demographics page.

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Missing Photo - Student Report ☆

Census > Reports > Missing Photo - Student Report

Missing Photo Report - Student

This report will list students who do not have a photo in the file system where photos are stored. The Grade and Enrollment Date are based on the year's latest primary enrollment from the calendars selected. The user must select a Year in the Toolbar before the report UI is displayed.

Which calendar(s) would you like to include in the report?

☒ active year
☐ list by school
☐ list by year

24-25

24-25 Arthur Elementary
 24-25 Carter Middle
 24-25 Cleveland Ele
 24-25 Fillmore Midd
 24-25 Harrison High
 24-25 Lincoln Eleme
 24-25 Taylor K-8
 24-25 Van Buren Hig
 KG 24-25 Cleveland

24-25

Arthur Elementary
 1234 Elementary Ln, St Paul MN 55449
 Generated on 11/19/2024 03:30:26 PM Page 1 of 2

Missing Photo Report - Student
 Grade: 01 Active Effective as of 11/19/2024
 Calendar: 24-25 Arthur Elementary
 Total Students without photo: 107

Student#	Student Name	Grade	Enrollment Date	PersonID
181000001	Abegg, Emma	01	07/01/2024	49704
231000003	Garcia, Marty	01	07/01/2024	49831
117520	Hoffknecht, Ria	01	07/01/2024	17520
117549	Hoge, Yoshio	01	07/01/2024	17549
117568	Hohl, Liffey	01	07/01/2024	17568
117585	Holden, Christopher	01	07/01/2024	17585
117591	Holder, Eloise	01	07/01/2024	17591
118045	Howitt, Rose	01	07/01/2024	18045

CTRL-click or SHIFT-click

Which students would you like to include in the report?

☒ Grade
☐ Ad Hoc Filter

☒ Active Students Only
 Enrollment Effective Date: 11/19/2024

Report Format: PDF


Generate Report


Census Reports - Missing Photo





Photo and Badge Printing




This tool lets Front Office Staff or other staff use the camera on their computer to take a student's picture, then select a student badge template and print a badge with the student's picture on it.

Photo and Badge Printing ☆



Abegg, Dylan V  **Student #:** 171900001 **Grade:** 11 **DOB:** 09/15/2007
Counselor: Joy Counselor

 Medical Condition(s)
  HS Graduation
  Custody Restriction
  Peer Tutor

 NHS
  504 Student
  All On-Site

Badge Template for Front (Required)

HHS Student Badge

Badge Template for Back ⓘ

HHS Student Badge

Generate

Census Reports - Photo and Badge Printing

Suggested User Groups

- [Counselors](#)
- [Front Office Staff](#)
- [Registrars](#)

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See [User Groups and Suggested Roles](#) for more information.
