Census Reports Tool Rights

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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.

See the individual articles in Census Reports to learn more about these reports and how to run them.

Census Reports Tool Rights

Some information 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).

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.

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 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

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 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 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 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.

Census Reports - Impact Aid

Mailing Labels

Mailing labels are primarily generated by Front Office Staff.

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.

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.

Census Reports - Photo and Badge Printing

Suggested User Groups

- Counselors
- Front Office Staff
- Registrars

See User Groups and Suggested Roles for more information.