

# Census Reports Tool Rights

Last Modified on 02/14/2025 11:47 am CST

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 \*

End Date

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

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#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.

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

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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**  
5856 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

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:

<b>24-25</b> <b>Arthur Elementary</b> <small>1234 Elementary Ln, St Paul, MN 55449  Generated on 11/19/2024 02:24:01 PM Page 1 of 5</small>	<b>Census by Birth Date</b> <small>Birthday Month: 12 Effective Date: 11/19/2024  Total Students: 50</small>
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#105191	<b>Bechtle, Sameer</b>	[12/01/2016] M	<b>Primary Household</b> Guardian(s): Caspar Bechtle & Kelsea-Jane Bechtle Phone: (55)555-2148 Address: 6841 7th St W Blaine, MN 55449
#118626	<b>Jennis, Logan</b>	[12/02/2016] M	<b>Primary Household</b> Guardian(s): Roshan Jennis Phone: (55)555-5765 Address: 5104 Heather Blvd Blaine, MN 55449
#119340	<b>Kerber, Ciaran</b>	[12/02/2017] M	<b>Primary Household</b> Guardian(s): Beth Kerber & Frederick Kerber Phone: (55)555-5981 Address: 7605 Hill Blvd W Blaine, MN 55449
#124720	<b>Neville, Motez</b>	[12/02/2017] M	<b>Primary Household</b> Guardian(s): Angus Neville & Kayza Neville Phone: (95)555-7449 Address: 490 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:

How would you like the report sorted?

Student Name  
 Address

Report Format:

**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
<b>Location Code: N/A County: N/A</b>				
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 (#171900001)	24-25 Harrison High	11	9876 Maple Street Blaine, MN 55449	08/23/2022 -
Abegg, Dylan V (#171900001)	24-25 Harrison High	11	190100 Penn St Blaine, MN 55449	11/19/2024 -
Abegg, Emma (#181000001)	24-25 Arthur Elementary	01	190100 Penn St Blaine, MN 55449	11/19/2024 -
Abegg, Justin J (#1101900001)	24-25 Fillmore Middle School	08	190100 Penn St Blaine, MN 55449	11/19/2024 -
Abegg, Robert V (#161900005)	24-25 Arthur Elementary	KG	190100 Penn St Blaine, MN 55449	11/19/2024 -
Abegg, Stella (#161000001)	24-25 Arthur Elementary	05	190100 Penn St Blaine, MN 55449	11/19/2024 -
Abegg, Wallace D (#181900002)	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

09  
10  
11  
12

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	ID	Grade	SSN	Birthdate	Gender
Student's Name Abegg, Dylan Victor	Not Shown	11	Not Shown	09/15/2007	M

**Race/Ethnicity Information**

Federal Race/Ethnicity Designation:  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:   
 Report Options:    
 Effective Date:   
 How would you like to sort?  
 Student:   
 IEP/Student:   
 School/IEP/Student:   
 School/Student:   
 School/Calendar/Student:   
 Report Format:

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 55430  
 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
Helland, Ajani 9499 Garfield Rd N Blaine, MN 55449	116535	No	11	Harrison High	24-25 Harrison High

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

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

*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

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

Generate Save Options Apply Options

*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.



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 Hamison 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

**Calendar: 24-25 Arthur Elementary**

Student#	Student Name	Grade	Enrollment Date	PersonID
181000001	Abegg, Emma	01	07/01/2024	49704
231000003	Garcia, Marty	01	07/01/2024	49831
1175200	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

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

*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) Badge Template for Back

HHS Student Badge HHS Student Badge

*Census Reports - Photo and Badge Printing*

## Suggested User Groups

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

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

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