

# Identities Tool Rights

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The Identities record acts as an historical record of a person's demographic information. The Current Identity displays in Campus.

See the [Identities](#) article to learn how to use this tool.

**Identities Editor**

Identity	Current	Effective Date	Birth Date	District
Klarbrunnen, Ceil	X	11/27/2024		Plainview Schools
Nordquist, Ceil		09/10/2018		Plainview Schools

**Identity Information**

PersonID: 49096

\*Last Name: Nordquist, \*First Name: Ceil, Middle Name: , Suffix:

\*Gender: F: Female, Pronouns:

Birth Date: , Soc Sec Number:

**Protected Identity Information**

Legal Last Name: , Legal First Name: , Legal Middle Name: , Legal Suffix:

Legal Gender:

Race/Ethnicity: Is the individual Hispanic/Latino? N: No

More Detailed Hispanic/Latino Codes:

Is the individual from one or more of these races? (check all that apply)

- American Indian or Alaska Native
- Asian
- Black or African American
- Native Hawaiian or Other Pacific Islander
- White

More Detailed Race/Ethnicity Codes:

Race Ethnicity: S: White, not Hispanic\*\*

Race/Ethnicity Determination:

Birth Country:

Date Entered US: , Date Entered US School:

Date Entered State School: , Birth Verification:

Home Primary Language:

Secondary Language:

Nickname: , \*Effective Date: 09/10/2018

Comments:

**Permissions Table:**

Identities	All	Read	Write	Add	Delete
Legal Name & Gender	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Census > People > Identities

- Only a small number of front office or other administrative staff should be allowed access to the Identities, tool, particularly Protected Identity information.
- To preserve historical demographic information, changes should be made via Identities rather than via the [Demographics](#) tool.
- Use **Legal Name & Gender** subrights to grant access to or hide Protected Identity Information.

## Available Tool Rights

R	W	A	D
<b>Identities</b>			
Allows the user to view the person's Identities information. Save, New and Delete are unavailable.	Allows the user to edit and save changes to existing records. Save is available.	Allows user to add new Identity records.	Allows user to delete Identity records. This cannot be undone.
<b>Legal Name &amp; Gender</b>			
Allows the user to view <b>Protected Identity Information.</b> <i>When no rights are selected, protected information does not display.</i>	Allows the user to edit and save changes to the existing <b>Protected Identity Information.</b>	N/A	N/A

## Suggested User Groups

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

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