

# Student Locator

Last Modified on 10/22/2022 9:32 am CDT

[Locate a Student](#) | [Select a Student from the Search Results](#) | [Create a New Student](#) | [Student Locator Data Entry Fields](#) | [Troubleshooting Errors](#)

**Classic View:** *Student Information > Student Locator*

**Search Terms:** Student Locator

The Student Locator Wizard provides a way to search for existing students across the district, and when necessary, create new students. This tool can also be used to locate and update information for a specific student.

The Student Locator search ALL people in order to prevent duplicates.

*Student Locator*

## Locate a Student

Searching for a student allows you to identify whether or not the student (or person) already exists in Campus and when that student does not exist in Campus, a new student can be created. This avoids duplicates within Campus and provides a simple way to convert an existing person into a student.

1. Enter search criteria for locating a student. A **Last Name, First Name** and **Gender**, or **State ID** must be entered in order to activate the Search button. Additional search criteria can be entered as well. Hover over the results to see enrollment information for the student. The hover shows the dates of the student's most current enrollment, the school and grade level of the enrollment, as well as the student's guardians. When a student's most current enrollment is marked as No Show, the hover displays the student's previous district's enrollment.

BIE users can search for students based on NASIS ID. For security reasons, this tool only uses the last 4 digits of a student's Social Security number (SSN).

2. Click the **Search** button. Matching results display. On state-linked district editions, both the state and district databases are queried to find matching results. When the state database cannot be reached, a warning message displays indicating only the district database is being queried.

## Select a Student from the Search Results

1. Select a student from the search results. The screen changes to the Student Information toolset. The arrow next to the student's name indicates the student is locally enrolled
2. Navigate to the appropriate student tool to verify student information.

See below to view detailed information about how the Percent (%) is calculated.

▶ [Click here to expand...](#)

Once a student is selected from the search results, **the Identity Information fields - Last Name, First Name, Middle Name, Suffix, Gender, Birth Date and Social Security Number - cannot be modified.** These fields are READ ONLY and are not editable.

**Student Locator**

Search for a student already tracked in Campus using the fields provided. A minimum amount of data must be entered in order to search. To search, you must enter the student's State ID, or full legal Last Name, First Name, and Gender. Hover the cursor over each m

Last Name	Name	State ID	Gender	Birth Date	%
Student	Student, Peter Paul	123456789	M	10/17/2005	100
Student	Student, Peter John	234567890	M	06/05/2003	100

**Person Info**

Student Number: Automatically Generated  
State ID: 123456789

**Identity Info**

\*Last Name: Student, \*First Name: Peter, Middle Name: Paul, Suffix:   
 \*Gender: M: Male, \*Birth Date: 10/17/2005, Soc Sec Number:   
 Race/Ethnicity:   
 \*Is the individual Hispanic/Latino?   
 \*Is the individual from one or more of these races? (check all that apply)   
 American Indian or Alaska Native   
 Asian   
 Black or African American

Upload Picture   
 No Image Available

*Identity Information Fields Not Editable*

## Create a New Student

1. When the student is not found, click the **Create New Student** button.
2. When this creation is occurring in a State Edition state, a warning message displays indicating a new state ID is created for the student. Click **OK** to acknowledge this message.
3. A page that mimics the [Census Demographics](#) tool displays. Enter at least the required information.

See the [Student Locator Data Entry Fields](#) for definitions of the available fields.

In order to create the student, a school must be selected in the Campus toolbar.

### Student Locator Wizard ☆

Student Information > General > Student Locator Wizard

Save

**Person Info**

Student Number

State ID

**Identity Info**

\*Last Name  \*First Name  Middle Name  Suffix

Student  Jackie

\*Gender  \*Birth Date  Soc Sec Number

F: Female

**Race/Ethnicity**

\*Is the individual Hispanic/Latino?

Hispanic Subcategory:

\*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

Race Subcategory:

Race Ethnicity:

\*Race/Ethnicity Determination:

Birth Country:

Date Entered US:  Date Entered US School:

Date Entered State School:  Birth Verification: 4: Family Bible

Home Primary Language:

Upload Picture

No Image Available

Student Locator - New Student Entry

# Student Locator Data Entry Fields

Included below are the accompanying fields that are available in the Query Wizard when building reports. These fields can be found when creating **Student Data Type** Filters in the following locations:

- Student > Demographics
- Student > Demographics > Identity History
- Student > Learner

## Person Information

Field	Description	Ad hoc Fields
-------	-------------	---------------

Field	Description	Ad hoc Fields
<b>Student Number</b>	<p>Student's district identification number, used within school/district.</p> <p><a href="#">Student Number Format System Preferences</a> determine the behavior of this field.</p> <p>When the Student Number Format is set to <b>No Auto Numbering</b>, a user can enter a specific student ID number.</p> <p>When the Student Number Format is set to any of the other options:</p> <ul style="list-style-type: none"> <li>• When the person already exists in the database and is already assigned a Student Number, modification of that number is not possible (the field displays in gray text and edits cannot be made).</li> <li>• When the person already exists in the database, but a Student Number is NOT assigned, red text displays indicating the number is Automatically Generated.</li> </ul>	student.studentNumber
<b>State ID</b>	<p>Student's identification number, as assigned by the state Department of Education.</p> <p>Generation of this field may depend on district/state <a href="#">System Preferences</a>. Verify selections for the <b>Student State ID Method</b>. This is available for State Edition installations and State Edition linked District Editions.</p>	student.stateID
<b>NASIS ID</b> <b>BIE ONLY</b>	New BIE students are automatically assigned a NASIS ID.	student.otherID

## Identity Information

Protected Identity Information is available on the [Identities](#) tool.

Field	Description	Ad hoc Fields
<b>Last Name</b>	The individual's last name.	student.lastName
<b>First Name</b>	The individual's first name.	student.firstName

Field	Description	Ad hoc Fields
<b>Middle Name</b>	The individual's middle name.	student.middleName
<b>Suffix</b>	The generational assignment as part of his/her name (i.e., Jr, III).	student.suffix
<b>Gender</b>	The indication of whether person is male or female.	student.Gender
<b>Birth Date</b>	Person's date of birth.	student.birthDate
<b>Social Security Number</b>	The Federally-assigned Social Security number (SSN). Please see additional information on <a href="#">Social Security Number Tool Rights</a> .	student.ssn
<b>Race/Ethnicity</b>	Person's race/ethnicity determination. Please see additional information on the <a href="#">Race/Ethnicity Wizard</a> .	student.raceEthnicityFed
<b>Birth Country</b>	Indicates in what country the person was born.	student.birthCountry
<b>Birth State</b>	Indicates in which state the person was born.	student.birthState
<b>Date Entered US</b>	Indicates the date the person moved to or entered the United States.	ident.dateEnteredUS
<b>Date Entered US School</b>	Indicates the date the person began attending school in the United States.	ident.dateEnteredUSSchool
<b>Birth Verification</b>	Proof of the person's existence, usually in the form of a birth certificate. Options may vary by state; the following are possible selections: <ul style="list-style-type: none"> <li>• Birth Certificate</li> <li>• Attending Physician's Certificate</li> <li>• Permanent School Record</li> <li>• Family Bible</li> <li>• Parent Statement</li> <li>• Last Year's Attendance Register</li> <li>• Other Scholastic Record</li> </ul>	ident.birthVerification
<b>Home Primary Language</b>	Indicates the language most frequently and fluently spoken in the student's household.	student.homePrimary Language
<b>Nickname</b>	Nickname preferred by person.  <i>This field may not appear for all states.</i>	student.alias
<b>Comments</b>	Additional comments about the person.	ident.comments

Enrollment fields may vary by state. Please see the [Enrollments article](#) for more information

about state-specific Enrollment fields.

Users who do not have calendar rights to the calendar in which they are enrolling a student are allowed to enroll the student; however, they are prevented from accessing any other Student Information tools during this process.

When enrolling students from the Student Locator, the same System Preferences are enforced.

Field	Description	Ad hoc Fields
<b>Calendar</b>	Lists the name of the school and school year into which the student is enrolled.	student.calendarName
<b>Schedule</b>	Displays the schedule structure of the calendar into which the student is enrolled.	schedStructure.name
<b>Grade</b>	Indicates the grade level of the enrollment record. Grade levels should be mapped to state grade levels for proper reporting.  When <a href="#">Grade Level Age</a> settings are in effect, a warning message displays if a grade level is selected and the student is not of the appropriate age for the selected grade level.	student.grade activeEnrollment.grade
<b>Class Rank Exclude</b>	Indicates this enrollment record is not included in class rank calculations. This is often selected for foreign exchange students or special education students.	activeEnrollment.classRankExclude
<b>Start Date</b>	Lists the first day of instruction for this enrollment record.	student.startDate activeEnrollment.startDate
<b>No Show</b>	Indicates the student did not ever attend the school during the allotted time period determined by the district.	N/A
<b>End Date</b>	Lists the last day of instruction for this enrollment record.	student.endDate activeEnrollment.endDate

Field	Description	Ad hoc Fields
<b>End Action</b>	Indicates the selection of promoting, retaining or demoting a student to the next, previous or same grade level for the next school year. See the <a href="#">End Action</a> section for more information.	activeEnrollment.endAction
<b>Service Type</b>	Indicates the type of enrollment and the intended service the student receives. Service types are Primary, Partial (Supplemental) or Special Education.  When a student has multiple concurrent enrollments (an 8th grade student enrolled in the Middle School who is taking High School classes for part of the time), the Middle School enrollment would be marked as Primary and the High School enrollment would be marked as Partial.	student.serviceType activeEnrollment.serviceType
<b>Local Start Status</b>	Lists the local enrollment start code for the student. The mapped State Start Status code displays below this field.	activeEnrollment.startStatus
<b>Local End Status</b>	Lists the local enrollment end code for the student. The mapped State End Status code displays below this field	activeEnrollment.endStatus
<b>Start Comments</b>	Displays any comments about the start of the enrollment - who entered the enrollment, verified information, etc.	activeEnrollment.startComments
<b>End Comments</b>	Displays any comments about the end of the enrollment.	activeEnrollment.endComments

Logic exists upon saving the enrollment that verifies the correct Structure ID (visible on the Schedule Structure Detail editor) is associated with the selected Calendar ID (visible on the Calendar Information editor).

When there is a mismatch, an error message displays indicating the two IDs do not match. When this occurs, the enrollment cannot be saved and Campus Support needs to be contacted to correct the issue.



# Troubleshooting Errors

This section describes potential errors you may encounter when using the Student Locator.

## No Response from State Server

When a state-linked (DIS-enabled) district has trouble connecting to the state database, the Student Locator only queries the district's local database when searching for and producing search results. When users encounter this error, an error displays (shown in the image below).

Users can still move forward in creating new students in their district, however, the record may not sync to the DIS-linked state edition or be assigned a State ID until the underlying DIS issues are resolved.

The district should report this issue to Campus via their authorized support contacts.

**Student Locator**

**Student Search**

Search for a student already tracked in Campus using the fields provided. A minimum amount of data must be entered in order to search, you must enter the student's State ID, or full legal Last Name, First Name, and Gender. Hover the cursor over each field for more information.

Last Name:  Name: 

Name	State ID	Gender	Birth Date	%
Johnson, [REDACTED]	[REDACTED]	F	05/27/2004	67

First Name:

Gender:

Birth Date:

Middle Name:

SSN #:  -  -

State ID:

**No response from state server. Querying local database only.**

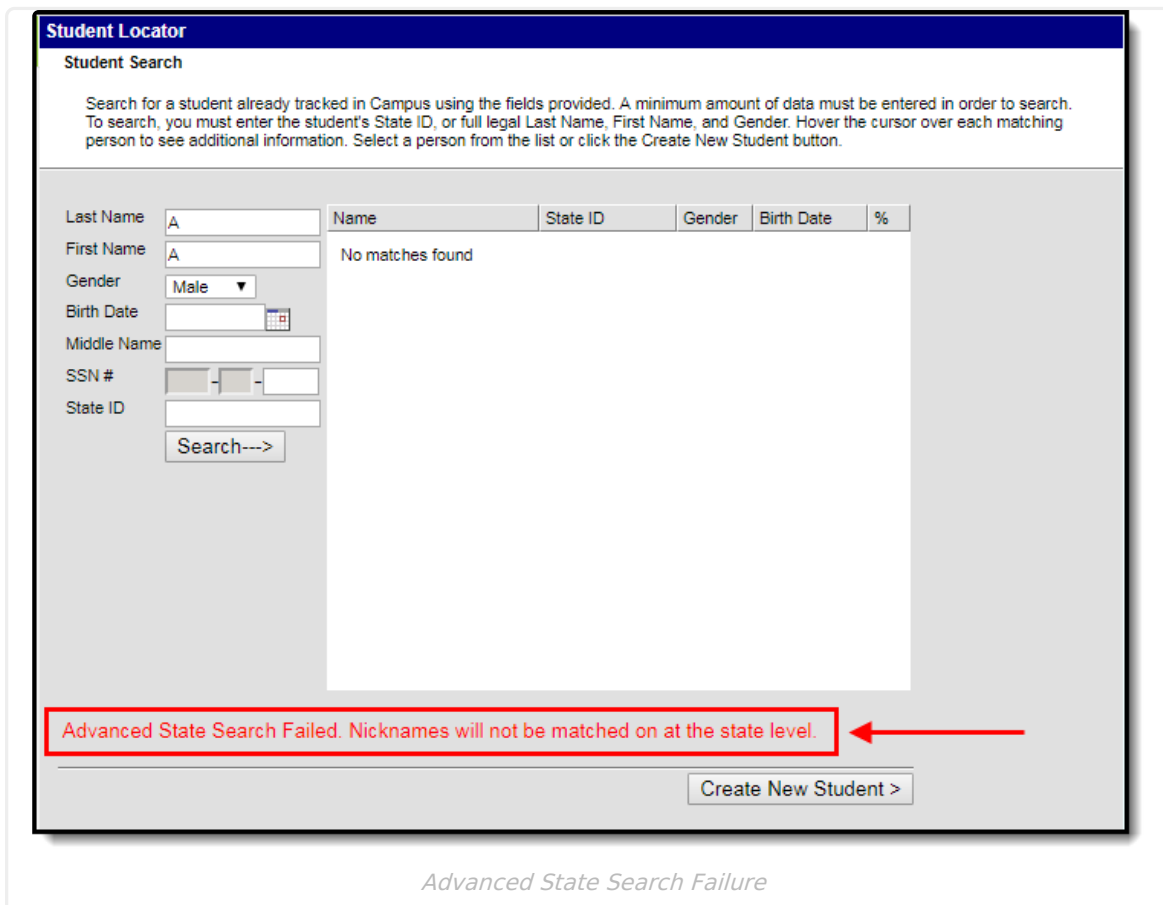
*No Server Response Error*

## Advanced State Search Failed

When a state-linked (DIS-enabled) district has trouble connecting to the state, a warning message displays (shown in the image below).

Although this error message means first name synonym search results cannot be utilized at this time, you can still move forward in creating new students in your district. However, you should be extra vigilant in performing multiple searches using variations of a student's first name.

Districts should report this issue to Campus via their authorized support contacts.



**Student Locator**

**Student Search**

Search for a student already tracked in Campus using the fields provided. A minimum amount of data must be entered in order to search. To search, you must enter the student's State ID, or full legal Last Name, First Name, and Gender. Hover the cursor over each matching person to see additional information. Select a person from the list or click the Create New Student button.

Last Name:     Name:    State ID:    Gender:    Birth Date:    %

First Name:     No matches found

Gender:  ▼

Birth Date:

Middle Name:

SSN #:  -  -

State ID:

**Advanced State Search Failed. Nicknames will not be matched on at the state level.** ←

*Advanced State Search Failure*