

Student Summary

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Classic View: Student Information > General > Summary

Search Terms: Summary

The Student Summary tool lists basic student information to provide a quick look at student data. This is a read-only tool that displays data entered in Census tools: Identities and Demographics, Address and Households. Functionality is the same in all locations, but do review the Tool Rights section for additional information.

Full Name Grade Birth Date Age Studern Number Student, Ali 12 3/22/01 17 123456 Cell Phone Email Primary Home Language 011: English Households Show More Show More Phone (612) 555-2231 AllStudent@email.com 011: English Households - - Phone (612) 555-2585 - (612) 555-2585 Mother - Phone (Guardian) G (612) 555-5585 Father - Parent, Kallie G Self (Guardian) G Self Student/len xu - -	erson Information				Quick Contacts
Phone (612) 555-2585 Mother (612) 555-2585 Mother Parent, Kallie (Guardian) Parent, Mitch (Guardian) Parent, Mitch (Student, A	Ali 12 3/22/01 1 Email	7 123456 Primary Home Language	Show More	Parent, Kallie (Guardian) Cell Phone
Phone (612) 555-2585 Mother Household Address 1438 Island Ave N				_	Parent, Mitch
MN 55427-4061 map Grade 12	Phone (612) 555-2585 Household Address 1438 Island Ave N , Golden Valley, MN 55427-4061	Parent, Kallie	Parent, Mitch	Student, Ali ENROLLMENT 2018-19 High School Grade	Work Phone

Tool Rights

Full access to Student Summary requires **R** rights to **Student Information > General > Summary.**

- **R** rights allow users to see the Student Summary tool, and generate the reports available from the Student Summary.
- W, A and D rights are not necessary.



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This also assigns **R** rights to the following Summary sub-tool rights:

- Student Information > General > Summary > **GUID** (displays the person's Global Unique Identifier)
- Student Information > General > **Print Picture** (displays the student's picture)
- Student Information > General > State ID (displays the student's state-assigned identification number)
- Student Information > General > Ed-Fi ID (available in states where Ed-Fi is used, displays the student's Ed-Fi ID)

Users can also be assigned the Student Information > **Allow Unfiltered Search** tool right, which allows unlimited searching within schools/calendars/years allowed by assigned calendar rights. Without this right, users are only able to view information to which they have a connection (a teacher can only see courses and students related to his/her section roster, a case manager can only see his/her active students, etc.).

Assigning Read rights to Student Summary sub-tool rights (listed above) in Student Information General enables the new Summary screen to display the associated information in Student Information Counseling, PLP, Special Education, Health and Response to Intervention. If you have chosen to view the Student Summary in one of these locations, the other locations also display the new Student Summary.

To see the new summary screen in these areas of the product, the following tool rights must be assigned:



- **R** rights to Student Information > Counseling > Summary
- **R** rights to Student Information > PLP > Summary
- R rights to Student Information > Special Ed > Summary
- **R** rights to Student Information > Response to Intervention > Summary

These tool rights should not be assigned if the user does not have Read rights to Student Information > General > Summary.

Other Tool Right Assignments

Most of the information on the Student Summary is read only; however, there is now the ability to update information in Census (Demographics, Household, Relationships). Review assigned Tool Rights to ensure those who need to update Census information can.

Demographics Tool Rights

Full access to Demographics requires the following tool rights:

- RWAD rights to Census > People > Demographics
- R rights to Census > People > Demographics > GUID
- R rights to Census > People > Demographics > State ID
- R rights to Census > People > Demographics > Modify Local Staff Number
- R rights to Census > People > Demographics > Modify Local Student Number
- RW rights to Census > People > Demographics > View Staff Birth Date & Age

Relationships Tool Rights

Full access to the Relationships tool requires the following tool rights:

• RWAD rights to Census > People > Relationships

Households Tool Rights

Full access to the Households tool requires the following tool rights:

• RWAD rights to Census > People > Households

In addition, full access to Households may be necessary for some users:

- RWAD rights to Census > Households
- **RWAD** rights to Census > Households > Household Info
- RWAD rights to Census > Households > Addresses
- **RWAD** rights to Census > Households > Members

Student Summary Information in Ad hoc Query Wizard



Because the Student Summary tool displays information that is entered on other areas (Census Demographics, Identities, etc.), Ad hoc fields are not available specifically for the Student Summary however, the information can be found when creating ad hoc reports using the **Census/Staff Data Type** and the **Student Data Type**.

Navigation of Student Summary

Submit feedback for the Student Summary tool by clicking the **Feedback** button in the bottom right hand corner. This takes you to the Campus Community New Student Summary Screen Forum where you can add your suggestions for improvement.

Click here to expand...

Person Information

The **Person Information** area lists the student's name, student number, grade level, birth date and age, contact information, and their assigned Primary Home Language.

	Full Name Student, Ali Cell Phone (612) 555-2231	Grade Birth Date 12 3/22/01 Email AliStudent@email.com	Age Student Number 17 123456 Primary Home Language 011: English			Mother Parent, Kallie (Guardian) Cell Phone (612) 555-2328
				Shor	w More	
Household	s					Father G
Household	PRIMARY				+	Parent, Mitch (Guardian)
Secondary HH	SECONDARY				+	Work Phone (612) 555-5978
Non-Household R	telationships				+	(012) 555-5978
	mation				+	

For more information about the student, click the **Show More** link in the lower right hand corner of the card. In this section, the student's transportation information displays (bus number), as well as the student's academic locker, household address(es), state ID, race/ethnicity information and gender.

Full Name Grade Student, Ali Jean 12 Cell Phone Email (612)555-2231 AliStudent@er Comments	3/22/01 Homeroe	Age Student Number 18 123456 om Primary Home Langua 011: English	ige Show More	
Person Info	rmation			
	Full Name Student, Al Cell Phone (612)555-2231 Comments Here is a comm	Email AliStudent@email.cor	22/01 18 123456 Homeroom Primary Home Languag	je
Bus In #121 (6:35 AM)		us Out 121 (2:36 PM)	Academic Locker #2-023 (8-16-2)	Snow Le Household: Anderson Address: Address: Primary (mailing) 8341 Forest Lane N, Any Town, MN 55555 map
Household: Ander Address: Address: Second 411 Blossom D Any Town, MN map	ry (mailing) A rive , P	ousehold: Anderson ddress: ddress: Secondary (mailing) !O. Box 705, ıny Town, MN 55555	Person ID 79454	State ID 0281000123456
Race(s) White	3	erson GUID 8187B25-F712-47CF-9CI D345F4B650A	Gender)9- F	State Race/Ethnicity 5: White, not Hispanic
Federal Designati		li <mark>spanic/Latino</mark> I:No	Race/Ethnicity Determination 04: Unknown	

Most of identifying information about the student (name, birth date, etc.) is entered and/or viewable on the student's Demographics tool. Bus information is entered on the student's Transportation tool, and Academic Locker information is entered on the student's Lockers tool.

Academic Locker information displays based on the Attribute Dictionary Locker Type code of **ED**. Locker Types (codes, names, etc.) can be modified by users; if you have changed this in the Attribute Dictionary, be aware that locker information may not display on Student Summary.

If updates are needed and users are assigned the appropriate tool rights, click the **Update Census** > **People** link. This opens the Demographics tool where changes to this information can be made.

Follow your district's policy for updating demographic data.

Households

The **Households** area provides a view of all of the student's households. If a student resides in three different households, all of those households would be listed here. This section includes "tiles" for each household address and members of that household. This lets you quickly see who resides



in the household and who to contact if there is an issue.

PRIMARY			
Phone (612)555-5045 Household Address 8341 Forest Lane N, Any Town, MN 55555 map 411 Blossom Drive , Any Town, MN 55555 map More Info	Guard: Mother Parent, Kallie () (Guardian)	Guard: Father Parent, Mitch (Guardian)	Self Student, Ali ENROLLMENT 2018-19 Emerson High School Grade 12
Sibling Student, Betsy ENROLLMENT 2018-19 Emerson High School Grade 10	Sibling Student, Caroline		
		U	Ipdate Census>People>Househ

Household Information

The first tile lists the household phone number and address(es), and displays as entered on the Household Info tool and Household Addresses tool.



Active Address information is based on the End Date entered on the address. This end date is inclusive of the last day. For example, if the address is ended for a household as of September 19, that address is considered active until midnight on September 19. At 12:01am on September 20, the new address becomes the active address, prints on reports and displays on the Summary page.

Click the **More Info** link to see the address information in the side panel. No additional data is included here, but it may be easier to see the address. Click **Close** on the side panel to return to the Student Summary.

		2	More Information
PRIMARY Phone (612)555-5045 Household Address 8341 Forest Lane N, Any Town, MN 55555 map 411 Blossom Drive, Any Town, MN 55555 map More Info	Guard: Mother Parent, Kallie 1 (Guardian)	Guard Father Parent, M (Guardiar	Household Address 8341 Forest Lane N , Any Town, MN 55555 map 9411 Blossom Drive , Any Town, MN 55555 map P.O. Box 501, Any Town, MN 55555
Sibling	Sibling		
orts Documents			Close

If updates are needed to the information in this section, and users are assigned the appropriate tool rights, click the **Update Census > People > Households** link. This opens the person's Households tool, where changes to this information can be made.

Follow your district's policy for updating household information.

The images above show a family who has one primary household. In Campus, households are assumed to be Primary unless the Secondary checkbox is marked on the individual's Household Membership, or if there is only one household for those members. Notice how in the previous images, a Primary label displays for the household information.

In the image below, two members of that Primary household are now members of an additional household and have the Secondary checkbox marked on the Household Membership. Now on the Student Summary, the Second Household has a Secondary label.

Second House Phone: (612)555-53	
Household Info	Addresses Members Fees Payments
🕒 Save 🙁 [Delete Q Find New Member
Household Member I Name Student, Ali Parent, Mitch Household Member I Name Student, Ali Start Date 01/01/2017 Secondary	Start Date End Date Secondary Private 01/01/2017 X X 01/01/2017 X X Households First Household + Second Household SECONDARY - Phone (612)555-5377 Guard: G Self Student, Ali Student, Ali Student, Ali Student, Ali
	Update Census>People>Households
	Non-Household Relationships +

Household Members and Relationships

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Each member of the household is listed in their own tile. Any individual who has an active relationship (no entered end date) with the selected student displays on their own tile. If all relationships have been ended or there are no relationships established between the student and anyone else in the household, only the household information tile and the Self tile display.

Guardians display first, after the household information, with a large G. This information is entered on the person's Relationships tool, and lists the name assigned to the Relationship, which vary by district.

Second Household SECONDARY		-	
Phone (612)555-5377 Household Address 3912 Vine Road, Any Town, MN 55555	G Self Student, Ali ENROLLMENT 7018-19 Emerson High Stool		
map	Index Search Search Campus Tools	Relationship Type Save O Delete O New Relationship Type Editor	
Non-Household Relationships	 ✓ System Administration > Attendance > Auditing 	Name Guardian Daycare: Drop-off (PM) Daycare: Drop-off (PK) Daycare: Drop-off (Pick up Daycare: Pick up (AM) Guard: Adult Student X	^
Non-mousenoid Relationships	► Batch Queue	Guard: Autit X Guard: Autit X Guard: Father X	- 11
	► Calendar	Guard: Foster Father X	~
	▷ Campus Learning	Name Guardian	
	▼ Census	Guard: Father	
	Impact Aid/Military Connec	c	
	Relationship Type		
	▷ Counseling		



Click the hyperlink of a household member's name to view their **Personal Contact Information** (entered on Demographics). A side panel displays to the right, listing all entered ways of contacting that individual - phone numbers, email, etc. Click the **Close** button to return to the Student Summary.

nt (PRIMARY)		More Information				Î					
(612)555-5045 Mother Household Address Parent, Kallie 1	Guai Fath Parent (Guard	Parent, Kallie (Guardian) Phone Cell: (612)555-9876 Work: (320)555-9635	Personal Contact Inform		Delivery Device		ger Preferen I ttendance M	Behavior			Teacher
Any Town, MN 555 19 1 Blossom We , Any Town, V 56267 3p Dore Info		Other: (218)555-6543 Email kallie.parent@email.com Secondary Email parent.kallie@email.com	Email (table parent@email.com Secondary Email parent.clast@email.com *Anderson Household: (812555-045 Cell Pronet. (912) (912) (912) (912) (912) (912) (912) (912) (912) (912) (912) (912) (912) (912) (912) (912) (912) (912) (912) (912) (912) (912) (912) (912) (912) (912) (912) (912) (912) (912) (912) (912) (912) (912) (912) (912) (912) (912) (912) (912) (912)		Email Voice Text Voice Text Voice Text Voice Text						
Documents			rege: + Mourehold phone preferences apply 1 Preferred Language (a_US: US finghh * Comments Contact first for all enrolled students.	o all octive	members		Modified by: A	Administrati	or, System	04/04/201	.il 9 13:49

The information icon next to an individual's name indicates there is a comment entered on that person's Personal Contact Information.

Households			-
Phone (612)555-5045 Household Address 8341 Forest Lane N, Any Town, MN 55555 map 411 Blossom Drive , Any Town, MN 55555 map More Info	Guard: Mother Parent, Kallie () Contact first for all enrolled stud	Guard: Father Parent, Mitch () Lents.	Self Student, Ali ENROLLMENT 2018-19 Emerson High School Grade 12
	Personal Contact Ir	nformation Comment	

A tile for the selected students (labeled as Self) and siblings also display. In addition to entered contact information for the student and siblings, the school of enrollment and grade level are listed on the tile and the side panel. This displays the most current primary enrollment information for those members (school of enrollment and grade level).

- Future enrollment information does not show until the start date of that enrollment.
- If a student has multiple enrollments in the current school year, only the last grade level



completed (last enrollment with an end date in a past calendar) displays, regardless of the enrollment end date.

- If a student has enrollments with end dates and enrollments without end dates, the current grade level (from the most recent enrollment) displays.
- Ended non-household relationships set to a relationship of *Self* are not listed.

)		
Guard: Father Parent, Mitch () (Guardian)	Self Student, Ali ENROLLMENT 2018-19 Emerson High School Grade 12	
	Update Censu	s>People>Household
	Father Parent, Mitch ()	Father Parent, Mitch (Guardian) (Guardian)

Non-Household Contacts

Relationships to people outside of the household (aunt/uncle, daycare provider) appear in the Non-Household Relationship section. These individuals also have a relationship with the student, and may be marked as Emergency contacts. Click the hyperlink of their name to view the **More Information** side panel. This panel contains their Personal Contact Information (if entered) and their Household number (if entered).

Emancipated students also have non-household relationships established with themselves. See the Emancipated Students article for more information.

Non-Household Relationships		More Information	
NonGuard: Emergency Contact Contact, Barb	NonGuard: Emergency <u>Contact</u> Contact, Brian	Contact, Brian Phone Cell: (612) 555-6574 Household: (612) 555-4457	
		Upda	
District Information			

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Non-household contacts who have been designated by the guardians as Emergency Contacts display in the Quick Contacts section, along with the Guardians. This is determined by the **Emergency Priority** field on the Relationship tool. An Emergency Priority label displays as well in the Quick Contacts list, in the Non-Household Relationships section, and when viewing the side panel for that individual.

If the Emergency Priority field is not populated, only relationships marked as Guardian display in the Quick Contacts list.

Contact F , Susan	1			Quick Contacts
			Show More	Cuard: Mother G Parent, Kallie (Guardian) CHEMBORNY PRIORITY 1 Cell Phone (612)555-9876
			+ + +	Guard: Father Parent, Mitch (Guardian) Cell Phone (612)555-5556
			+	Contact, Susan EMERGENCY PRIORITY 3 Oct 7 From: (612)555-7788
	Emergenc			



District Information

If a district has created custom elements for use on the Student Summary, those elements display at the bottom of the screen. Your district should provide information on managing these fields.

Households		
Anderson PRIMARY		+
Second Household SECONDARY		+
Non-Household Relationships		+
District Information		-
Employer	Occupation	
Person dateField 10/24/2024	Person checkBox No	
	District Information	

Modification Alert

Because student information is protected under FERPA, certain fields on the Student Summary are controlled by specific tool rights (i.e., Social Security number). In addition to tool rights, notifications appear in the Person Information area when the Summary data has been modified. This change alert lists the user who made the modification, the date of the modification and the time.

State ID 000123456	Race(s) White	Person GUID 38187B25-F712-47CF-9CD9- FD345F4B650A	Gender F
State Race/Ethnicity 5: White, not Hispanic	Federal Designation 6:White	Hispanic/Latino N:No	Race/Ethnicity Determination 04: Unknown
		Modified by Ad	Update Census>People ministrator, System: 4/1/2019 14:50
	Мс	dification Alerts	

Student Summary Reports

The information that displays on the Student Summary can be printed and given to parents/guardians or other personnel for a review of the data.

Person Info	ormation					Reports	
	Full Name	Grade	Birth Date	Age	Student Numbe	View as PDF	
	Student, Ali	12	3/22/01	18	123456	Person Summary Report (PDF)	
Y	Cell Phone (612)555-2231	Email AliStude	ent@email.com	Homen 0220	oom Primary H 011: Enç	Person Summary Report (DOCX)	
	Comments					Person Summary Report w/Picture (PDF)	
						Person Summary Report w/Picture (DOCX)	
						Print Mailing Label	
Household	S					Print Envelope	
First Household	PRIMARY						
Second Househol	d SECONDARY						
Non-Household R	elationships						
District Infor	mation						
Reports Doc	uments					Close	

The **View as PDF Report** generates a PDF of the Student Summary as it currently displays. If all of the cards are expanded, all of that information prints; if the Show More option is expanded and only the Primary Household card is expanded, that information prints.

Two options of the same report are available, and print in either PDF or DOCX.

- Person Summary Report (also available on the Census Demographics tool)
- Person Summary Report with Picture

In addition, a mailing label and an envelope can also be printed. These two print addresses marked as mailing.

- Print Mailing Label uses 1" x 2-5/8' labels (Avery 5160
- Print Envelopes uses with a #10 envelope (4 1/8 x 9 1/2)

For troubleshooting issues with printing and printer settings, see the Printing Labels article.

Documents

Upload previous student transcript reports from other schools of enrollment for a particular student. This uses the Digital Repository features. There is no limit to the amount of documents uploaded here, but be aware your district may have set a maximum file size value.

Person Infor	mation			ac			
	^{Full Name} Student, Ali	Grade Birth Date	Age Student 1 18 1234		Sort Newest	Oldest	
	Comments	Email AliStudent@email.com		lie ary Home Lang : English 87	×	Attendance Info 2004 Student's attendance records 2004 and previous	04/03/2019
	Here is a comme	nt for Alixis.		Fe	×	Presentation to Board Student's School Board Presentation	04/03/2019
louseholds				ch			
irst Household	PRIMARY			55			
econd Household		/					
on-Household Rel	lationships						
District Inforn	nation						
	_/						Class
ports Docu	ments					Upload	Close

Only documents uploaded to the Student Summary tool display here. Other types of uploaded documents do not display. To see other types of uploaded documents, view them on the Person Documents tool.

Mark the **Consent** statement (files cannot be saved if this is not marked), and click the **Select File** button to locate and upload documents. File names must be unique. Click the **Save** button when finished. A successful upload displays a Done checkmark next to the Select Files button. Close the side panel by clicking the **Cancel** button.

Uploaded files can be sorted by Newest (most recently uploaded) or Oldest. To remove an uploaded document, click the red X next to the file name.

For more information on document upload, see the Manage Document Attachments article.