Census by Birth Date Report
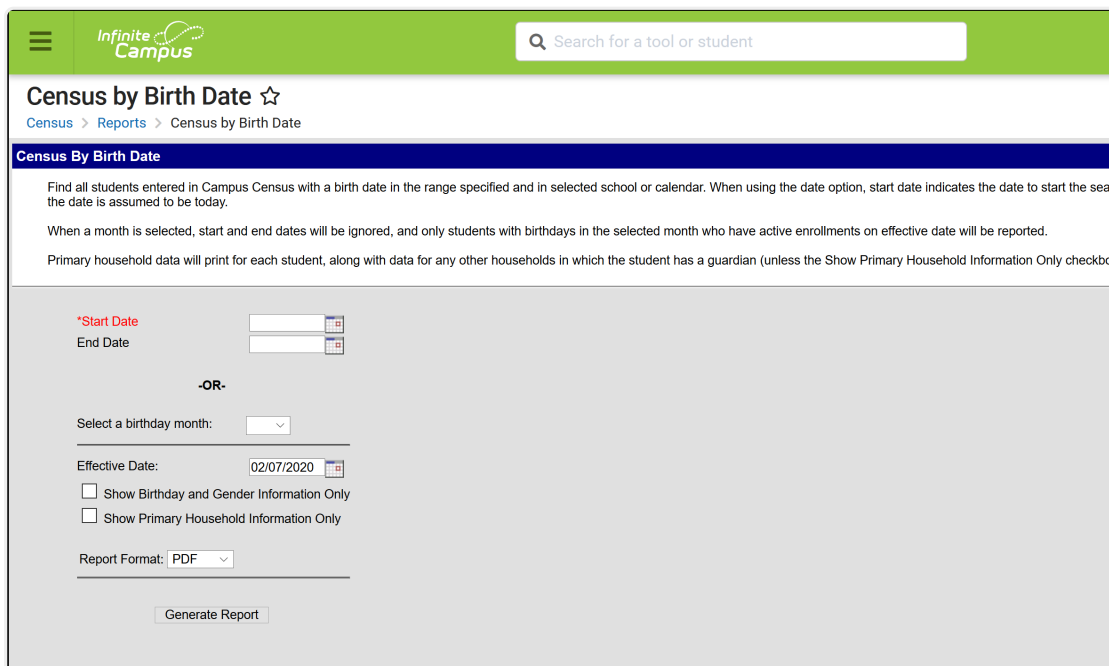
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Classic View: *Census > Reports > Census by Birth Date*

Search Terms: Census by Birth Date

The **Census by Birth Date Report** provides a list of students within a birth date range, along with the students' dates of birth, student number, phone number, guardian information and address information. This report can be used by any school staff member to find a student's birthday.

Census by Birth Date Report

Report Logic

This report orders students based on birth date. Primary household mailing address and phone information are listed for each student, in addition to all of the guardians (if any) in that household.

In addition to primary household information, secondary and non-primary household information is included for any household in which a student has a guardian. If only primary household information should be reported, the **Show Primary Household Information Only** checkbox can be selected on the report editor.

The **Effective Date** defaults to the current date and is used to find active enrollments. Only students who have active enrollments on the effective date are included in the report.

Report Editor

Field	Description
Start Date/End Date	Entered date (in mm/dd/yyyy format) returns students born as of the entered date. For example, a start date of 04/01/2001 returns anyone with a birth date of April 1, 2001 through the entered End Date.
Birthday Month	Selected date returns students with the selected birth month. There is no date range needed, and the Start and End date fields are ignored.
Effective Date	Entered date is used to return students who are actively enrolled as of the entered date.
Show Birth and Gender Information Only	When marked, only birth and gender information displays on the report, not household information.
Show Primary Household Information Only	When marked, only primary household information displays on the report. When not marked, all household information (primary, secondary, non-household contact) displays on the report.
Report Format	Indicates how the report generates - in PDF or DOCX formats.

Report Generation

1. To look for students with birth dates in a particular date range, enter a **Start Date** in *mmddyy* format, or use the calendar icon to select a date.
2. If desired, enter an **End Date** in *mmddyy* format, or use the calendar icon to select a date. If no end date is entered, it defaults to today's date.
3. To look for birth dates using a **Birthday Month** instead of a date range, select a month from the dropdown list. Selecting this option generates a report for all students who have a birthday in the selected month. If this option is used, any dates entered in the date range fields are ignored.
4. Enter an **Effective Date**. This field defaults to the current date and can be changed by entering another date in *mmddyy* format or use the calendar icon to select a date.
5. Mark the **Show Birthday and Gender Information Only** checkbox to not display household and guardian information.
6. Mark the **Show Primary Household Information Only** checkbox to only display household information from the primary household. If not selected, all mailing addresses and phone numbers in which the student has a guardian are included in the report.
7. Select the desired **Report Format**.
8. Click the **Generate Report** button. The report displays in the selected format.

Census by Birth Date - Birthday Month, Show Birth and Gender Information Only, PDF Format

Census by Birth Date - Start Date and End Date, Show Primary Household Information Only, DOCX Format