

Demographics

Last Modified on 10/22/2022 9:44 am CDT

If Campus [Human Resources](#) is enabled, Demographics information in the Census module is read-only and is maintained in the [Personnel Master](#). See the [Campus SIS Integration with Campus HR](#) article for more information:

[Demographics Information in Ad hoc Query Wizard](#) | [Tool Rights](#) | [Person Information](#) | [Person Identifiers](#) | [Personal Contact Information](#) | [District Defined Elements](#) | [Modification Alerts](#) | [Report Options](#) | [Manage Documents](#)

Classic View: *Census > People > Demographics*

Search Terms: Demographics

The Demographics tab is the basic area for viewing general person information within the Campus system. All people for whom data is tracked, including students, staff, parents/guardians, household members, etc., have a Demographics tab record, which contains basic data organized into the following editors:

- **Person Information** (standard)
- **Person Identifiers** (standard)
- **Personal Contact Information** (standard)
- **District Defined Elements** (localized / may not appear)

Fields vary by state. Please see your state's [State Tools](#) articles for more information on Demographics procedures in your state.

Census Demographics Editor

Changes to a person's Demographic tab may erase historical information. If changes to a person's name, Social Security number, gender or birth date are necessary, a new **Identities** record should be created, rather than updating information on this tab. Deleting a Demographics tab record is not recommended.

Demographics Information in Ad hoc Query Wizard

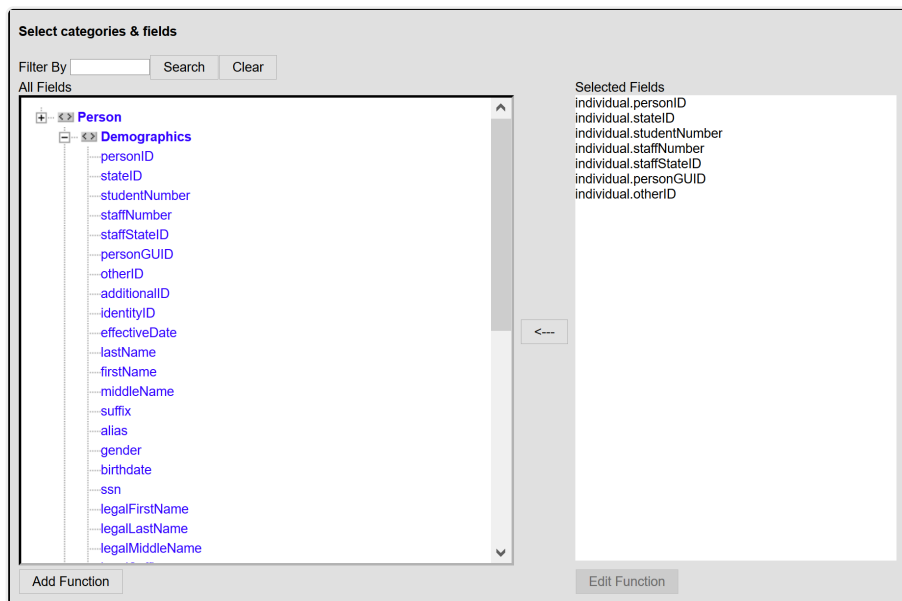
Demographics information is available in the Query Wizard for **Student Data Type** filters and **Census/Staff** filters. Fields can be selected from the following folders:

- Student > Demographics
- Person > Demographics

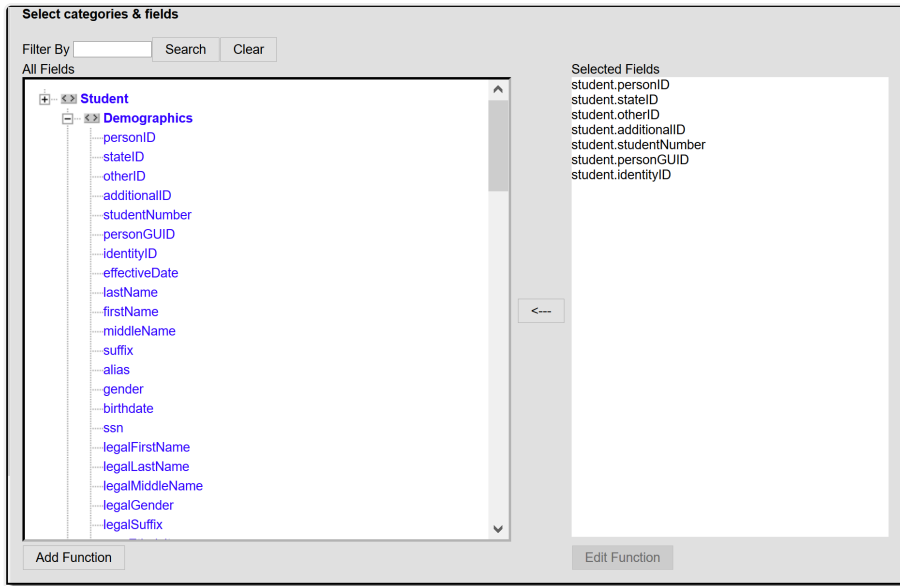
Additional fields are also available in the Student > Demographics > Identity History and Person > Demographics > Identity History folders.

Fields available on the Demographics tab are noted in the table of field definitions below.

Notice that when creating a **Census** filter, the field names begin with *individual*; when creating a **Student** filter, the field names begin with *student*. Fields from the Identify History folder begin with *ident*.



Census/Staff Demographic Ad hoc Fields



Student Demographic Ad hoc Fields

Tool Rights

Classic View: [System Administration > User Security > Tool Rights](#)

New Navigation: [User Management > User Account > Tool Rights](#)

Full access to the **Census > People > Demographics** tool requires the following tool rights:

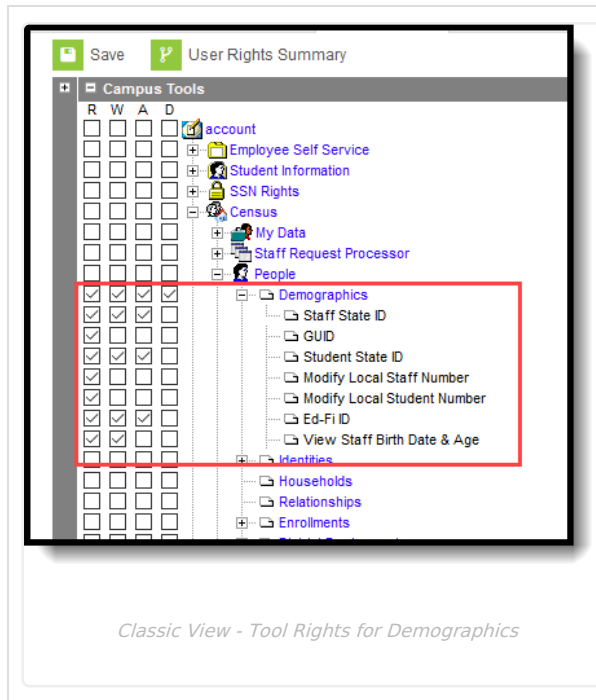
Read	Write	Add	Delete
Staff State ID			
User can view the staff person's state-assigned identification number. User can also select the staff ID number in Ad hoc reports.	User can add the staff person's state-assigned identification number when there is no existing value.	User can edit and remove a state-assigned identification number for the staff person.	N/A
Student State ID			
User can view the student's state-assigned identification number. User can also select the student ID number in Ad hoc reports.	User can add the student's state-assigned identification number when there is no existing value.	User can edit and remove a state-assigned identification number for the staff person.	N/A
GUID			
User can view the person's Global Unique Identifier.	N/A	N/A	N/A
Modify Local Student Number			

Read	Write	Add	Delete
User can modify the student's locally assigned student number. Assigning any right level (R, A, W, D) allows this ability.	N/A	N/A	N/A
Modify Local Staff Number			
User can modify the staff person's locally assigned student number. Assigning any right level (R, A, W, D) allows this ability.	N/A	N/A	N/A
View Staff Birth Date & Age			
User can view the staff person's birth date and age.	User can modify (including delete) the staff' person's birth date and age.	N/A	N/A
Ed-Fi ID			
User can view the student's Ed-Fi ID.	User can modify the student's Ed-Fi ID using the Use Ed-Fi ID button.	User can modify an existing Ed-Fi ID or add a new Ed-Fi ID using the Use Ed-Fi ID button.	N/A

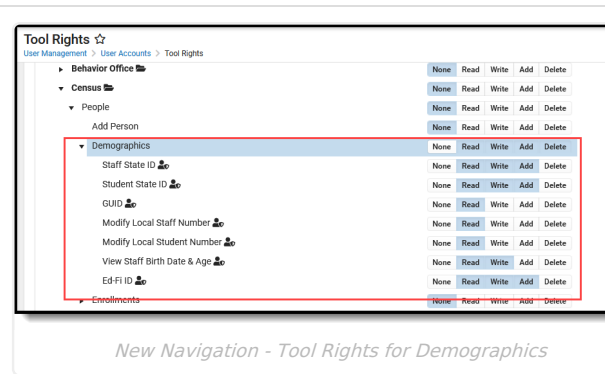
These tool rights also carry through to any reports generated from the Demographics tab. For example, if a user is not assigned the View Staff Birth Date & Age tool right, that information does not display on the Person Information editor or on the Person Demographics and Person Summary Reports, or when searching for staff.

Separate tool rights are necessary for viewing a person's [Social Security number](#).

When a user does not have the View Staff Birth Date & Age tool right but does have rights to modify Demographics or Identities, upon saving of the changes, the Date of Birth field does not display for that user, but it does still exist on the record.



Classic View - Tool Rights for Demographics



New Navigation - Tool Rights for Demographics

Student State ID, Staff State ID

In the Campus.2112 Release Pack (March 2021), the State ID sub tool right, which controlled access to both the Staff State ID and Student State ID, was removed. In its place are two new sub tool rights - Staff State ID and Student State ID.

Data conversion has been done for any user assigned the State ID sub tool right to have the same tool rights assigned for the new sub tool rights. Users who were not assigned rights to the State ID sub tool right do not have rights to the new sub tool rights.

Person Information

The Person Information editor provides basic information about the person being viewed. Users can view a person's relevant background/identification data.

Fields on this editor are often used in state reporting and other areas of the Campus application. For example, pictures uploaded in this editor can be displayed in other modules (Grade Book, POS).

▶ [Click here to expand...](#)

Person Identifiers

The Person Identifiers editor contains unique person identifying information. The fields in this editor are used to identify a person throughout the Campus system - for state reporting purposes, person searches, person records, etc.

For settings related to the generation and format of identification numbers, please see the [Student Number Formats](#), [System Preference \(District\)](#) and [System Preferences \(State\)](#) articles.

▶ [Click here to expand...](#)

Personal Contact Information

The Personal Contact Information editor contains phone numbers, messaging preferences and the language preferred for receiving messages. **Voice preferences only display if the district is using Campus Messenger with Voice.**

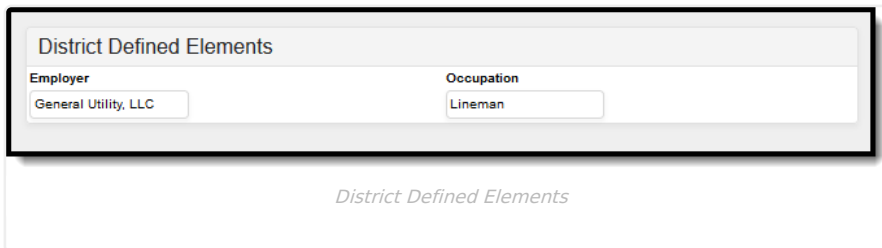
In order for contacts to receive [Emergency messages](#), they must have the **Emergency** checkbox marked on the phones designated to receive these calls.

▶ [Click here to expand...](#)

District Defined Elements

This editor may not appear to all users.

When displayed, the District Defined Elements editor contains district-localized fields. *(Screenshot for example purposes only)*



The screenshot shows a form titled "District Defined Elements". It contains two input fields: "Employer" with the value "General Utility, LLC" and "Occupation" with the value "Lineman". Below the form, the text "District Defined Elements" is displayed in a smaller font.

Modification Alerts

The Demographics tab contains sensitive information related to a person's basic identifying information. Because of this, specific tool rights have been added to control which staff person has the ability to see those data-sensitive fields. In addition to user security rights, a notification is available that indicates which user modified which information about a person (student, staff or other person).

Changes to a person's Demographic tab may erase historical information. If changes to a person's name, Social Security Number, gender or birth date are necessary, a new [Identities](#) record should be created, rather than updating information on this tab. Deleting a Demographics tab record is not recommended - it may delete the person.

When demographic data is modified, a record of the change is available at the bottom of the [Person Information](#) editor and the [Personal Contact Information](#) area. This change alert displays the user who made the modification, the date of the modification and the time.

Preferred Language
en_US: US English

Comments

- Modified by: Staff, Linda 03/06/2014 08:56

Demographic Modification Notice

Report Options

The **Print** icons, located in the action bar, allow a user to generate a report for the currently viewed person by choosing either the **Person Summary** print icon or the **Demographic Data** print icon. Both of these reports can be printed in either PDF format or DOCX format.

Person Summary Report

The **Person Summary** report includes household, address and relationship information, and contact information. To not print the individual's preferred gender, remove the selection of the **Display Gender Identity on Report** checkbox. Gender Identity reports from the Gender field on the [Identities](#) record (not the the Legal Gender field in the Protected Identity Information section).

Demographics ★

Student, Ali M DOB: 12/11/03

★ Medical Condition(s)
👤 Immersion
🚩 504 Plan
👤 ABC

Save
Delete
🖨️ Person Summary Report
🖨️ Demographics Data
Documents

Person Information

Person Summary Report ✕

The Person Summary report includes household, address and relationship information.

Display Gender Identity on Report

Report Format: PDF DOCX

Generate Report

Race/Ethnicity Determination: 01:Parent Identified

Person Summary Report

Person Summary Report		
Student, Ali Marie		Person ID: 123456
Gender:	F	Student Number: 123456
Birth Date:	12/11/2003	
Staff Number:		
Person GUID:	F07AAF0F-1205-4B44-BC0B-53E198A129E3	
Contact Information:		
Other Phone:		Pager:
Work Phone:		Email:
Cell Phone:	612-555-0177	Secondary Email:
Preferred Language:	en_US	
Primary Household: Barbara and Kenneth		
Household Phone:	763-555-0187	
Address(es):	6148 South Pkwy, Anytown, MN 55469 (mailing)	
Parent, Barbara	Guard: Mother	Cell: 612-555-0135
Student, Jeannie	Sibling	Cell: 612-555-0127
Student, Sloane	Sibling	
Parent, Kenneth	Guard: Father	Cell: 612-555-0014
Student, Vaughn	Sibling	Cell: 612-555-0079
Student, Abby	Sibling	
Non-Household Relationships		
Grandparent, Esther	NonGuard: Emergency Contact	Cell: 612-555-0138 Other: 763-555-0098
Uncle, Bob	NonGuard: Emergency Contact	Cell: 651-555-0144
Grandparent, Donna	NonGuard: Emergency Contact	Cell: 763-555-0196 Other: 763-555-0093 Work: 952-555-0190
Aunt, Ruth	NonGuard: Other	Cell: 612-555-0080 Other: 763-555-0171
Uncle, Gary	NonGuard: Grandfather	Cell: 763-555-0188 Other: 763-555-0093
Race/Ethnicity Information		
State Race/Ethnicity:	5:White, not Hispanic	
Federal Race/Ethnicity Designation:	6:White	
Race(s):	White	

Person Summary Report (includes Gender Identity) - PDF Format

Demographics Data

The **Demographics Data** report includes all information stored on the Demographics tab, including contact phone numbers/email/ secondary email, Messenger contact preferences and preferred contact language. To not print the individual's preferred gender, remove the selection of the **Display Gender Identity on Report** checkbox. Gender Identity reports from the Gender field on the [Identities](#) record (not the the Legal Gender field in the Protected Identity Information section).

Demographics Data Report

Demographics Data

Student, Ali Marie Person ID: 123456

Birth Date: 12/11/2003 Student Number: 123456

Staff Number: _____

Person GUID: F07AAF0F-1205-4B44-BC0B-53E198A129E3

Contact Information:	Contact Reason:	High	Attendance	Behavior	General	Teacher	Text
Primary Household: 763-555-0187		✓	✓	✓	✓		✓
Anderson							
Other Phone:							
Work Phone:							
Cell Phone: 612-555-0177							
Pager:							
Email:					✓	✓	
Preferred Language: en_US							

Race/Ethnicity Information

State Race/Ethnicity: 5:White, not Hispanic

Federal Race/Ethnicity Designation: 6:White

Race(s): White

Hispanic/Latino: N:No

Race/Ethnicity Determination: 01:Parent Identified

Date Entered US: _____

Date Entered US School: _____

Person Comments: _____ Contact Information Comments: _____

Demographics Data Report (no Gender Identity) - PDF Format

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 the next day (September 20), at which point the new address is active and prints on reports and displays on the Summary page.

Manage Documents

To view documents, click the **Documents** button on the action bar. Users with the appropriate tool rights may also complete the following tasks.

- [Upload Documents](#)
 - [Delete Documents](#)
 - [Replace Documents](#)
 - [Edit a Document Name or File Description](#)
 - [Download Documents](#)
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Previous Versions

[Demographics \[.2140 - .2215\]](#)
