

Demographics [.2140 - .2215]

Last Modified on 10/22/2022 10:48 am CDT

You are viewing a previous version of this article. See [Demographics](#) for the most current information.

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.

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*.

Select categories & fields

Filter By Search Clear

All Fields

- Person
 - Demographics
 - personID
 - stateID
 - studentNumber
 - staffNumber
 - staffStateID
 - personGUID
 - otherID
 - additionalID
 - identityID
 - effectiveDate
 - lastName
 - firstName
 - middleName
 - suffix
 - alias
 - gender
 - birthdate
 - ssn
 - legalFirstName
 - legalLastName
 - legalMiddleName

Selected Fields

- individual.personID
- individual.stateID
- individual.studentNumber
- individual.staffNumber
- individual.staffStateID
- individual.personGUID
- individual.otherID

Add Function Edit Function

Census/Staff Demographic Ad hoc Fields

Select categories & fields

Filter By Search Clear

All Fields

- Student
 - Demographics
 - personID
 - stateID
 - otherID
 - additionalID
 - studentNumber
 - personGUID
 - identityID
 - effectiveDate
 - lastName
 - firstName
 - middleName
 - suffix
 - alias
 - gender
 - birthdate
 - ssn
 - legalFirstName
 - legalLastName
 - legalMiddleName
 - legalGender
 - legalSuffix

Selected Fields

- student.personID
- student.stateID
- student.otherID
- student.additionalID
- student.studentNumber
- student.personGUID
- student.identityID

Add Function Edit Function

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			

Read	Write	Add	Delete
<p>User can view the staff person's state-assigned identification number.</p> <p>User can also select the staff ID number in Ad hoc reports.</p>	<p>User can add the staff person's state-assigned identification number when there is no existing value.</p>	<p>User can edit and remove a state-assigned identification number for the staff person.</p>	N/A
Student State ID			
<p>User can view the student's state-assigned identification number.</p> <p>User can also select the student ID number in Ad hoc reports.</p>	<p>User can add the student's state-assigned identification number when there is no existing value.</p>	<p>User can edit and remove a state-assigned identification number for the staff person.</p>	N/A
GUID			
<p>User can view the person's Global Unique Identifier.</p>	N/A	N/A	N/A
Modify Local Student Number			
<p>User can modify the student's locally assigned student number.</p> <p>Assigning any right level (R, A, W, D) allows this ability.</p>	N/A	N/A	N/A
Modify Local Staff Number			
<p>User can modify the staff person's locally assigned student number.</p> <p>Assigning any right level (R, A, W, D) allows this ability.</p>	N/A	N/A	N/A
View Staff Birth Date & Age			
<p>User can view the staff person's birth date and age.</p>	<p>User can modify (including delete) the staff' person's birth date and age.</p>	N/A	N/A
Ed-Fi ID			
<p>User can view the student's Ed-Fi ID.</p>	<p>User can modify the student's Ed-Fi ID using the Use Ed-Fi ID button.</p>	<p>User can modify an existing Ed-Fi ID or add a new Ed-Fi ID using the Use Ed-Fi ID button.</p>	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](#).

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.**

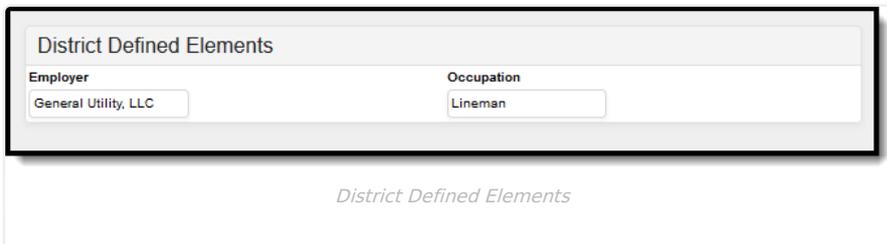
In order for contacts to receive [Emergency messages](#), they must have the **Emergency** checkbox marked on the phones designated to receive these calls.

▶ [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.

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

Demographics | Identities | Households | Relationships | Enrollments | District Employment

Save | Delete | **Person Summary Report** | **Demographics Data**

Person Information

PersonID: 79454

*Last Name: Student | *First Name: Ali

*Gender: F: Female | *Birth Date (Age: 18): 03/22/2001

Race/Ethnicity (Edit):
State Race/Ethnicity: 5: White, not Hisp
Federal Designation: 6: White
Race(s): White
Race Subcategory(s):
Hispanic/Latino: N: No

Person Summary Report ✕

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

Report Format: PDF DOCX

Generate Report

Demographics Report Options

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](#)
-