

# Demographics

Last Modified on 05/13/2024 10:43 am CDT

When 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:


[Person Information](#) | [Person Identifiers](#) | [Personal Contact Information](#) | [District Defined Elements](#) | [Modification Alerts](#) | [Report Options](#) | [Manage Documents](#) | [Additional Demographics Information](#)

Tool Search: Demographics



The Demographics tool lists the individual's 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 record that includes the following information:

- [Person Information](#) (*standard*)
- [Person Identifiers](#) (*standard*)
- [Personal Contact Information](#) (*standard*)
- [District Defined Elements](#) (*localized / may not display*)

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



**Demographics** ☆






[Census](#) > [People](#) > Demographics

Student, Joy M  Student #: 123456 DOB: 07/20/2010  
 \* Medical Condition(s)  Restricted-Directory Information Flag


Save Delete Person Summary Report Demographics Data Documents


**Person Information**


PersonID: 2001  
 \*Last Name: Student  
 \*First Name: Joy  
 Middle Name: Joy  
 Suffix:   
 Upload Picture


Gender: F: Female  
 Pronouns:   
 \*Birth Date (Age: 13): 07/20/2010   
 Soc Sec Number: --  
 No Image Available


**Race/Ethnicity (Edit)**  
 State Race/Ethnicity: 6: White  
 Federal Designation: 6: White  
 Race(s): White  
 Detailed Ancestry/Tribal Code(s):  
 Hispanic/Latino: N: No  
 Race/Ethnicity Determination: 01: Parent Identified


**Birth Country**  
 Select a Value 


**Date Entered US**  


**Date Entered US School**  
 08/31/2015 

**Date Entered State School**  


**Birth Verification**  


**Home Primary Language**  
 1290: English 

**Secondary Language**  
 Select a Value 

Demographics Editor

Changes to a person's Demographics record may erase historical information. When changes to a person's name, Social Security number, gender or birth date are necessary, create a new [Identities](#) record rather than updating information on this tool. Deleting a Demographics record is not recommended.

**Read** - Access and view information on the Demographics record.

**Write** - Modify existing information on the Demographics record.

**Add** - Upload a student or staff picture; add new information to the Demographics record.

**Delete** - Permanently remove the Demographics record, which deletes all history of the person in Campus. This can only be done when no integral records are tied to the record.

See the [Tool Rights](#) section below for more details on what actions can be performed with each right.

## 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.

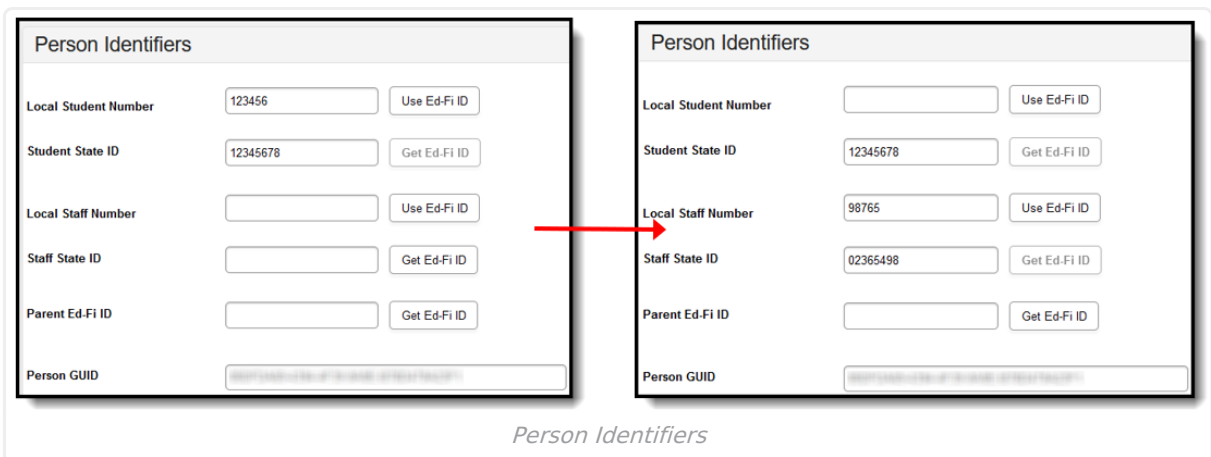
For settings related to the generation and format of identification numbers, please see the [Student Number Formats](#), [System Preference \(District\)](#) and [System Preferences \(State\)](#) articles.

► [Click here to expand...](#)

## Update Former Student to Staff Member

When a former student becomes a staff member within the school district, update the Person Identifiers.

1. Search for the person.
2. In the Person Identifiers editor, remove the **Local Student Number**. The Student State ID number remains.
3. Enter a Local Staff Number for the individual.
4. For states using Ed-Fi, click the **Get Ed-Fi ID** in the Staff State ID field for the individual.
5. Click **Save**.



The diagram illustrates the process of updating a former student to a staff member in the Person Identifiers editor. It shows two side-by-side panels of the editor, with a red arrow indicating the transition of data from the student state to the staff state.

Person Identifiers (Left Panel - Student)		Person Identifiers (Right Panel - Staff)	
Local Student Number	123456	Local Student Number	
Student State ID	12345678	Student State ID	12345678
Local Staff Number		Local Staff Number	98765
Staff State ID		Staff State ID	02365498
Parent Ed-Fi ID		Parent Ed-Fi ID	
Person GUID		Person GUID	

*Person Identifiers*

6. When the Date of Birth and Race/Ethnicity elements are not being reported by a district for staff, navigate to the Identities record and edit/remove the information entered in the Date of Birth and Race/Ethnicity fields that were entered when the individual was a student.

# Personal Contact Information

The Personal Contact Information editor contains phone numbers, messaging preferences and the language preferred for receiving messages. **Voice preferences only display when 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...](#)

This editor may not show voice and text Messenger Preference Contact Reasons when the district does not use [Campus Messenger with Voice](#) or [Text Messaging](#) functionality.

Data Element	Definition	Ad hoc Field Names
<b>Email/Secondary Email</b>	<p>Lists the person's email addresses. The primary <b>Email</b> address displays in the following areas:</p> <ul style="list-style-type: none"> <li>A teacher's email address displays in <a href="#">Campus Student</a>.</li> <li>A parent's email address displays on the <a href="#">Roster</a>.</li> </ul> <p>The Secondary Email address does NOT display in these areas, but is included on the Person Summary Report.</p> <p>When Campus <a href="#">Human Resources</a> is enabled, the <b>Email</b> is the staff's personal email and <b>Secondary Email</b> is the staff's work email.</p>	<p>pcontact.email pcontact.emailMessenger</p>
<b>Cell Phone</b>	The person's cell phone number.	pcontact.cellPhone
<b>Other Phone</b>	Additional phone number (not applicable to the Cell Phone, Work Phone or Pager fields).	<p>pcontact.homePhone contacts.homePhone</p>
<b>Private</b>	<p>When the Private checkbox is marked, indicates the details should be kept within school settings. See the <a href="#">Private Checkbox Information</a> section for more details.</p> <div> <p>Marking this checkbox does not have any effect on any Messenger settings.</p> </div>	<p>pcontact.homePhonePrivate pcontact.workPhonePrivate pcontact.cellPhonePrivate pcontact.emailPrivate pcontact.secondaryEmailPrivate</p>

Data Element	Definition	Ad hoc Field Names
<b>Work Phone</b>	The person's work phone number.	pcontact.workPhone
<b>Pager</b>	The person's pager number.	pcontact.pager
<b>Preferred Language</b>	Indicates the language in which the person prefers to be contacted. This field is used in Messenger tools and in letter wizards (Attendance Letters, Behavior Letters, POS Letters, HR Letters, Account Letters, Letter Designer) sent in languages other than English. Languages can be added in the <a href="#">Attribute/Dictionary</a> .	pcontact.communicationLanguage
<b>Comments</b>	Details related to the person's contact information.	pcontact.comments

## Messenger Preference Contact Reasons

Data Element	Definition
<b>Delivery Device</b>	The device for which message preferences are being set: email, voice or text.
<b>Emergency</b>	Indicates <a href="#">Emergency</a> messages should be sent to the delivery device.
<b>Attendance</b>	Indicates <a href="#">Attendance</a> messages should be sent to the delivery device. Attendance messages notify guardians when students are absent or tardy from class.
<b>Behavior Messenger</b>	Indicates <a href="#">Behavior</a> messages should be sent to the delivery device. Behavior messages notify <b>guardians</b> when a student is involved in a behavior incident.
<b>Staff</b>	<p>Indicates behavior referral messages are sent to the selected delivery device.</p> <p><b>This does not indicate a staff person receives Staff Messenger related messages.</b> When this checkbox is marked, the staff name is available for selection in <a href="#">Behavior Preferences</a> and can be selected in the <b>Notify</b> field on the Behavior Referral.</p> <p><b>This column only displays when the person has a <a href="#">District Assignments</a> record.</b></p> <p>For users who have a District Assignment record and are also parents of students enrolled in the district, the Staff checkbox displays on the <a href="#">Contact Preferences</a> list as well.</p>
<b>General</b>	Indicates that messages marked as <i>General Notification</i> and sent from the <a href="#">Scheduling Messenger</a> , <a href="#">Behavior Messenger</a> , <a href="#">Staff Messenger</a> , <a href="#">Survey Messenger</a> or <a href="#">Message Builder</a> should be sent to the delivery device. <a href="#">School Choice Messenger</a> also uses this option.

Data Element	Definition
<b>Food Service</b>	Indicates <a href="#">POS Account Messenger</a> messages should be sent to the delivery device. POS Account Messenger messages notify guardians of current account balances and when food service accounts have low or negative balances.
<b>Priority</b>	Indicates that messages marked as <i>Priority Notification</i> and sent from the <a href="#">Staff Messenger</a> , <a href="#">Survey Messenger</a> or <a href="#">Message Builder</a> should be sent to the delivery device.
<b>Teacher</b>	Indicates that messages sent from any of the Instruction Messenger tools ( <a href="#">Grades Messages</a> , <a href="#">Missing Assignment Messages</a> , <a href="#">Class Messages</a> , <a href="#">Failing Assignment Scheduler</a> and <a href="#">Missing Assignment Scheduler</a> ) should be sent to the delivery device. When given rights by the district or school, teachers can send messages to guardians regarding failing grades and missing assignments. They can also send general announcements.

The section below shows a representation of the marked checkboxes for an individual when included in a Filter Designer.

► [Click here to expand...](#)

## Establish Messenger Preferences

Messenger preferences are used to designate which email and/or phone numbers should be used to contact people associated with Campus (*i.e.*, guardians, students, staff).

Any person who has a relationship with a student can be designated as a messenger contact for that student, as long as the **Messenger** checkbox is marked for that relationship on the [Relationships](#) tool. All voice, email, text and survey messages sent from the system generate a Process Alert (for staff members only) or Portal Inbox (for parents and/or students with Portal accounts) message to the recipient, regardless of the preferences set in this area.

The messenger preferences can be established and/or updated through one of the following methods:

- **Batch setting/updating preferences for all contacts through the [Contact Preferences Batch](#) tool** - System administrators can set preferences for all messenger contacts *en masse*.
- **Manual setting/updating of preferences for individual contacts on the [Demographics](#) tool** - Users with rights to the Demographics tool can modify messenger preferences of individual contacts.
- **Guardian and/or student contacts set/update their own preferences in the Campus Portal** - Messenger contacts with Portal accounts can set/update their own preferences for receiving messages, when the school allows them to do so. This ability is granted to Portal users only when the **Contact Information** checkbox is marked in the **Portal Options**.
- **Staff contacts set/update their own preferences through [My Data \(My](#)**

**Demographics**) - Staff members can request modifications to their contact information, including phone numbers/email address and messenger contact preferences.

When a selection is made for a particular contact type in the Messenger Preferences area, the contact receives a phone call/email/text for the specific type of message, when applicable. When the message applies to students, the contact receives one message per student to which he/she has a messenger relationship (as indicated by the **Messenger** checkbox on the [Relationships](#) tool). Any phone number/email address that is marked to receive a message receives one message per applicable student.

## Campus Messenger with Voice Preferences

Each type of phone message listed (*i.e.*, **Emergency**, **Attendance**, **Behavior**, **General**, **Priority** and **Teacher**) can be assigned to a listed contact phone number (*i.e.*, **Household**, **Other Phone**, **Work Phone**, **Cell Phone**). When more than one phone number is indicated for the same type of message (*e.g.*, the Work Phone, Cell Phone and Household Phone numbers are marked to receive High Priority messages), multiple calls are made. This means that a person marked as a messenger contact for more than one student may receive the same message multiple times on multiple phone numbers.

### Emergency Voice Messages

The [Emergency Messenger](#) dials all contact phone numbers marked to receive **Emergency** messages.

When no phone numbers are marked for communication, emergency voice messages are not be delivered to the contact.

When an emergency message is sent from the district, only one message is delivered to a phone number, regardless of how many students are assigned to the messenger contact. Redials are attempted as set on the [Voice Settings](#) tool (System Administration > Messenger > Messenger Preferences > Voice Settings).

When the emergency message is sent for more than one school (rather than as one message from the district level), a contact may receive multiple messages, when that messenger contact has been assigned to more than one student.

## Text Messaging Preferences

The **Text** checkbox only appears in districts that use both the [Text Messaging](#) and [Voice Messaging](#) add-on features.

The **Text** Delivery Devices checkbox allows text messaging as a contact method for household, other phone, cell and/or work phone numbers.

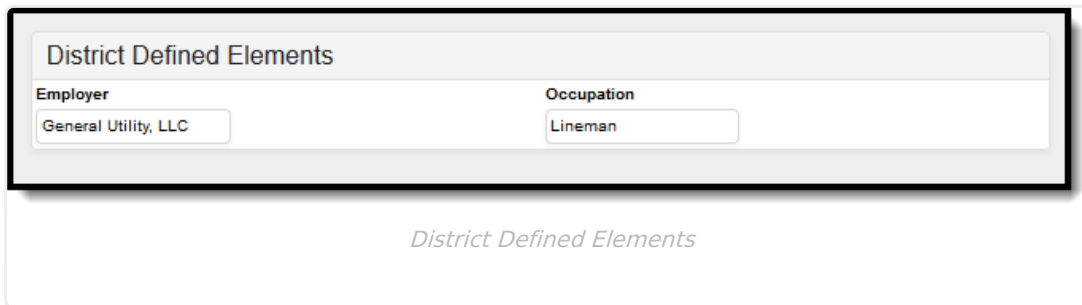
## Emergency Text Messages

[Emergency Messenger](#) text messages are only delivered to a recipient as a final attempt at contact. They are ONLY sent when all initial emergency phone calls and the scheduled number of redials have been attempted for the number without receipt confirmation from the recipient. Should the recipient confirm receipt of the message (by pressing "0" after listening), all text messages scheduled for delivery to any non-shared phone numbers for the recipients are canceled. Additional phone calls and/or redials to non-shared phone numbers are also canceled. Shared phone numbers must be confirmed separately to cancel additional calls to the number. However, shared Text numbers are not canceled.

## District Defined Elements

**This editor may not display 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 light gray font.

## Modification Alerts

The Demographics tool 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 Demographics record may erase historical information. When changes to a person's name, Social Security Number, gender or birth date are necessary, create a new [Identities](#) record rather than updating information on this tool. Deleting a Demographics 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

\*Last

\*Gen

F: F

Race

State

Fede

Race

More

Hisp

More

Upload Picture

No Image Availa

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 tool, 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 ★

Student, Ali M DOB: 12/11/03

Medical Condition(s)
Immersion
504 Plan
ABC

Save
Delete
Person Summary Report
Demographics Data
Documents

### Person Information

**PersonID** 115096  
**\*Last Name** Student **\*First Name** Ali  
**\*Gender** F: Female **\*Birth Date** 12/11/20  
**Race/Ethnicity (Edit)**  
 State Race/Ethnicity:  
 Federal Designation:  
 Race(s):  
 More Detailed Race/Ethnicity C  
 Hispanic/Latino:  
 More Detailed Hispanic/Latino  
 Race/Ethnicity Determination: 01:Parent Identified

### Demographics Data Report

The Demographics Data report includes all information stored on the Demographics tab, including contact phone numbers/email, Messenger contact preferences and preferred contact language.

☒ Display Gender Identity on Report

Report Format: ☐ PDF ☒ DOCX

Generate Report

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, when 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](#)

## Additional Demographics Information

### Tool Rights

For more information about Tool Rights and how they function, see the [Tool Rights](#) article.

Full access to the **Demographics** tool requires the following tool rights:

▶ [Click here to expand...](#)

### 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 Demographics 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

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

Add Function

Edit Function

Selected Fields

individual.personID

individual.stateID

individual.studentNumber

individual.staffNumber

individual.staffStateID

individual.personGUID

individual.otherID

*Census/Staff Demographic Ad hoc Fields*

### Select categories & fields

Filter By

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

Add Function

Edit Function

Selected Fields

student.personID

student.stateID

student.otherID

student.additionalID

student.studentNumber

student.personGUID

student.identityID

*Student Demographic Ad hoc Fields*