

# Data Standard Census

## Rev. 2/2/2018

### Ownership and History

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**Revision history**

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Data element added for a parent/guardian with an active duty military status

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### Overview

#### Description

Each individual in Campus must belong to a Household that is set up in Campus. Kentucky requires tracking of individual students by SSIDs. Records are kept in the Infinite Campus program as the authoritative source for KY student data.

#### Regulation citation(s)

- [KRS 161.200](#), [701 KAR 7:125](#)

#### Data use

- Census data is used to record and maintain personal contact (registry) information for Household members and school district employees.
- This data is critical for state and federal reporting, P20, ASSIST and other data reporting and sharing.
- Statewide Accountability System and School Support and Improvement Activities (ESSA section 1111 © and (d))

#### Related ad-hoc filters and reports

Census Verification Report (Path: Census> Reports> Census Verification)

Student Census (Path: KY State Reporting> KDE Reports> Student>Census)

[Instructions](#) for Student Pass-Through Queries for Census and Demographic Data

Pass-Through Queries available on the Knowledge Base include:

- Students without Guardians
- Students with Multiple Guardians
- Students without a Current Household
- Students in a Household by Themselves
- Students in Households with a Combined Total of More than Five
- Students in a Household with no Address
- Student not in any Household with a Mailing Address – Includes Secondary Addresses
- Students not in any Household with a Mailing Address - Excludes Secondary Household and Secondary Addresses
- Students with More Than One Primary Mailing Address
- Students who do not have at least one parent/guardian with a portal account.

#### Training

Campus Community Videos: [Understanding Census](#), [Enter demographic and contact information](#) Campus

Community Documentation: [Census](#), [Demographics](#)

Campus Community Simulation: [Enter demographic and contact information](#)

### Section A – Student’s Guardian Information

**Campus Path: Census / People / Demographics Tab**

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A new household must be set up prior to entering guardian information. Search Student name. Select the student's household name, find a new member. If member is not found, create a new member. Once a member is created, guardian information can be set up.

The screenshot shows a web form titled "Identity Info" with the following fields and sections:

- Identity Info**
  - \*Last Name (text input)
  - \*First Name (text input)
  - Middle Name (text input)
  - Suffix (dropdown menu)
  - \*Gender (dropdown menu)
  - \*Birth Date (date input)
  - Soc. Sec Number (text input)
  - Legal Last Name (text input)
  - Legal First Name (text input)
  - Legal Middle Name (text input)
  - Legal Suffix (dropdown menu)
  - No Image Available (text)
- Race/Ethnicity**
  - \*Is the individual Hispanic/Latino? (dropdown menu)
  - \*Is the individual from one or more of these races? (check all that apply)
    - American Indian or Alaska Native
    - Asian
    - Black or African American
    - Native Hawaiian or Other Pacific Islander
    - White
  - State Race Ethnicity (text input)
  - \*Race/Ethnicity Determination (dropdown menu)
- Birth Country** (dropdown menu)
- Date Entered US** (date input)
- Date Entered US School** (date input)
- Birth Certificate** (text input)
- Original KY School Entry** (date input)
- Home Primary Language** (dropdown menu)
- Native American Language** (dropdown menu)
- Nickname** (text input)
- Comments** (text area)
- Upload Picture** (button)

### Last Name:

The last name given to a guardian at birth or legal court documents, as indicated on their birth certificate, social security card, passport or through a legal name change; such as, adoption or marriage certificate.

### First Name:

The first name given to a guardian as indicated on their birth certificate, social security card, passport or through a legal name change; such as, adoption or marriage certificate. The first name must contain the proper first name of the guardian, please do not use a nickname here.

### Middle Name:

The middle name given to a guardian as indicated on their birth certificate, social security card, passport or through a legal name change; such as, adoption or marriage certificate. If a guardian does not have a middle name it should be left blank. If only the middle initial is given, do not put punctuation at the end of the letter.

**Gender:** Select the guardian's gender - Male or Female

### Legal Last Name, Legal First Name, Legal Middle Name, Legal Suffix, and Legal Gender:

These fields should only be entered in the very rare case where it is necessary to track a name or gender that is not the same as what is listed on their birth certificate or other legal document. Do not enter nicknames here or in the required name fields. These fields should only be used if the

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student's health or safety would be in jeopardy if their legal name were visible in Infinite Campus.

NOTE: Extreme care should be used when using these fields. Student searches cannot be done by the legal name. Most reports including transcripts and report cards will not use the legal name field. However, an ad hoc can be used to get student's legal names. If the legal name or legal gender fields are used in ad hoc it will show the information from the required name and gender fields if the legal name or gender is blank.

**Race/Ethnicity: Only required for students** Select the appropriate answer for the question, 'Is the individual **Hispanic/Latino**?' At least one of the following race codes must be selected:

- American Indian or Alaska Native - A person having origins in any of the original peoples of North and South America (including Central America), and who maintains a tribal affiliation or community attachment.
- Asian - A person having origins in any of the original peoples of the Far East, Southeast Asia or the Indian subcontinent including Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- Black or African American - A person having origins in any of the black racial groups of Africa.
- Native Hawaiian or Other Pacific Islander - A person having origins in any of the original peoples of Hawaii, Guam, Samoa or other Pacific Islands.
- White -A person having origins in any of the original peoples of Europe, the Middle East or North Africa.

## Section B – Student's Guardian Phone Number

### Campus Path: Search / Household / Household Information

Save Delete

Household Information

Name Phone Number Private

( ) - x

Comments

- Modified by: Unknown

**Phone:** Enter the 3-digit area code and phone number - FORMAT ###-###-####. This is for the home phone number only. Cell phones are entered on the demographic screen.

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## Section C – Student/Guardian Relationship Information

### Campus Path: Census / People / Relationships

Name	Gender	Relationship	Start Date	End Date	Emergency	Priority	Guardian	Mailing	Portal	Messenger	Private
	M						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Relationship:** Select the appropriate relationship of person to the student

**Guardian:** Check indicator if contact is student’s guardian

**Mailing:** Check indicator if person is to receive student mailings. (i.e. report cards, behavior letters etc.) Every student must have one mailing address.

**Private:** Required to be checked if student information is not to be released to military organizations or other non-educational agencies per parent or student’s request.

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## Section D – Adding New Members

### Campus Path: Census / Add Addresses

**Person Search**

Person Search

Search for a person already tracked in Campus using the fields provided, required fields are in red. Select a student from the list or click on Create New Person.

*Last Name	Guy
First Name	New
Middle Name	
Birth Date	08/08/2006
Gender	Male

No Person matches found.

**Person Information**

*Last Name	*First Name	Middle Name	Suffix
Guy	New		
*Gender	Birth Date	Soc Sec Number	
Male	08/08/2006	NO ACCESS	

**Race/Ethnicity**

Is the individual Hispanic/Latino?

Is the individual from one or more of the these races?  
(check all that apply)

- American Indian or Alaska Native
- Asian
- Black or African American
- Native Hawaiian or Other Pacific Islander
- White

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## Section E – Adding New Address

### Campus Path: Census / Add Addresses

Search for address. If it does not exist in Campus, add new.

**Add Address**

**Address Search**  
Search for an address already tracked in Campus using the fields provided, required fields are in red. Select an address from the list or click on Create New Address.

House/P.O. #

Street Name

Street Tag

Apt #

City

Home Phone (  ) -  x

**Address Creation**

**Address Creation**  
Fill in the fields below. This will create a new Address object in the database and then continue on to the next Process Step.

**Address Information**

P.O. Box	Number	Prefix	Street	Tag	Direction	Apt
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
City	State	Zip	County	Location Code		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
Latitude	Longitude	Tract	Block			
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			
Comments						
<input type="text"/>						
District						
<input type="text"/>						

**NO PUNCTUATION, USE UPPER AND LOWER CASE**

**P.O. Box:** Check if address is post office box

**Number:** Physical number of residence or P.O. Box number

**Prefix:** Direction of address, if applicable (N, S, E, W, NE, SE, etc.)

**Street:** Name of street



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**Tag:** Street Type

- Court - Ct
- Road - Rd
- Avenue - Ave
- Street - St
- Boulevard - Blvd
- Parkway - Pkwy
- Highway - Hwy
- Route - Rt
- Lane – Ln
- Circle - Cir
- Place - Pl
- Drive – Dr

**Direction:** If applicable (N, S, E, W, NE, SE, etc.)

**Apt:** Number of apartment

**City:** Enter the city of the *mailing* address

**State:** Enter the state of the *mailing* address (system defaults to KY)

**Zip Code:** Enter the 5-digit zip code (4-digit extended zip code is optional)

## Section F – Census Wizard

**Campus Path:** Census / Census Wizard

Before starting the Census Wizard, you must first check to see if the people and address for the Household are in Infinite Campus. Check the system by going to Add Person/Add Address. If no match is found create new. **Do Not Use Add Household.**

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### ▼ Census

My Data

Staff Request Processor

People

Households

Addresses

Portal Request Processor

Add Person

Add Household

Add Address

Staff Locator

**Census Wizard**

Select Census Wizard and search for the members of the household and the address and follow the wizard through to completion. Use the Census Data Standards above when entering any information into the wizard.

**Census Wizard**

Step 1 - Assemble New or Select Household  
This wizard will walk you through the process of creating a new household or editing an existing household. Start by searching for a household, people or addresses.  
• To Edit a household, simply click on the Household name in the search results.  
• To Assemble a new household, select people and/or addresses in the search results.  
If you enter a first and last name, you can create and link in a new person into the household. If you enter a house number and street you can create and link in a new address into the household.

**Person Search**

Last Name:

First Name:

Student Number:

Birth Date:

Gender:

Middle Name:

Suffix:

**Address Search**

House/P.O. Number:

Street Name:

Apt Number:

City:

**Household Search**

Household Name:

Home/Other Phone:

**Assembling a New Household**

- New Household
- 123 Sesame St., Anywhere
- Barnette, Garnetta
- Brown, Lura

## Section G – Military Connections

### Campus Path: Census / People / Military Connections

The Military Connections tab tracks guardian data for those who are active duty military personnel. A student is considered to be military connected if a parent or guardian is a member of the armed forces on active duty or serves on full-time National Guard duty, where “armed forces,” “active duty,” and “full-time National Guard duty” have the same meanings given them in 10 U.S.C. 101(a)(4), 101(d)(1), and 101(d)(5).

- 101(a)(4) The term “armed forces” means the Army, Navy, Air Force, Marine Corps, and Coast Guard.

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- 101(d)(1) DUTY STATUS.—The following definitions relating to duty status apply in this title: (1) The term “active duty” means full-time duty in the active military service of the United States. Such term includes full-time training duty, annual training duty, and attendance, while in the active military service, at a school designated as a service school by law or by the Secretary of the military department concerned. Such term does not include full-time National Guard duty.
- 101(s)(5) The term “full-time National Guard duty” means training or other duty, other than inactive duty, performed by a member of the Army National Guard of the United States or the Air National Guard of the United States in the member’s status as a member of the National Guard of a State or territory, the Commonwealth of Puerto Rico, or the District of Columbia under section 316, 502, 503, 504, or 505 of title 32 for which the member is entitled to pay from the United States or for which the member has waived pay from the United States.

School Report Card will only look for a status of “Active Duty, Deployed” or “Active Duty, Not Deployed” within the school year for disaggregation of assessment data.

A sample data collection form for students with military connections can be found on the [KDE website](#).

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Name	Relationship	Start Date	End Date	Site	Branch	Status	Stu Mil ID	Comments
Parent, Randall	Self	03/08/2016	03/15/2017	ABC Airforce Base	Air Force			
			03/16/2017	VFW				
			03/27/2017	ABC Airforce Base	Air Force	Active Duty	1234	
Student, Hattie	Guard: Father							
Student, Penelope	Guard: Father							

**Start Date:** Date enlistment status began. If this is unknown, the enrollment start date may be used.

**End Date:** Date enlistment status ended

When a person's status or branch or site changes, modify that record and enter an end date. A new record needs to be entered with a new start date to capture the new status or new branch. Any new record that is added displays first in the editor. Multiple active records can be entered for a person; the records sort by start date (most recent date first), then by alphabetical order.

**Status:** Indicates the enlistment status. For a student to be identified as military connected in Kentucky, the parent/guardian status must be set to “Active Duty, Deployed” or “Active Duty, Not Deployed”. An active duty status should ONLY be entered for a member of the U.S. Armed Forces, which is defined as the Army, Navy, Air Force, Marine Corps, Coast Guard, and Army National Guard IF on full-time duty.

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*Note: The remaining fields are optional at this time, however districts choosing to complete the information should use the following guidelines.*

**Site:** Actual location of employment; could be a military base or other work site that qualifies as a military location. These options can be created in the Impact Aid/Military Connections Site tool located at System Administration > Census > Impact Aid/Military Connections Site.

**Branch:** Indicates the military division in which the person is enlisted

**Student Military Identifier:** A number assigned to the dependent (student) of an active duty individual to track that student, and allows school counselors and administrators to ensure those student's well-being as they adjust to deployed parents or other life events that may affect their school success. This field can be populated when the Military Connections record is associated with a student and assigned a Status of Student Military Identifier Only.

**Comments:** Additional details on the enlistment

This tab also displays a list of relationships previously established on the Relationships tab.