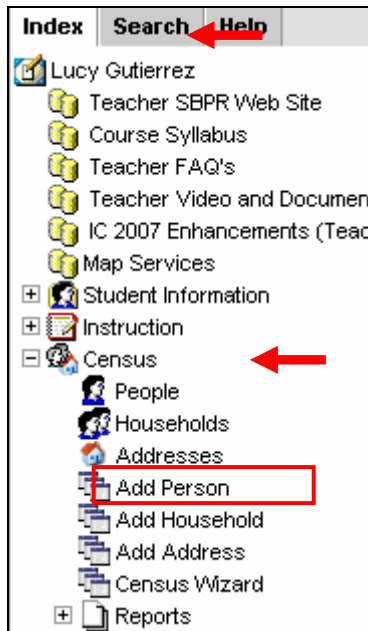


## Adding a Person to Census



Once you have thoroughly searched for the Person/Student and have verified they do not exist in the Infinite Campus system; use the **Add/Modifying a Person/Student** quick reference guide to create a new person in Infinite Campus.

1. From the **Index** tab, expand the **Census** folder by clicking on the plus (+) sign.
2. Select **Add Person**.

### Person Search

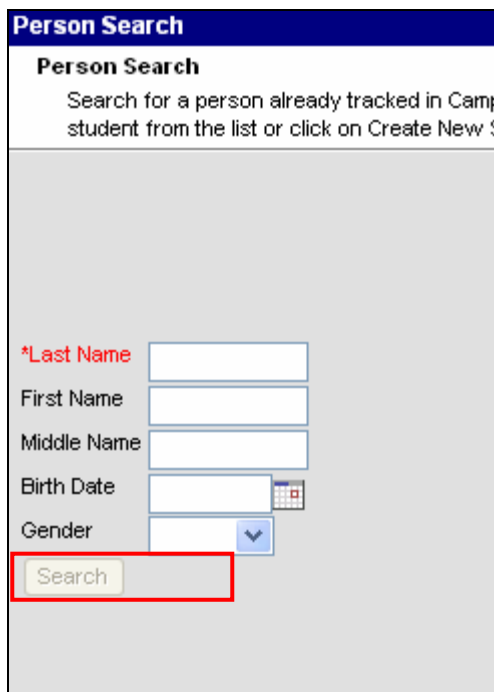
A **Person Search** screen will appear on the right side of your screen.

In the **Search Criteria**

3. Enter the first 3 letters of the **Last Name**. This is a **required field**.
4. Enter the first 3 letters of the **First Name**.

A user must search by a person before creating a new record.

5. Click the **Search** button when finished entering criteria.



**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 Student.

\*Last Name: Abl  
First Name: R  
Middle Name:   
Birth Date:   
Gender:   
Search

**Details** **Ables, Richard** 562414 M 10/01/1987  
PersonID: 202119

**Details** **Ables, Rochelle L.** 444574 F 03/04/1980  
PersonID: 427723

Create New Person

## Person Search

### Search results Box

A search results box will appear to the right of the search criteria entry fields.

- If results were found, the names matching the entered search criteria will appear in this box.
- If no results were found, the box would be empty.

6. Select the **Create New Person** button to create a new person. The **Person Creation** screen will appear.

**Person Information**

\*Last Name: Randc  
\*First Name: Jay  
Middle Name:   
Suffix:   
\*Gender:   
Birth Date:   
Soc Sec Number: - - -

**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

**Federal Race/Ethnicity**

\*Race Ethnicity: 05: White, not Hispanic

Nickname:   
Comments:   
**Person Identifiers**

Local Student Number:   Generate Number  
Student State ID:   
Local Staff Number:   
Staff State ID:   
Person GUID:

## Person Information

1. Complete the **Last Name, First Name** and **Gender** fields. **These fields are required.**
2. DPS requires that schools also collect and fill in the following **mandatory** fields for any **student** entered in the system:

- **Middle Name**
- **Birth Date**
- **Race/Ethnicity**

**Federal Race/Ethnicity** collects additional race/ethnicity information on the student. The federally mandated fields allow more than one race or ethnicity choice for students.

**Currently**, DPS does not require schools to collect this information. Beginning in January 2010 schools will be responsible for collecting and inputting this information into IC for new students.

## Person Identifiers

1. If this is a **student**, check the **Generate Number** box in the **Person Identifiers** area.
2. Click the **Save** button at the bottom of the screen. The census record screen will appear.

It is not necessary to collect the middle name of the parent, guardian or other person.

**New Person**

**Person Creation**

Fill out the form to create a new Person in Campus. Click save to create. The person will appear in the list below.

<a href="#">Details</a>	<b>Randd, Jay B</b> PersonID: 706317	730359	M	10/13/1999
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**New Person Screen**

1. Select the person's name from the **New Person** window.

**Person Information**

PersonID: 706317

*Last Name	*First Name	Middle Name	Suffix
Randd	Jay	Bird	
*Gender	*Birth Date (Age: 10)	Soc Sec Number	
Male	10/13/1999		

**Race/Ethnicity (Edit)**

State Race/Ethnicity: 05:White, not Hispanic  
 Federal Designation: No Data  
 Race(s):  
 Hispanic/Latino: No Data  
 Race/Ethnicity Determination:

Birth Country:

Date Entered US:

Date Entered US School:

Birth Verification:

Nickname:

Comments:

**Demographics tab**

**Person Information**

The Census Record will display. From this screen, users can modify the demographic information or add additional information if it was previously over looked.

DPS requires that schools also collect and fill in the **Birth Country** and **Birth Verification** fields.

On the Demographics tab:

1. Select the person's **Birth Country** from the drop-down menu.
2. Select the **Birth Verification** from the drop down list.

Schools should leave the **Date Entered US** and **Date Entered US School** blank as DPS is currently not using these fields.

**District Defined Elements**

**District Defined Elements**

No Middle Name

X: No Middle Name  
Y: Initial is Middle Name

**District Defined Elements**

No Middle Name

First time in any school in US  Grade

Most recent time in any sch in US  Grade

Most recent time in a CO Public sch  Grade

**District Defined Elements**

Scroll to the bottom of the Demographics page to view the District Defined Elements.

**No Middle Name** field – Select the appropriate option if the student has an **initial** or **no middle name**

**Three dates must be filled in for every student**

1. First time in any school in US
2. Most recent time in any sch in US
3. Most recent time in a CO public sch

3. Click Save at the top of the window.

## Demographics tab

District Assignments
School Choice
Credentials
Overrides

**Demographics**
Identities
Households
Relationships
Enrollments
District E

Save Delete Print

**Person Information**

PersonID **37819**

<b>*Last Name</b>	<b>*First Name</b>	Middle Name	Suffix
<input type="text" value="M"/>	<input type="text" value="M"/>	<input type="text" value="MS"/>	<input type="text" value=""/>
<b>*Gender</b>	<b>*Birth Date (Age):</b>	Soc Sec Number	
<input type="text" value="M"/>	10) <input type="text" value="MS"/>	<input type="text" value=""/> - <input type="text" value=""/>	
<b>*Race Ethnicity</b>			
<input type="text" value="M"/>			
Birth Country			
<input type="text" value="MS"/>			
Date Entered US		Date Enter School	
<input type="text" value="N/A"/>		<input type="text" value="N/A"/>	
Birth Verification			
<input type="text" value="MS"/>			
Nickname			
<input type="text" value=""/>			
Comments			
<input style="height: 40px;" type="text"/>			

M - Mandatory

MS - Mandatory for Students

A - Automatically Generated

O - Optional

N/A - Not applicable

MA - Mandatory if applicable

[Upload Picture](#)

**Person Identifiers**

Student Number	<input type="text" value="MS"/>
State ID	<input type="text" value=""/>
Staff Number	<input type="text" value=""/>
Person GUID	<input type="text" value="A"/>

## District Defined Elements

**Personal Contact Information**

Other Phone ( ) - x Private  Work Phone ( ) - x Private

Cell Phone ( ) - x PAGER

Email

Preferred Language en\_US: US English

Comments

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Messenger Preferences

Contact Reason	High Priority	Attendance	Behavior	General	Teacher
Other Phone:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work Phone:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cell Phone:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Email:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

---

**District Defined Elements**

No Middle Name

First time in any school in US  Grade

Most recent time in any sch in US  Grade

Most recent time in a CO Public sch  Grade

Do not enter personal contact information for a student.

## Modifying a Student or Person

### Modifying a Student/Person - identity

**Identity Information**

\*Last Name  \*First Name  Middle Name  Suffix

\*Gender  \*Birth Date  Soc Sec Number

\*Race Ethnicity 05: White, not Hispanic  No Image Available

Birth Country

Date Entered US


Nickname  \*Effective Date 12/19/2007

Comments

**Whenever there is a change in a student or person's name, the change must be made in the Identities tab. This will correctly link the old identity to the new identity. When searching for the old identity IC will automatically display the new identity.**

1. From **Index, Census, People** verify you are on the correct person or student record.
2. Select the **Identities Tab**.
3. Select the **New** icon.
4. Collect and fill in the following **mandatory** fields in the Identify Information box:

- **Last Name**
- **First Name**
- **Middle Name** (*Student only*)

**Gutierrez, Sarah A**  Medical  
 Grade: 10 #400990 DOB: 03/14/1991 Gender: F

[District Assignments](#) | [PDS Deposit](#) | [School Choice](#) | [Student Contacts](#) | [Credentials](#)  
[Demographics](#) | **[Identities](#)** | [Households](#) | [Relationships](#) | [Enrollments](#) | [District Employ](#)

New

Identities Editor				
Identity	Current	Effective Date	Birth Date	District
Gutierrez, Sarah A	X	12/19/2007	03/14/1991	Denver Public Schools
Gutierrez, Sarah A		06/24/2003	03/14/1991	Denver Public Schools

- **Gender, Birth Date** (*Student only*)
- **Race/Ethnicity** (*Student only*)
- **Birth Country** (*Student only*)
- **Birth Verification** (*Student only*)

5. Select **Save**.

The **Identities Editor** box will then show the *previous* identity of the person and have an **X** by the **Current Identity**.