

Intended Audience: Staff that currently manage Census data for students, new families, emergency contacts, and Staff.

Description: This course covers all Census data entry in Campus including student enrollment, household assembly using the Census Wizard, non-household relationships, emergency contacts, and reports

Time: 4 hours

Campus Overview (15 minutes)	<ul style="list-style-type: none"> • Learn navigation • Learn search procedures • Learn help options
Census Theory & Overview (30 minutes)	<ul style="list-style-type: none"> • Learn how people, households, and addresses are managed in Campus. • View sample Campus households to understand icons associated with people, households, and addresses.
Searching Census (30 minutes)	<ul style="list-style-type: none"> • Search for a person in the Census. • Search for an address in Census. • Search for a household in Census
Adding Census Information (90 minutes)	<ul style="list-style-type: none"> • Add people using Census>Add Person • Add an address. • Create a household using the Census Wizard. • Adding non-household relationships (emergency contacts) • Creating enrollments for students.
Census Reports (30 minutes)	<ul style="list-style-type: none"> • Learn to generate Census canned reports • Learn uses for canned reports.
Review (30 minutes)	<ul style="list-style-type: none"> • Discuss Campus Key Words • Complete Review Questions • Complete Review Activities

Review Questions

1. What information is listed on the members tab for a household?
2. Explain two ways to find a student's primary guardian's contact information.
3. Give an example of a non-household relationship.

Campus Key Words

PersonID

Student Number

StateID

Person GUID

Enrollment Start Date

No Show

Secondary Membership

Secondary Address

Non-household relationships

Hands-On Activities

SCENARIO 1: Create the following people, place them in a household and attach the household to an established address:

- 2 students
 - 1 student in Kindergarten
 - 1 student is an 8th grader.
- 2 adults, mom and step-dad.
- Build appropriate relationships
- Provide work numbers and emergency contact information

SCENARIO 2: Create the following people, place them in a household and attach the household to an established address:

- 2 parent household
- 1 high school student
- Grandma is the emergency contact and does not live in the same household. Add grandma as a person to the database
- Connect the family to an existing address which will be provided by your trainer.
- The student's mother will be a teacher at one of the middle schools in the district. Create proper employment records using the District Employment and District Assignment tabs.
- Build appropriate relationships.

CENSUS MODULE OVERVIEW

OVERVIEW

This lesson will serve as an introduction to the three types of data elements created and maintained in the Census module. You will learn how to search for each type of data.

OBJECTIVES

At the conclusion of this lesson, you should be able to:

- Search for a person in the Census.
- Search for an address in Census.
- Search for a household in Census.

The Census Data Model

The Census module provides the entry point for all people who will be entered into the Campus database— school staff, parents, students and emergency contacts. The individual is entered once in the database and that record reused and changed as needed.

Example—Melissa Smith is a student in a high school in your district and has an entry in your Campus database as a student. Melissa goes to college and becomes an elementary school teacher in your district. Her record in Campus can be modified to have a district staff assignment. Melissa teaches for a couple of years and then gets married. Her identity can be changed to her married name but the existing records are still attached to her as a person (in addition, staff members who know her by her maiden name can still search for her maiden name in the Census). When Melissa becomes a parent and her children attend school in your district, they are connected to her by being in her household and having relationships made between her and her children. When her children grow up and have children of their own, Melissa can be marked as an emergency contact for her grandchildren.

Smith, Boy J
Grade:11 #12017235 DOB:05/05/1990 Gender:M

[District Assignments](#) | [Credentials](#) | [POS Deposit](#) | [School Choice](#)

[Demographics](#) | [Identities](#) | [Households](#) | [Relationships](#) | [Enrollments](#) | [District Employment](#)

Census>People

1. Expand the Census module by clicking on either the name or the plus sign. Choose Census>People.
2. Search for a person using last name [comma] first name.
3. The **Demographics** tab holds all information about the identifying and contact information for a person.
4. **Identities**. The person data element in Campus, like a real person, can go through a name change. See Maintaining and Changing Census Data for the process of changing an individual's name in Campus.
5. **Households**. The household tab lists all households that a person is or was a member of. The names of all other members of the household(s) will also be available from this tab.
6. **Relationships**. The relationships tab links people together. This tab is where the rights and access to a student's information are set and maintained.
7. **Enrollments** tab lists all district schools that a person has attended as a student; the data contained here is the basis for much of the state reporting extracts in Campus.

What do the different person icons mean?

When you search for a person, you may see three different icons next to their name. These indicate information about the person:



Indicates the person is a student. An enrollment and student number makes a student.



Indicates the person is a staff member with a staff number and district employment start date.



The plain head icon is any other person, which could be a parent, non-enrolled sibling, emergency contact, etc.

PersonID—the database key that holds and attaches records to this individual.

Student Number—the district created and locally used number

StateID—the student's state-created identifying number, if used. Your state may have a specific name for this number, but Campus will use the state-neutral term StateID.

GUID—the Global Unique Identifier may be used as a registration key to create a Portal account for an individual.

Other Phone—many individuals will have a second cell or second work number. The other phone is designed to hold such a number. This number is not the same as the home phone, which is entered and maintained on the household

The **private check box** will NOT hide data from a Campus user. Rather it is designed to be used when extracting data out of Campus in an adhoc report. When designing the filter to pull data, the user can specify that data marked as private should not be exported.

Census Module Overview

8. **District Employment** houses data for school district employees for reporting and data analysis.
9. The **District Assignment** tab ties the person to a particular school and adds their name to areas of functionality in the product.
10. The **Credentials** tab is used for entering and storing the data about a staff member's teaching credentials. This data is intended for reporting "highly qualified teachers" as required by No Child Left Behind. For more information about the district employment and assignment tabs, consult the Staff Entry lesson.
11. The **POS Deposit** tab is used in conjunction with the Campus Food Service and Point of Sale system. If your district is using Campus Food Service, additional training will be provided for point of sale and deposits.
12. **School Choice** is used in larger districts that allow students to apply to attend a particular school or program in the next school year.

Smiths Household

Phone: (218)888-7689

Household Info | **Addresses** | **Members** | **\$\$\$ Fees** | **\$\$\$ POS Deposit**

Census>Household

1. In your index outline, click households.
2. Search for the household using the last name of a person in the household.
3. The Household Info tab is where the household name is defined (according to district policy and procedure) and the household phone is maintained.
4. The Addresses tab records the addresses that the family is or was associated with.
5. The Members tab will show all members of the household and allows the district to record when they became members or when they ended their membership in the household.
6. The Fees tab allows a payment to be made to the fees of any household members.
7. The POS deposit is used in conjunction with the Campus Food Service point of sale terminal to fund the lunch accounts of household members.

Addresses

1. In your index outline, click on address.
2. Search for an address using the number and street name in the

Census Module Overview



search box, or use advanced search methods.

3. Map this address will open a new window and show the location of this address on Google maps. PO boxes will not be mapped.
4. The Address information tab defines the elements of the address.
5. The Households tab will show all households (family units) that are or have been associated with an address.
6. The Schools tab allows districts to associate an address with a particular set of schools, or to define a particular school's attendance area.

Prefix— a directional indication before the street name, such as 2000 East Maple.

Tag—the type of street, such as St., boulevard, Parkway, etc. Districts should consult with your local Post Office for preferred nomenclature.

Direction—directional indication after the street name and tag, such as 2000 Main Street South.

Location code—an eight character code used in some districts when importing addresses from a local utility. The first two characters are a city code, the next two are a zone code, next two are a neighborhood code, last two characters are lot number.

Federal **Impact Aid** (Title VIII of ESEA) provides additional funding to districts to overcome property tax revenue lost due to Federally-owned property within the district boundaries. In addition, the children of people either employed on eligible government installations or on active duty in the military may also generate Impact Aid for a district. Consult with district personnel and procedures for the proper way to use the drop downs in this area.

NEW STUDENT REGISTRATION (DE)

Overview

This lesson will introduce you to the process of adding new students to your Campus database. Once the new student is added, we will then add other people and create a household.

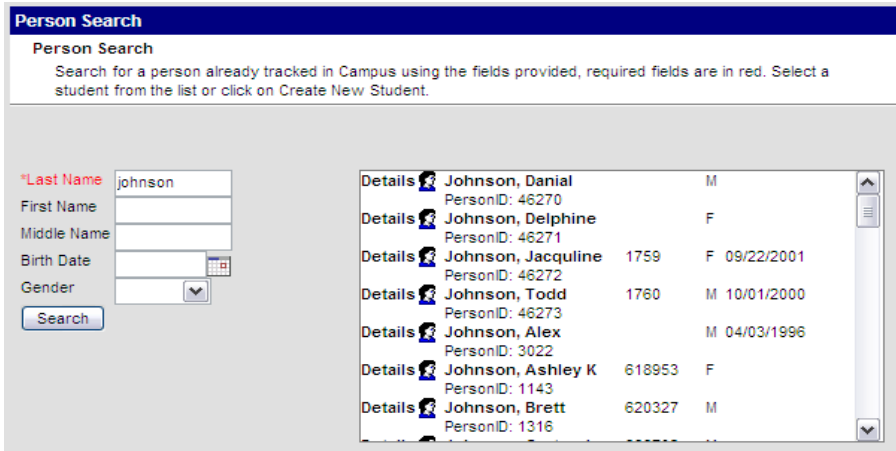
Objectives

At the conclusion of this lesson, you should be able to:

- Add people using Census>Add Person
- Add an address.
- Create a household using the Census Wizard.
- Enroll students.

Adding a Student

1. In your Index outline, select Census>Add Person
2. Enter the student's first and last names and select the appropriate gender.



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 johnson
First Name
Middle Name
Birth Date
Gender
Search

Details	Name	PersonID	Age	Gender	Birth Date
Details	Johnson, Danial	46270		M	
Details	Johnson, Delphine	46271		F	
Details	Johnson, Jacqueline	46272	1759	F	09/22/2001
Details	Johnson, Todd	46273	1760	M	10/01/2000
Details	Johnson, Alex	3022		M	04/03/1996
Details	Johnson, Ashley K	1143	618953	F	
Details	Johnson, Brett	1316	620327	M	

3. Click Search.
4. All people who match will display in the search results.
5. Use the information on screen such as their birth date to determine one of the results is the student you are attempting to register. If the student exists, repeat steps 1-4 for any other students in the household.
6. IF NO RESULTS ARE FOUND click Create New Person.
7. Enter the student's identity information. All fields in red and marked with an asterisk are required fields.
8. Create a Student Number (your district created and used number) by either entering the number manually in the field or checking Generate Number.
9. Click Save.

Repeat steps for all students that are in the household.

Prior to creating a new record for the student, we will first check to see if this individual has already been created in the district's database (as in the case of a student who was previously enrolled). If they already have been entered, we will select them and create a new enrollment record for that person so that all their records in Campus are tied to one individual later in the registration process.

New Student Registration (District Edition)

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. #	123	Address	123 NoCity 55116
Street Name			123 DALE Way W. Elk City 15704
Street Tag			123 Madrona Dr. Council 13749
Apt #			123 MILTON Rd. Mackay 13749
City			123 Sesame Street Dupree 57623
Home Phone			

Adding an Address (Census>Add Address)

1. In your Index outline, select Census>Add Address
2. Enter the search criteria to search for the family's address.
3. If the family's address is found and shows in the search results, click on the address and proceed with **Checking an Existing Address**
4. If the address is NOT found, click New Address.
5. Enter the elements for the address in the fields provided.
6. Click save. Proceed to the Census Wizard.

2 Pine Tree DR #302 [Map this address](#)
Arden Hills, MN 55112

Address Info Households Schools

Checking an Existing Address

If the address is found when searching to create a new address, follow these steps. Otherwise, proceed to Census Wizard.

1. Check to be sure the address you selected that all elements match the address given by the family.
 - If all elements match, proceed to step two.
 - If any elements do not match (such as a different apartment number), consult your district's established policy and procedure for the correct process to follow. **DO NOT CHANGE** address data at this point as you may be changing the address of another family! You may need to create a new address in the Campus database for the family.
2. Click the **Households** tab to determine if a household is currently at this address. If a household is currently at the address, consult your district's established policy and procedure for the correct process to follow.
3. If the address is not currently being used by a household, proceed with the steps for Census Wizard.

New Student Registration (District Edition)

Census Wizard

The Census Wizard tool allows a user to create a household (family unit) for a group of people, attach a mailing address, and define relationships between people in a three step process. In addition, the process of enrolling students and adding contact information may also be done from links found in this tool.

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

Household

Step 1. Assembling Households and Addresses

1. Search for household members in the search box in the wizard.
2. Click on a person in the outline (left side of your screen) to place them into the new household assembly area.
3. If needed, people may be removed from the assembly area by clicking the "X" next to their name.
4. Repeat steps as needed until all people in the household are in the assembly area.
5. Search for the household's address(es) by number and street name.
6. Click on an address in the outline to place it into the new household assembly area.
7. Click Continue- Step 2.

New Student Registration (District Edition)

Step 2. Editing Membership and Mailing

1. Name the household according to district policy and procedure.
2. Enter the home phone number.
3. Mark the mailing address with the mailing checkbox.
4. Enter start dates as required by district policy and procedure.
5. Mark necessary secondary flags on address and membership
6. Click Save & Continue- Step 3.

Household						
Household Name (Override)		Household Phone Number			Private	
Abegg		(555) 844 6117 x			<input type="checkbox"/>	
Household Locations						
Address	Start	End	Private	Secondary	Mailing	
2994 100TH St. E., Nampa MD 13749		03/31/2007	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2 Pine Tree Dr #302, Arden Hills MN 55112	04/01/2007		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Household Members						
Name	Birthdate	Gender	Start	End	Private	Secondary
Abegg Jr., Dylan	02/01/1991	M			<input type="checkbox"/>	<input type="checkbox"/>
Abegg, Glissa		F			<input type="checkbox"/>	<input type="checkbox"/>
Abegg, Ryo	09/07/1994	M			<input type="checkbox"/>	<input type="checkbox"/>
Abegg Sr., Dylan		M			<input type="checkbox"/>	<input type="checkbox"/>


[Save & Continue - Step 3 >](#)

Private- The private checkbox will not hide this data from a user of Campus. Rather it may be used when doing an AdHoc query for a data export. Data marked as private can be excluded from the export.

Secondary address- Some of the time this household can be found at this address (As in the case of a lake home, cabin in the mountains, or other second home.)

Secondary membership- Some of the time this member can be contacted through this household (A student lives with a parent for part of the time.)

Step 3. Defining Relationships

1. Choose the district-defined description that best describes the relationship between the pair. (Relationships work in both directions and will auto fill down)
2. Comments on the relationship may be entered by clicking the  icon.
3. Enter in start dates (if needed), and appropriate flags.
4. Click Save & Done when finished.

Census Wizard - Edit Relationships											
Step 3 - Edit Relationships of Household Members											
Edit the relationships between the family members.											
Relationships to Abegg Jr., Dylan											
Name	Birthdate	Gender	Relationship	Start Date	End Date	Seq	Guardian	Mailing	Portal	Messenger	Private
Abegg Sr., Dylan		M					<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Abegg, Glissa		F					<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Abegg, Ryo	09/07/1994	M					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Relationships to Abegg Sr., Dylan											
Abegg Jr., Dylan	02/01/1991	M					<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Abegg, Glissa		F					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Abegg, Ryo	09/07/1994	M					<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Relationships to Abegg, Glissa											
Abegg Jr., Dylan	02/01/1991	M					<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Abegg Sr., Dylan		M					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Abegg, Ryo	09/07/1994	M					<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Relationships to Abegg, Ryo											
Abegg Jr., Dylan	02/01/1991	M					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Abegg Sr., Dylan		M					<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Abegg, Glissa		F					<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

[Save & Done](#)

Guardian-names the legal guardian of the child. Will show on the student summary information and will pull into the Campus IEP.

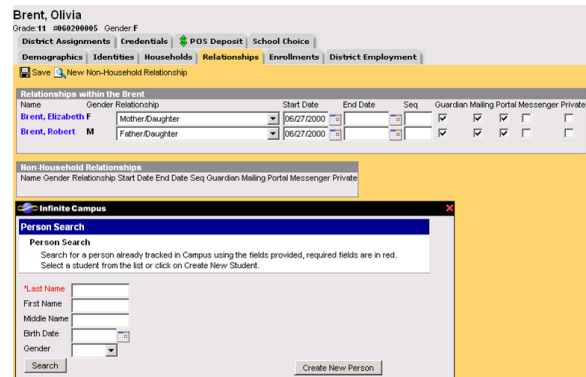
Mailing-the non-student will receive a copy of all mailings about the student, such as report cards, behavior or attendance letters, etc.

Portal-will give access to the student's information in the Campus Portal.

Messenger-Messenger is the phone dialer and e-mail component of Campus. A Messenger contact for a student is a person who can be designated to receive messages of a general or high priority nature, or due to behavior or attendance event

Step 4. Define relationships with people outside the household

1. Click on student's name in the search results (left side of screen) to add non-household relationships, such as emergency contacts.
2. Relationship tab > New non-household relationship
3. Search for and find the existing person.
4. Choose the district-defined description that best describes the relationship between the pair.
5. Enter in start dates, and appropriate flags.
6. Click Save when finished.



Brent, Olivia
Grade: 11 #060200005 Gender: F

District Assignments | Credentials | POS Deposit | School Choice

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

Save | Delete | Print Enrollment History | New | Notice of Change in Enrollment | New Enrollment History

Relationships within the Brent						
Name	Gender	Relationship	Start Date	End Date	Seq	Guardian Mailing Portal Messenger Private
Brent, Elizabeth	F	Mother/Daughter	06/27/2000			<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Brent, Robert	M	Father/Daughter	06/27/2000			<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Non-Household Relationships

Name Gender Relationship Start Date End Date Seq Guardian Mailing Portal Messenger Private

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
First Name
Middle Name
Birth Date
Gender

Search Create New Person

Step 5. Creating an Enrollment for a Student.

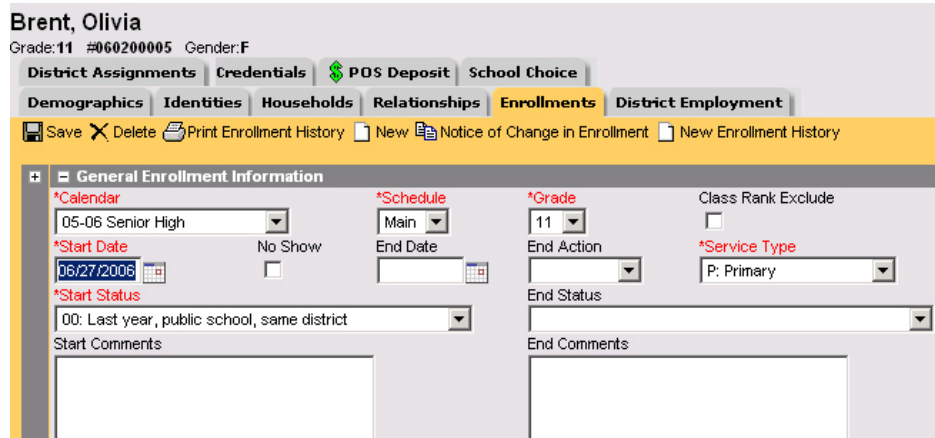
1. Click on the "enroll as student" link below student's name in the search results (left side of screen) to create an enrollment record for the student.
2. On the student's enrollments tab, click "New."
3. Select the calendar, schedule structure, and grade level the student will be in.
4. Enter the start date (first day of attendance).
5. Enter the start status that matches the student's situation.
6. Click Save when finished.
7. Additional information may be entered in the State Reporting and Special Ed Fields. This information is used for demographic and statistical counting for state reporting extracts.

Start/End Status- a state defined series of codes.

Primary Enrollment-the main enrollment for the student. Most students will have primary enrollment

Partial Enrollment- An 8th grader taking one math class at a high school may have a secondary enrollment the high school.

Special Ed Enrollment-- a student enrolled in a school for special education services only. A parochial student who has one session of speech therapy a week at the public school would have a SPED enrollment at the public school and a primary enrollment at the parochial school.



Brent, Olivia
Grade: 11 #060200005 Gender: F

District Assignments | Credentials | POS Deposit | School Choice

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

Save | Delete | Print Enrollment History | New | Notice of Change in Enrollment | New Enrollment History

General Enrollment Information

*Calendar: 05-06 Senior High
*Schedule: Main
*Grade: 11
Class Rank Exclude:

*Start Date: 06/27/2006
No Show:
End Date:
End Action:
*Service Type: P: Primary

*Start Status: 00: Last year, public school, same district
End Status:
Start Comments:
End Comments:

Overview

This lesson will introduce you to the process of adding staff members to your Campus database. For more information about the types of data tracked in Census and the theory behind the tool, consult the Census Module Overview.

Objectives

At the conclusion of this lesson, you should be able to:

- Add people using Census>Add Person.
- Create a district assignment.
- Know and describe the functions of the checkboxes on a district assignment.
- Enter pertinent data for state and NCLB reporting of your staff.

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

First Name

Middle Name

Birth Date

Gender

Details	Johnson, Danial	M
	PersonID: 46270	
Details	Johnson, Delphine	F
	PersonID: 46271	
Details	Johnson, Jacqueline	1759 F 09/22/2001
	PersonID: 46272	
Details	Johnson, Todd	1760 M 10/01/2000
	PersonID: 46273	
Details	Johnson, Alex	M 04/03/1996
	PersonID: 3022	
Details	Johnson, Ashley K	618953 F
	PersonID: 1143	
Details	Johnson, Brett	620327 M
	PersonID: 1316	

Adding a Person (Census > Add Person)

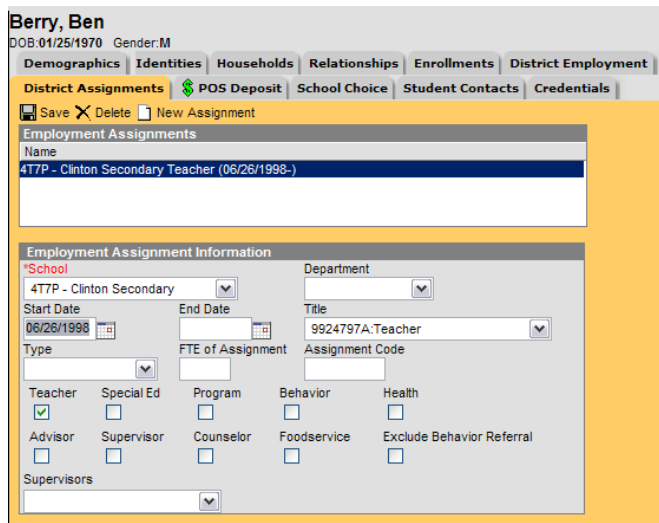
1. From the Index outline, select Census>Add Person
2. Enter the required search information to check if this person already exists in Campus.
3. Click Search. Search results will display in the white box to the right of your search criteria. Use the information on screen such as their birth date to determine if one of the results is the staff member you are attempting to add. If yes, select that person and proceed to step 8.
4. If no matching person is found in the white box, click the Create New Person button. Enter the person information for the individual. All fields marked in red with an asterisk are required. Enter additional data according to your district's policy and procedure.
5. Enter a staff number for this person if you have it.
6. When finished, click Save.
7. Select the person from the white box.
8. On the demographics tab for the new person, enter any additional data such as contact information for the staff member.
9. When finished, click Save.

The **District Assignment** tab records all buildings that a teacher or staff member has worked at in the district. In addition to recording their work site history, the District Assignment tab has implications for the functionality of the product and where that person can be selected in various sections of the product.

Creating a District Assignment (Census>Person>District Assignments)

1. Search for the person using search all people if the individual's census file is not on your screen.
2. Select the District Assignments tab.
3. Select New Assignment.
4. Select the school the staff member will be working at.
5. Enter a start date.
6. Choose additional information from the drop down lists as needed.
7. Select the check boxes that will determine how this person should be used in Campus.
 - Teacher allows the person to be assigned to teach a section and gives access to that section's grade book and roster.
 - Special Ed makes the name appear in the Special Ed Staff drop down list when creating a team for a student.
 - Behavior will place the person's name in the drop down list as an individual who deals with student behavior issues.
 - Health will place the person's name in the drop down for treating student health issues.
 - Advisor makes the name appear in the advisor drop down list when creating a Special Education or PLP team for a student.
 - Supervisor will add the individual to the supervisor drop down list found on the District Assignments tab.
 - Counselor will place the staff member's name in the counselor list to be assigned to students.
 - Exclude Behavior Referral will remove the individual from the referring staff list on any student behaviors. They will not be able to be listed as the referring staff.

When finished, click save.



Berry, Ben
DOB: 01/25/1970 Gender: M

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

District Assignments | POS Deposit | School Choice | Student Contacts | Credentials

Save X Delete New Assignment

Employment Assignments

Name
4T7P - Clinton Secondary Teacher (06/26/1998-)

Employment Assignment Information

School: 4T7P - Clinton Secondary Department: [Dropdown]

Start Date: 06/26/1998 End Date: [Dropdown] Title: 9924797A:Teacher

Type: [Dropdown] FTE of Assignment: [Dropdown] Assignment Code: [Dropdown]

Teacher
 Special Ed
 Program
 Behavior
 Health
 Advisor
 Supervisor
 Counselor
 Foodservice
 Exclude Behavior Referral

Supervisors: [Dropdown]

Staff Information	
Start Date 06/26/1998	End Date
Teaching Start Year	Teaching Years Modifier 0
License Number 001026	FTE Percent 0
Seniority	Education Level

Recording District Employment Data (Census>Person>District Employment)

Click the Census>Person>District Employment tab.

Enter additional data and information on the District Employment tab.

- The Start and End Dates record when the person began and ended their time working with the school district.
- The Teaching Years Modifier is used to add additional years to the experience level of the teachers in data analysis. This number may be the same as the years of experience the teacher is credited on the salary scale, or in some cases be different.

Demographics	Identities	Households	Relationships	Enrollments	District Employment
District Assignments		Credentials	POS Deposit	School Choice	
Save X Delete New Credential					
Employment Credentials					
Name					
Employment Credential Information					
Teaching Area					
Credential Type					
Credit Hours					
Credential Number					
Date Of Credential Earned					

Recording NCLB Credentials (Census>Person>Credentials)

The Credentials tab records the licensure or certification details for a staff member and the type of credentials they have received. Consult the help tab for further documentation on credentials.

