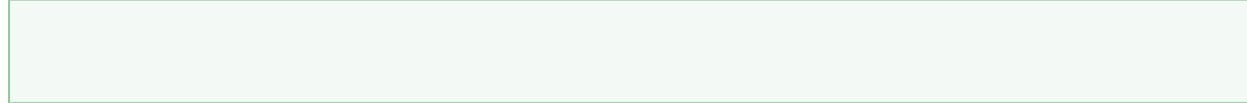


# Student Demographics (Portal)

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**PATH:** *Campus Portal > Student Selection > Student Demographics*

The Demographics tab lists the information the school district currently has for the selected student. If the district allows parents/guardians to request changes to student data, modifications can be made to personal information and non-household contact information.

Non-household contacts are those people who may be related to the student or people who should be contacted in case of emergency for that student but do not live in a household with that student.

The screenshot shows the Infinite Campus portal interface for a student named Catherine. The top navigation bar includes the user name 'Catherine', a 'SELECT A STUDENT' dropdown, a 'Welcome Judy' message, and a 'Sign Out' button. The left sidebar contains a menu with options like 'Lianna', 'Calendar', 'Attendance', 'Behavior', 'Assessment', 'Reports', 'Demographics', 'Family', 'Messages', 'Household Information', 'Family Members', and 'Calendar'. The main content area is titled 'Demographics' and features three sections: 'Catherine Student' (Personal Information), 'Non-Household Contacts' (Dr. Joseph), and 'Donna'. Each section displays contact details and includes 'Update' and 'Remove' buttons.

Catherine Student			
Personal Information			
Legal Name:	Catherine Student	Date of Birth:	08/27/2005
Gender:	F	Hispanic/Latino:	
Social Security:		Race(s):	
<a href="#">Update</a>			

Non-Household Contacts			
Dr. Joseph			
Work Phone :	(123)456-7890	Relationship with Catherine:	Dentist
Cell Phone :		Guardian:	No
Other Phone :		Contact Order:	
Email :			
<a href="#">Update</a>		<a href="#">Remove</a>	

Donna			
Work Phone :		Relationship with Catherine:	Grandparent - Grandchild
Cell Phone :	(123)567-8901	Guardian:	No
Other Phone :	(123)678-9012	Contact Order:	
Email :			
<a href="#">Update</a>		<a href="#">Remove</a>	

Peter			
Work Phone :	(555)311-3957	Relationship with Lianna:	Grandparent - Grandchild

Image 1: Student Demographics

## Updating Student Personal Information

1. Select the **Update** button on the **Personal Information** section. An **Update Demographics** window will appear.
2. Enter the modified information. The **First Name**, **Last Name**, **Gender** and **Date of Birth** fields must be populated. Only alphabetic letters, numbers, periods, hyphens and apostrophes are allowed in the name fields.
3. Select the appropriate answer for **Is the individual Hispanic/Latino?** This selection may be required.
4. Mark the appropriate **Race** option for the student. This selection may be required.
5. Enter any **Comments** related to this change. These comments are seen by the staff person processing the request.
6. Click the **Send Update** button. An indication the message has been sent will appear.
7. Click the **OK** button and return to the Demographics page.

The screenshot shows the 'Update Demographics' window for Christina Student. The window contains the following fields and options:

- \* Denotes Required Field**
- \* First Name:** Christina
- \* Last Name:** Student
- Middle Name:** (empty)
- Suffix:** (dropdown menu)
- \* Gender:** Female
- \* Date of Birth:** 11/03/1995
- Social Security Number:** (three empty boxes)
- \* Is the individual Hispanic/Latino?** N: No
- \* Race(s):**
  - American Indian or Alaska Native
  - Asian
  - Black or African American
  - Native Hawaiian or Other Pacific Islander
  - White
- Comments:** (text area)
- Buttons:** Send Update, Cancel

Image 2: Update Personal Information View

## Updating Non-Household Contacts

1. Select the **Update** button underneath the contact to be edited. An **Update Contact** window will appear
2. Enter the modified information. The **First Name**, **Last Name**, **Gender** and **Relationship between the person and the Student** fields must be populated. A warning message displays when the name field contains a non-alphabetic character.
3. Enter any **Comments** related to the updates to the Contact. These comments are seen by the staff person processing the request.
4. Click the **Send Update** button. An indication the message has been sent will appear.
5. Click the **OK** button and return to the Demographics page.

The screenshot shows the 'Update Contact for Christina Student' dialog box. The background shows the 'Demographics' page for Christina Student, with a sidebar on the left and a top navigation bar. The dialog box is titled 'Update Contact for Christina Student' and contains the following fields:

- \* Denotes Required Field**
- \* First Name:** Jee
- \* Last Name:** Contact
- Middle Name:** (empty)
- Suffix:** (dropdown menu)
- \* Gender:** Male
- Email Address:** (empty)
- Cell Phone :** (555) 555 - 8989
- Work Phone :** ( ) ( ) ( ) - ( ) x ( )
- Other Phone :** (555) 555 - 4494
- Contact Order:** (dropdown menu)
- \* Relationship between Jee and Christina :** Friend - Friend
- Is Jee a Legal Guardian to Christina?** No
- Comments:** (text area)

At the bottom of the dialog box are two buttons: **Send Update** and **Cancel**.

Image 3: Update Non-Household Contact Information

## Adding a New Non-Household Contact

1. Select the **Add Contact** button on the **Non-Household Contacts** section. An **Add Contact** window will appear.
2. Enter the new contact information. The **First Name**, **Last Name**, **Gender**, **Date of Birth** and **Relationship between this person and the Student** fields must be populated. A warning message displays when the name field contains a non-alphabetic character.
3. Enter any **Comments** related to the updates to the new Contact. These comments are seen by the staff person processing the request.
4. Click the **Send Update** button. An indication the message has been sent will appear.
5. Click the **OK** button to return to the **Demographics** page.

The screenshot shows a web interface for adding a new non-household contact for a student named Christina. A modal window titled "Add Contact for Christina Student" is open over the "Non-Household Contacts" section. The form contains the following fields and options:

- \* Denotes Required Field**
- \* First Name:** Julie
- \* Last Name:** James
- Middle Name:** (empty)
- Suffix:** (dropdown menu)
- \* Gender:** Female (dropdown menu)
- Email Address:** (empty)
- Cell Phone:** (612) 555-1212 x (empty)
- Work Phone:** ( ) ( ) - ( ) x (empty)
- Other Phone:** ( ) ( ) - ( ) x (empty)
- Contact Order:** (dropdown menu)
- \* Relationship between this person and Christina:** Family Member - Family Member (dropdown menu)
- Is this person a Legal Guardian to Christina?** No (dropdown menu)
- Comments:** (text area)

At the bottom of the modal, there are two buttons: "Send Update" and "Cancel".

Image 4: New Non-Household Contact Information

## Removing Non-Household Contacts

1. Locate the non-household contact to remove from the student's list of contacts.
2. Click the **Remove** button. A **Remove Contact information** box appears.
3. Enter the reason for the contact removal in the **Comments** box.
4. Click the **Send Update** button. An indication that the request was sent will appear.

The request will be submitted to the school for processing.

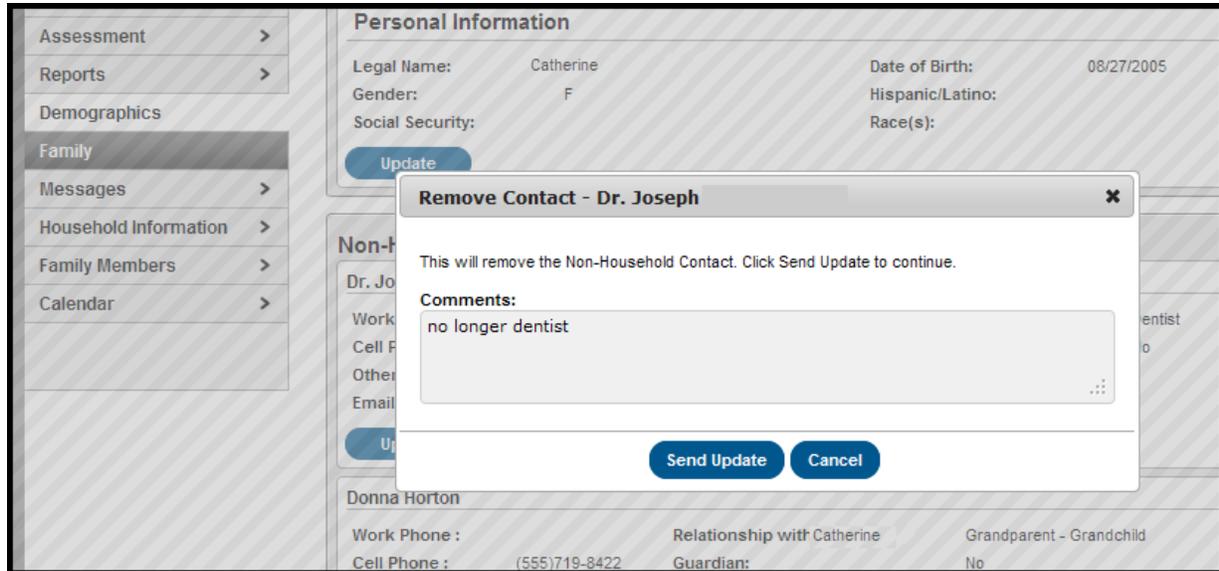


Image 5: Remove Non-Household Contacts

When the school processes the request and it is approved, the user will receive a message indicating the request was approved and the contact will be removed. However, if the school processes the request on the same day it was submitted, because the Portal uses inclusive dates, the removed contact may still appear for a period of time through the end of the day (midnight of the day the request was approved).