

Infinite Campus

Census Errors Report

- Duplicate Persons..... 2
- Duplicate Contact Emails 3
- Emergency Contacts with No Contact Information 4
- Persons with Bad Characters in their Name..... 5
- Students Without Guardians 6
- Guardians with no Primary Email 7
- Guardians Without a User Account 8
- Students with More than 3 Guardians..... 9
- Guardians with no Portal Account 10
- Duplicate Guardian Cell Phones..... 11
- Guardian Wrong Emergency # 12
- Names In All Caps..... 13

Duplicate Persons

Report Logic:

The report gathers certain demographic information for all students and guardians in the database. It returns a list of students and student contacts for those students based on the report year and calendar filter. Please note that a null value is a value for comparison purposes. For instance, a record with without a middle name will not match a record with a middle name. It compares the student data in these combinations of fields:

- First Name, Middle Name, Last Name, Email, Student Number
- First Name, Middle Name, Last Name, Cell Phone, Student Number
- First Name, Last Name, Email, Student Number
- First Name, Last Name, Cell Phone, Student Number

If the report returns no records, it means there are no duplicate people records for the calendars/years selected. Also, the same person can be returned multiple times, once for each combination of demographic elements that are a match.

Report Headers:

Calendar	Calendar related to matched record
personID1	First person in match
personID2	Second person in match
Matched On	See matches above
First Name	Duplicate person's first name
Middle Name	Duplicate person's middle name
Last Name	Duplicate person's last name
Email or Phone	Email or Cell number used in the match
Student Number	If the records is a student record, the student ID will appear here

Report Sample:

Census Errors Report

Duplicate Persons

Calendar	personID1	personID2	Matched On	First Name	Middle Name	Last Name	Email or Phone	Student Number
24-25 Kapalama ES Summer	[REDACTED]	[REDACTED]	fn, ln, cell, stdid	[REDACTED]		[REDACTED]	[REDACTED]	
24-25 Kapalama ES Summer	[REDACTED]	[REDACTED]	fn, mn, ln, cell, stdid	[REDACTED]		[REDACTED]	[REDACTED]	
24-25 Kapalama ES Summer	[REDACTED]	[REDACTED]	fn, mn, ln, email, stdid	[REDACTED]		[REDACTED]	[REDACTED]ail.com	
24-25 Kapalama ES Summer	[REDACTED]	[REDACTED]	fn,ln, email, stdid	[REDACTED]		[REDACTED]	[REDACTED]ail.com	

Duplicate Contact Emails

Report Logic:

This report compares emails for all active student contacts to ensure that they are unique. Since portal account creation is dependent upon the contacts personal email, it is important that each parent reference a unique personal email address.

Report Headers:

Calendar	Calendar related to matched record
Student ID	Enrolled student related to contact
personID	Contact's personID
Matched On	See matches above
Contact First Name	Contact's first name
Contact Last Name	Contact's last name
Email	Personal email shared with another contact
Relationship	Contact relationship to the student
Relation Start	Start of relationship
Relation End	End of relationship

Report Sample:

Duplicate Contact Emails

Calendar	Student ID	personID	Contact First Name	Contact Last Name	Email	Relationship	Relation Start	Relation End
24-25 Kapalama HS	1158651	46171	Shelley	Ah Nee	ahneehana@gmail.com	Mother	06/05/2024	
24-25 Kapalama HS	1158651	70618	Joshua	Ah Nee	ahneehana@gmail.com	Emergency Contact and Authorized Pickup	06/05/2024	
24-25 Kapalama HS	1158651	70619	Jolee	Ah Nee	ahneehana@gmail.com	Emergency Contact and Authorized Pickup	06/05/2024	

Emergency Contacts with No Contact Information

Report Logic:

This will list all student emergency contacts where there is no emergency phone or email address. Emergency contacts must have contact information in order to be valid.

Report Headers:

Calendar	Calendar related to matched record
Student ID	Enrolled student related to contact
Emerge personID	Emergency Contact's personID
Emerg Seq #	Emergency contact priority
Contact Name	Contacts first and last name
Relationship	Contact relationship to the student
Email	This will always show blank since they have none
Home Phone	This will always show blank since they have none
Cell Phone	This will always show blank since they have none

Report Sample:

Emergency Contacts with No Contact Information								
Calendar	Student Number	Emerge personID	Emerg Seq #	Contact Name	Relationship	Email	Home Phone	Cell Phone
10-11 Hawaii ES	[REDACTED]	[REDACTED]	4	[REDACTED]	Emergency Contact and Authorized Pickup			
11-11 Hawaii SS	[REDACTED]	[REDACTED]	3	[REDACTED]	Emergency Contact Brother			
11-11 Hawaii SS	[REDACTED]	[REDACTED]	4	[REDACTED]	Emergency Contact and			

Persons with Bad Characters in their Name

Report Logic:

In order for each person to have a valid record and to ensure that the data is in the correct fields, this report is used to find bad characters in the person name fields. Most often the errors will be where parents have attempted to merge their two records into one by using “&” in the first name field. Another issue this will pick up are any last name suffixes (Jr, Sr, II...) in the last name field instead of the suffix field.

Report Headers:

Calendar	Calendar related to matched record
Student Number	Enrolled student related to contact
personID	PersonID with the bad data
Relationship to Student	Person's relationship to the student
First Name	Contact's first
Middle Name	Contact's middle name
Last Name	Contact's last name

Report Sample:

Persons with Bad Characters in their Name

Calendar	Student Number	personID	Relationship to Student	First Name	Middle Name	Last Name
24-25 Kapalama HS			Emergency Contact and Authorized Pickup	&		
24-25 Kapalama HS			Emergency Contact and Authorized Pickup	&		
24-25 Kapalama HS			Emergency Contact and Authorized Pickup	&		

Students Without Guardians

Report Logic:

All active students must have guardian information in the system. This report shows students who have no guardian information.

Report Headers:

Calendar	Calendar related to matched record
Student Number	Enrolled student
Student	Student's full name
Grade	Student Grade Level

Report Sample:

Students Without Guardians

Calendar	Student Number	Student	Grade
24-25 PS Kalihi-Palama	[REDACTED]	[REDACTED]	P3
24-25 PS Kalamaula	[REDACTED]	[REDACTED]	P4

Guardians with no Primary Email

Report Logic:

Student guardians must have a personal email address in order to receive a portal account and for communication purposes.

Report Headers:

Calendar	Calendar related to matched record
Student ID	Enrolled student related to the Guardian
First Name	Student's first name
Last Name	Students's last name
Relationship	Guardian's relationship to student
Guardian PersonID	PersonID for the guardian
Guardian First Name	Guardian first name
Guardian Last Name	Guardian last name
Email	Will always be blank. Shows there is not email.
Secondary Email	Will always be blank. Shows there is no secondary email

Report Sample:

Guardians with no Primary Email

Calendar	Student ID	First Name	Last Name	Relationship	Guardian Person ID	Guardian First Name	Guardian Last Name	Email	Secondary Email
24-25 Kapalama HS	[REDACTED]	[REDACTED]	[REDACTED]	Father	[REDACTED]	[REDACTED]	[REDACTED]		
24-25 Kapalama HS	[REDACTED]	[REDACTED]	[REDACTED]	PowerOfAttorney	[REDACTED]	[REDACTED]	[REDACTED]		
24-25 Kapalama HS	[REDACTED]	[REDACTED]	[REDACTED]	Father	[REDACTED]	[REDACTED]	[REDACTED]		

Guardians Without a User Account

Report Logic:

Validated guardians require a user account to log in to the parent portal. This report will list guardians who do not have an active user account.

Report Headers:

Calendar	Calendar related to matched record
Student ID	Enrolled student related to the Guardian
Relationship	Guardian's relationship to student
Guardian PersonID	PersonID for the guardian
Guardian First Name	Guardian first name
Guardian Last Name	Guardian last name
Guardian Email	Guardian's email address. Normally used to create the user account

Report Sample:

Guardians Without a User Account

Calendar	Student ID	Relationship	Guardian Person ID	Guardian First Name	Guardian Last Name	Guardian Email
24-25 Kapalama HS	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]m
24-25 Kapalama HS	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]m
24-25 Kapalama HS	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

Students with More than 3 Guardians

Report Logic:

This report creates a count of how many individual records are marked as guardians for a student. Often, students with more than 3 guardians will be an indicator of duplicate guardian records on a student's relationship page. The student's guardian will have two accounts in IC and appear in more than one household on a student's relationship page.

Report Headers:

Calendar	Calendar related to matched record
Student ID	Enrolled student related to the Guardian
Relationship	Guardian's relationship to student
Guardian PersonID	PersonID for the guardian
Guardian Order	Guardian calculated order based on Emergency # and personID
Emerg #	Guardian Emergency number in IC
Guardian First Name	Guardian first name
Guardian Last Name	Guardian last name

Report Sample:

Students with More than 3 Guardians

Calendar	Student ID	Relationship	Guardian Person ID	Guardian Order	Emerg #	Guardian First Name	Guardian Last Name
20-21 Kapalama SS	██████	Father	██████	4	4	██████	██████████
21-21 Kapalama SS	██████	Father	██████	4	4	██████	██████████

Guardians with no Portal Account

Report Logic:

Guardians need to have the portal checkbox checked on their relationship tab with the student in order to access the student portal.

Report Headers:

Calendar	Calendar related to matched record
Student First Name	First name of student with guardian missing portal checkbox
Student Last Name	Last name of student with guardian missing portal checkbox
Student ID	Enrolled student related to the Guardian
Guardian PersonID	PersonID for the guardian
Relationship	Guardian's relationship to student
Guardian First Name	First name of guardian missing portal checkbox
Guardian Last Name	Last name of guardian missing portal checkbox
Guardian Email	Guardian email

Report Sample:

Guardians with no Portal Account

Calendar	Student First Name	Student Last Name	Student ID	Guardian Person ID	Relationship	Guardian First Name	Guardian Last Name	Guardian Email
23-24 Maui LD Summer	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Mother	[REDACTED]	[REDACTED]	[REDACTED]
23-24 Maui LD Summer	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Father	[REDACTED]	[REDACTED]	[REDACTED]
24-25 Hawaii HS Summer	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Father, step	[REDACTED]	[REDACTED]	[REDACTED]

Duplicate Guardian Cell Phones

Report Logic:

Guardian cell phones, like emails, must be unique for every person in the database. This report will show guardians who's records indicate identical cell phone numbers.

Report Headers:

Calendar	Calendar related to matched record
Student ID	Enrolled student related to the Guardian
Student First Name	First name of student related to guardian
Student Last Name	Last name of student related to guardian
Guardian PersonID	PersonID for the guardian
Relationship	Guardian's relationship to student
Guardian First Name	First name of guardian missing portal checkbox
Guardian Last Name	Last name of guardian missing portal checkbox
Guardian Cell Phone	Guardian cell phone
Guardian PersonID2	PersonID for the second guardian with matching cell phone
Relationship2	Relationship for the second guardian with matching cell phone
Guardian First Name2	First name for the second guardian with matching cell phone
Guardian Last Name2	Last name for the second guardian with matching cell phone
Guardian Cell Phone2	Cell phone for the second guardian with matching cell phone

Report Sample:

Duplicate Guardian Cell Phones

Calendar	Student ID	Student First Name	Student Last Name	Guardian Person ID	Relationship	Guardian First Name	Guardian Last Name	Guardian Cell Phone	Guardian personID2	Relationship2	Guardian First Name 2	Guardian Last Name 2	Guardian Cell Phone 2
24-25 Kapalama HS					Mother					Father			
24-25 Kapalama HS					Father					Mother			

Guardian Wrong Emergency

Report Logic:

Guardians must be marked as the first emergency contact numbers on a student's relationship page. These values are often edited by parents and this can cause issues with forms, etc. This report calculates the correct guardian emergency # and compares it to current.

Report Headers:

Calendar	Calendar related to matched record
Student ID	Enrolled student related to the Guardian
Student First Name	First name of student related to guardian
Student Last Name	Last name of student related to guardian
Guardian PersonID	PersonID for the guardian
Guardian True Order	Order the guardian should have on the Relationship tab
Current Emerg #	Order currently on the guardian's Relationship tab
Relationship	Guardian's relationship to student
Guardian First Name	First name of guardian missing portal checkbox
Guardian Last Name	Last name of guardian missing portal checkbox

Report Sample:

Guardian Wrong Emergency

Calendar	Student ID	Student First Name	Student Last Name	Guardian Person ID	Guardian True Order	Current Emerg #	Relationship	Guardian First Name	Guardian Last Name
24-25 Kapalama HS	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]		1	2 Mother	[REDACTED]	[REDACTED]
24-25 Kapalama HS	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]		1	2 Mother	[REDACTED]	[REDACTED]

Names In All Caps

Report Logic:

This report looks through all person names to find those in all CAPS. This happens most for guardian/contact names.

Report Headers:

Calendar	Calendar related to matched record
Student ID	Enrolled student related to the Guardian
Student First Name	First name of student related to guardian
Student Last Name	Last name of student related to guardian
Guardian PersonID	PersonID for the guardian
Relationship	Guardian's relationship to student
Guardian First Name	First name of guardian
Guardian Last Name	Last name of guardian

Report Sample:

Names In All Caps

Calendar	Student ID	Student First Name	Student Last Name	Guardian Person ID	Relationship	Guardian First Name	Guardian Last Name
24-25 Kapalama HS	██████0	██████Lynn	M██████	██████	Father	██████CK	MAHA██████