

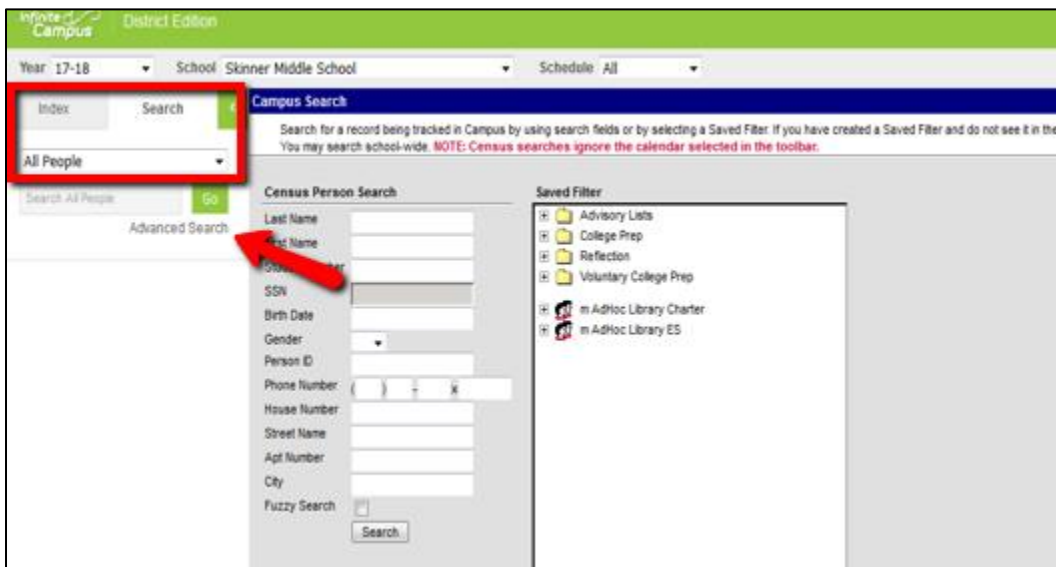
Finding a Guardian Person ID in IC

The Person ID is a unique number in IC tied to a specific person. No one person has the same Person ID; therefore, the Person ID can be extremely useful to identify an individual when more than one person shares a similar name.

Although there are many ways to find this Person ID number in IC, in this example we will use the **Advanced Search** option. We recommend finding a guardian's Person ID through his/her student. Searching by guardian name is another option, but routing through the student's profile ensures that you will end up with the correct guardian information.

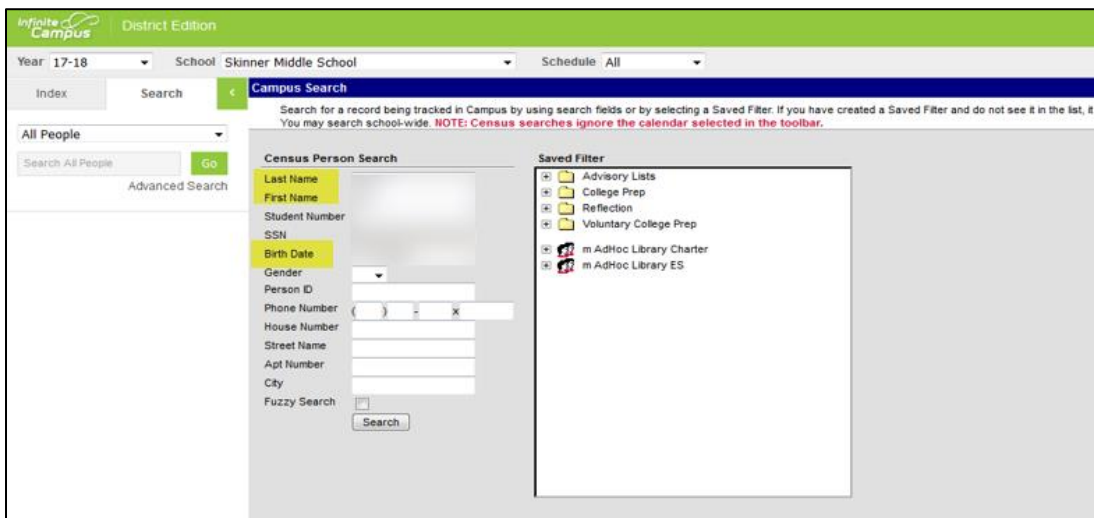
Follow these steps to find the Person ID for a guardian of a student that already exists in IC:

1. In IC, click on the **Search** tab, select **All People** from the drop down menu, then click **Advanced Search**.



The screenshot shows the Infinite Campus search interface. At the top, there are filters for Year (17-18), School (Skinner Middle School), and Schedule (All). Below these is a search bar with 'Index' and 'Search' buttons. A dropdown menu is open, showing 'All People' selected. To the right of the dropdown is a 'Go' button. Below the dropdown is an 'Advanced Search' button, which is highlighted with a red arrow. The main search area is titled 'Campus Search' and contains a 'Census Person Search' form with fields for Last Name, First Name, Student Number, SSN, Birth Date, Gender, Person ID, Phone Number, House Number, Street Name, Apt Number, City, and a Fuzzy Search checkbox. To the right of the search form is a 'Saved Filter' section with a list of filters including Advisory Lists, College Prep, Reflection, Voluntary College Prep, m AdHoc Library Charter, and m AdHoc Library ES.

2. Enter the student information on the right hand side (ID number, birth date, last name, and/or other unique attributes of the student) then click **Search**.



The screenshot shows the Infinite Campus search interface with the 'Census Person Search' form filled out. The fields are: Last Name, First Name, Student Number, SSN, Birth Date, Gender, Person ID, Phone Number, House Number, Street Name, Apt Number, City, and a Fuzzy Search checkbox. The 'Search' button is visible at the bottom of the form. The 'Saved Filter' section on the right is also visible, showing the same list of filters as in the previous screenshot.

- After pulling up the correct student, click on the **Relationships** tab.

, Mercy A
Grade: 10 # DOB: Gender: F

Demographics Identities Households **Relationships** Enrollments District Employment

Save Delete Person Summary Report Demographics Data

Person Information
PersonID: 819753
*Last Name: *First Name: Middle Name: Alexandra Suffix:
*Gender: Female *Birth Date (Age: 15): Soc Sec Number: NO ACCESS
Race/Ethnicity (Edit):
State Race/Ethnicity: 04:Hispanic
Federal Designation: 1:Hispanic/Latino
Race(s): White
Hispanic/Latino: Y:Yes
Race/Ethnicity Determination:
Birth Country: 00A: USA
Date Entered US: Date Entered US School:

- Click on the listed guardian, then go to the guardian's **Demographics** tab.

, Mercy A
Grade: 10 # DOB: Gender: F

Demographics Identities Households **Relationships** Enrollments District Employment District Assignments

Save New Non-Household Relationship

Relationships within the **Primary Household Relationships

Name	Gender	Relationship	Start Date	End Date	Emergency	Priority	Guardian	Mailing	Portal	Messenger	Private
, Elena	F	Mother	11/28/2011		1		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
, Cynthia J	F	Sibling	05/07/2012		3		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

- In the **Demographics** section, you will find the **Person ID** listed under the **Personal information** section directly above the parents first and last name.

, Elena
Gender: F

Demographics Identities Households Relationships Enrollments District Employment District Assignments

Save Delete Person Summary Report Demographics Data

Person Information
PersonID: 819758
Last Name: First Name: Elena Middle Name: Suffix:
*Gender: Female Birth Date: Soc Sec Number: NO ACCESS
Race/Ethnicity (Edit):
State Race/Ethnicity: 05:White, not Hispanic
Federal Designation: No Data
Race(s):
Hispanic/Latino: No Data
Race/Ethnicity Determination:
No Image Available