

Basic Student Demographics

Much of the commonly accessed demographic information about a student is entered and maintained in a set of related Student Demographic screens called the **Student Demographic Loop**.

Updating the Basic Student Demographics screen

Navigation: eSIS Main Start Screen > Common View > Basic **or** Basic Quick Access Button

1. From the **Student** section, verify or update the following fields:
 - **Gender**
 - **Legal Last Name**, Legal First Name, Usual Last Name.
 - **Birth Date**.
 - **Proof of Age**
2. Verify or update the **Ethnicity/Race** field.

CAUTION: It is important to identify the student's Ethnicity and document both Ethnicity and Race using the **Adhoc Field** button after the record is saved.

3. From the **Reason** drop-down list, click the applicable admission reason code.
4. Verify or update the **Date** field.
5. Click the ellipsis to the right of the **Grade** field.
 - a. From the **Grades** dialog box, click the appropriate grade.
 - b. Click **Ok**.
6. From the **Status** drop-down, click the applicable member status code.
7. From the **Property Address** section, update the following fields:
 - a. Type the house number and the street name in the **Street** field.
 - b. Click the ellipsis to the right of the **City/Munic** field, click the applicable city.
 - c. Click **Ok**.
 - d. Type the zip code into the **Zip Code** field.
8. Verify if the **Mailing Address** is the same as the **Property Address**.
 - a. Click the **Same as Property Address** checkbox.

Note: If the address is not the same, type the complete address into the field. Format the address as it would appear on the mailing label.

9. Click **Save**.

Verifying Ethnicity and Race

1. Click the **Adhoc Field** button.
2. Verify:
 - the **All** radio button is selected
 - **Sub Category** is **Ethnicity**
 - **Category** is **Student**
 - **Situation** is the student in question
3. Click the **Change** button.
4. From the Data Entry screen, click the **Value** drop-down, make the appropriate selection.
5. Click **Save** to return to the **Enter Adhoc Fields** screen.
6. From the **Sub Category** field, arrow to **Race**.
7. Highlight the applicable row, click the **Change** button.
8. From the **Data Entry** screen, click the **Value** check box.
9. Click **Save**.
10. Repeat steps 7 - 9 for each applicable **Race**.

This document is the property of the NC DPI and may not be copied in whole or in part without the express written permission of the NC DPI.