

Tracking Student Demographics

Once logged into **OptionC** please go to **Administration > Directories > Students**



You will now see the list of **Active Students**.

From the **Navigate to Drop Down** Select **Demographics**

Student List

CURRENT STUDENTS | [Disabled Users](#) | [Alumni](#) | [Staff](#) | [Relatives](#)

[+ New Student](#)

Last Name Filter: [A](#) | [B](#) | [C](#) | [D](#) | [E](#) | [F](#) | [G](#) | [H](#) | [I](#) | [J](#) | [K](#) | [L](#) | [M](#) | [N](#) | [O](#) | [P](#) | [Q](#) | [R](#) | [S](#) | [T](#) | [U](#) | [V](#) | [W](#) | [X](#) | [Y](#) | [Z](#) | [All](#)

Grade Level Filter: [Pre-3](#) | [1](#) | [2](#) | [3](#) | [4](#) | [5](#) | [6](#) | [7](#) | [8](#) | [9](#) | [ALL](#)

	◆ Name	Navigate to...	Telephone	◆ Grade [section]	◆ Homeroom (teacher)
X	1.	<input type="text"/>	(555) 156-4256	Sixth	
X	2.	Profile: Profile	(555) 156-4256	Sixth	
X	3.	Demographics Discipline Government Programs Sacraments Security Profile Emergency Contacts	(414) 555-1214	Seventh	

Powered By:
Option

The **First Section** you will see is **Ethnicity**. There are **Two Required Fields: Hispanic & Ethnicity**

- From the **Drop Down** Select **“Yes”** or **“No”** if Student is of **Hispanic Ethnicity**
- From the **Drop Down** Select you **must** select a **Primary Ethnicity** for **NCEA & Federal Reporting**. You will then have the option to **Select up 4 Additional Ethnicities** for each Student.

Demographics

Navigate to:

Ethnicity

Hispanic? * * indicates a required field

Ethnicity * * Indicates NCEA Approved Value

Ethnicity 2

Ethnicity 3

Ethnicity 4

Ethnicity 5

From the **Drop Down** Select **“Yes”** or **“No”** if Student is of **Hispanic Ethnicity**

From the **Drop Down** Select you **must** select a **Primary Ethnicity** for **NCEA & Federal Reporting**. You will then have the option to **Select up 4 Additional Ethnicities** for each Student

Section 2. Birth Information.

From the **Drop Down** select the **Country of Birth** i.e. **United States, Mexico, China** etc . Enter the **Students Birth State** and **Birth City**.

****Please Note**** If an **Country** is Selected **Outside** of the **United States** you will be prompted to **Enter** the **Student’s Immigration Information**.

Birth Information

Birth Country

Birth State

Birth City

Immigration Information

Immigrant?

Date of US Entry

Date of First Day in US Schools

From the **Drop Down** select the **Country of Birth** i.e. **United States, Mexico, China** etc .

Enter the **Students Birth State** and **Birth City**

****Please Note**** If an **Country** is Selected **Outside** of the **United States** you will be prompted to **Enter** the **Student’s Immigration Information**

Section 3: Home Languages

You may Enter up to **3 Languages** for Each Student. ****Please Note**** Once a Language is Selected it will be Removed from the Drop Down for the Secondary and Third Language to Prevent Duplication.

Home Languages

Primary Language *	English
Second Language	Spanish
Third Language	Chinese

****Please Note**** Once a Language is Selected it will be Removed from the Drop Down for the Secondary and Third Language to Prevent Duplication

Be sure to Select to **Save** to **Save** your Changes.

Save Cancel

Be sure to Select to **Save** to **Save** your Changes