

How to Print a Birthday List by the Month

Launch Infinite Campus.

Expand Census > Reports

If you do not select “Birthday and Gender Information Only”, you will receive parent and mailing information.

Select the month at the bottom. (For example, 12 is for December birthdates.)

OR

Select a Start and End Date for today’s date for today’s birthday list.

The screenshot shows the Infinite Campus web interface for generating a 'Census By Birthdate' report. At the top, the 'Year' is set to '08-09' and the 'School' is 'EARLINGTON ELEMENTARY SCHOOL'. The left sidebar shows a navigation tree with 'Census' expanded and 'Reports' selected. Under 'Reports', 'Census by Birth Date' is highlighted with a red box. The main content area has a title 'Census By Birthdate' and a description: 'Find all students entered in Campus Census with a birthdate in the range specified from, all birthdates after this date will be reported up to the end date. If the end date is not specified, and only students with birthday's in the selected month who have active enrollment are reported.' Below this, there is a checkbox for 'Birthday and Gender Information Only' which is checked. There are two date input fields: '*Start Date' and 'End Date', both with calendar icons. Below these is a '-OR-' separator. The next section has the text 'Select a month to print actively enrolled students' birthdays.' followed by a dropdown menu showing '12' (December), which is highlighted with a red box. Below that is an 'Effective Date:' field with a calendar icon. At the bottom, there is a 'Generate Report' button.