Student Household
AIM User Guide

This AIM User Guide provides instructions for creating households within AIM/Infinite Campus. Household data is only required for Special Education students. Households are created in AIM/Infinite Campus to link students, parents/guardians, and addresses for import into Special Education forms. Households are defined as the group of adults with which a student resides- and students may have multiple households. Households define location and relationships. Follow the steps in this guide to successfully create households.
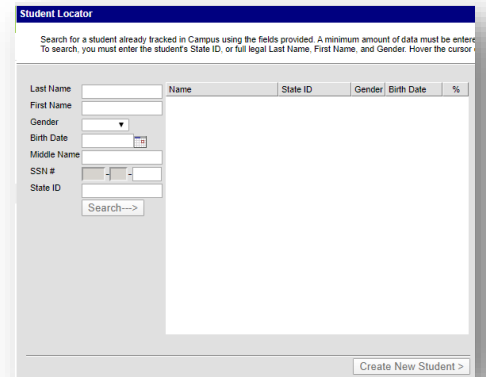
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Creating Households

STEP A – Enroll Students
PATH: INDEX > STUDENT INFORMATION > STUDENT LOCATOR

Students must be enrolled before they can be added to households. Use the **Student Locator** or the **File Upload** method to enroll the student in the correct Grade and Calendar. See the [AIM New User Guide](#) for instructions on enrolling students.
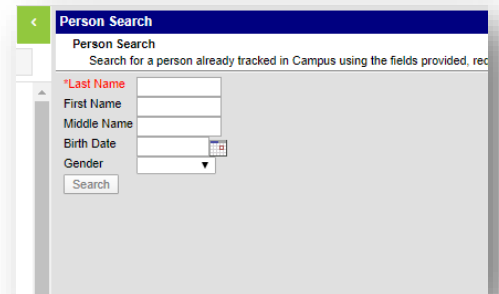
STEP B – Add Adults
PATH: INDEX > CENSUS > ADD PERSON

Use the **Add Person** tool in the **Census** module to add adults that live in the student's household(s).
1. From the **Index,** expand **Census** and click **Add Person**.
2. Enter the person's last name and click **Search**.
   a. If the person does not appear on the screen details, click **Create New Person** at the lower right-hand corner of the screen.
3. Enter **Last Name, First Name and Gender**.
4. Click **Save.**
5. Repeat for all adults associated with the student's household(s).
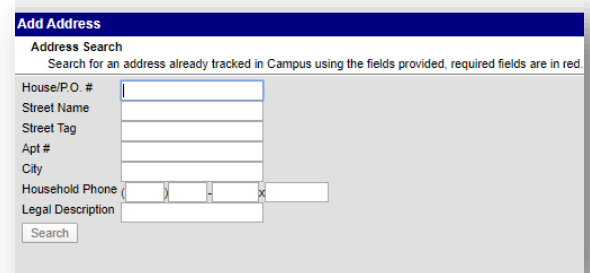   **NOTE:** Do not create students using the Add Person tool – use the Student Locator.

STEP C – Add Address
PATH: INDEX > CENSUS > ADD ADDRESS

1. From the **Census** module, select the **Add Address** option to enter the student's household address.
2. Enter only the **House/P.O. number**.
3. Click **Search.**
   a. If no match exists, click **New Address** at the lower righthand side of the screen.
4. Complete the **Address Information** fields as applicable.
5. Click **Save** at the lower righthand side of the screen. **NOTE**: For a P.O. Box, check P.O. Box, enter Number, City, State and Zip.
6. Complete the **Address Information** fields as applicable.
7. Click **Save** at the lower righthand side of the screen.

STEP E – Assemble Household
PATH: **CENSUS > Census Wizard**

Use the **Census Wizard Tool** in the Census module to assemble the household.

1. From the **Index**, expand **Census** and click **Census Wizard**.
2. Under **Person Search**, enter the student's **Last Name.**
3. Click **Search** (under **Person/ Address/Household Search**).
4. Click the student's name from the **Census Wizard Search** Results.
   a. If the parent/guardian's name(s) also appear in the Search Results, click their name(s) to add them to the household.
   b. If the parent/guardian's name(s) are different than the student, enter their last name.
5. Click **Search** and add them to the household.
6. Enter the House/P.O. Number under **Address Search.**
7. Under Person/Address/Household Search, click **Search**.
8. Click the Address from the **Census Wizard** Search Results.
9. If the student has more than one address, repeat the search and add the second address to the household.
10. Verify that the following are in the household box:
    i. **Student**
    ii. **Parent/guardian(s), and;**
    iii. **Address(es)**
11. Click **Continue-Step 2.**
12. Enter **Household Phone Number** if you have one. If not, leave blank.
    a. Enter **Start Date** for the **Address** and click **Mailing** (if applicable).
    b. The **Private** check box does not suppress the information, it serves as a notice for the district that this address is private information and should not be served.
13. For multiple addresses, click **Mailing and Secondary for a P.O. Box** and nothing for the physical address.
14. Enter **Start dates** for all **Household Members.**
    <mark>NOTE:</mark> Students may live among more than one household (parents divorced, student in foster care, etc.). These students need two households created. A slight variation occurs when the student lives with one parent, but has visitation with another parent, in another town. In the second step of the **Census Wizard**, mark the student **Secondary under Household Members** – this is the student's secondary household (this is not their primary residence).
15. Click **Save & Continue- Step 3.**

16. Find the line that says **Relationships to Student.**
17. Complete **Relationshi**p, **Start Date** and mark the boxes for **Guardian, Mailing and Portal** as appropriate.
18. Click **Save & Done**.
    > **NOTE:** Only complete this information for the student. <u>Do not</u> complete this information for adult household members.

STEP F – Contact Information (Optional)

Contact information, including phone and/or email, may be added to individual household members. This also allows the information to be included in **Special Education** forms.

1. Click the **Search** tab.
2. Select **All People.**
3. Enter the person's last name and click **Go.**
4. Click the name of the person under **Search Results.**
5. Scroll down to the **Personal Contact Information** section and enter phone number(s) and/or email.
6. Click **Save.**

STEP G – Non-Household Members (Optional)

Adults not residing in the student's household may be associated with the student. As an emergency contact, for example.

1. Click the **Search** tab.
2. Select **All People**.
3. Enter the **student's last name.**
4. Click **Go.** Click the student's name from **Search Results. (**The **Demographics tab** should be the first tab visible, if not, return to the **Index, expand Census and click People).**
5. Click the **Relationships tab.**
6. Click **New Non-Household Relationship**.
7. Enter the person's last name and click **Search.**
8. If the person already exists, click the name to add them to the household. If the person does not exist, click **Create New Person and** enter Last Name, First Name and Gender.
9. Click **Save.**

After adding the person:

1. Close the Person Search box by clicking the X in the upper corner.
2. The person should now appear in the Non-Household Relationships field if you added them appropriately.
3. Select the **Relationship** type from the drop-down box.
4. Enter **Start Date** (Check **Guardian, Mailing, and Portal**, if appropriate.)
5. Click **Save.**

Removing Household Members

Household members should never be deleted – unless they were added in error.

1. Click the **Search** tab.
2. Select **Household** from the drop-down box**.**
3. Enter the last name of the household or student. Click **Go.**
4. Click the **Members tab.**
5. Click the name of the member to remove from the household.
6. Enter an **End Date and click Save.**
7. A box will appear asking which of three options are preferred: Keep the Relationships, End the relationships with an end date, or Delete the Relationships. Select the appropriate options and click **OK.** When prompted, choose the appropriate action.

Splitting Households

If a student's household separates into two distinct households, create a new household for the *exiting* parent.

1. First, exit the leaving parent from the household following the instructions above for removing a household member.
2. The **End Date** should be at least yesterday for two separate households to appear in the Search Results.
3. When prompted to select which of the three options for removing the person, choose **Keep the relationships.**
4. Click **OK.**
5. Follow the instructions from Step B above so the student will have two separate households.

Adding a New Household Member

Scenario: Student enrolls in Kindergarten – has an older sibling in Special Education.

Process: Add student to an existing household.

1. Select the **Index** Tab.
2. Select **Census** then **Census Wizard.**
3. Under Person Search, enter the parent's last name.
4. Select the **Search** button at the bottom of the search criteria list.
5. A list of households will appear to the left under the Search Tab. Select the Household name under the search results on the left and the entire household will pop into the white box for Editing an Existing Household.

6. Enter the Last and First Name of the student you want to add to this household and again, click the **Search** button at the bottom of the list.

   NOTE: If no match is found, return to the **Student Locator** and enroll the student first. Then start back at step one above.

7. Select the student's name and the student will be listed in the Household. Select: **Continue – Step 2.**
8. Enter start date for new household member and click: **Save & Continue – Step 3.**
9. Enter the *Start Date* for the new student. (All members must have start dates.)
10. Only under the section entitled *Relationships to (New Student Name)* enter the relationships *to* that student. All other relationship boxes will auto-populate. Click *Save & Done.*

    NOTE: The screen will flash, but it will not take you out. You can click *Save & Done* as often as you like, but you will have to click out of this screen by going to another place in the product.

Changing Household Address

Scenario: Student moves over the summer.
Process: Change address in Infinite Campus.

1. Select the **Index** Tab.
2. Select **Census** then **Census Wizard.**
3. Under Person Search, enter the parent's last name.
4. Select the **Search** button at the bottom of the search criteria list.
5. Select the Household name under the search results on the left and the entire household will pop into the white box for Editing an Existing Household.
6. Enter the *House/P.O. Number* of the new address and make sure all other search criteria boxes are empty. Click the *Search* button at the bottom of the list.
   NOTE: If no match is found, return to the *Index -> Census -> Add Address* and add the new address into the system and start back at step one above.
7. Select on the correct address and it will be listed in the Household. Click *Continue – Step 2.*
8. Enter the *End* date for the old address and the *Start* date for new address, check the *Mailing* box for the new address, if appropriate, and click *Save & Continue – Step 3.*
9. No changes are necessary to the *Relationships* screen. Click *Save & Done*.
10. The screen will flash, but it will not take you out. You can click *Save & Done* as often as you like, but you will have to click out of this screen by going to another place in the product.

For more information, contact the AIM Help Desk at 1- 877-464-6681 or

Submit an AIM Help Desk Ticket