



Households are created in Infinite Campus to link students, parents/guardians and addresses for import into Special Education forms. Households are defined as the group of adults a student resides with – and students may have multiple households. Households define location and relationships. Follow the steps below to successfully create households.

Quick Reference Guide:

Creating Households

This guide will explain the basic process for creating households.

Topics covered in this Quick Reference Guide include:

- *Enrolling Students*
- *Adding Adults*
- *Adding Addresses*
- *Census Wizard*
- *Contact Information*
- *Non-Household Relationships*
- *Adding/Removing Household Members*
- *Splitting Households/Students with two Households*

Steps for Creating Households:

1. Enrolling Students

- Students must be enrolled before they can be added to households.

2. Adding Adults

- Use the Census/Add Person tool to add adults.

3. Adding Addresses

- Use the Census/Add Address tool to add addresses for households. Addresses may be mailing, physical or both.

4. Assembling Households

- The Census Wizard tool is used to combine students, adults and addresses into households.

5. Contact Information

- Contact information may be added to individual household members if the IEP team wishes to include this information in their Special Education forms.

6. Non-Household Relationships

- Adults not residing in the student's household may be associated with the student.



STEP 1 – Enrolling Students

Use the **Student Locator** or the File Upload method to enroll the student in the correct *Grade* and *Calendar*.

Aldean, Jason
Grade: 05 #2 DOB: 07/22/2001 Gender: M

Assessment | Behavior | Graduation | AdHoc Reports | Records Transfer

Summary | Enrollments | Schedule | Attendance | Programs | Grades | Transcript | Credit Summary

Print Enrollment History | New

Edit	Grade	Type	Calendar	Start Date	End Date
<input checked="" type="checkbox"/>	05	P	11-12 Cascade School 2	08/31/2011	
Start Status: 02 Continued enrollment same school, no interruption End Status:					
<input checked="" type="checkbox"/>	04	P	10-11 Cascade School 2	08/25/2010	08/02/2011
Start Status: 02 Continued enrollment same school, no interruption End Status: 100 End of year, returning to same school next year					
<input checked="" type="checkbox"/>	03	P	09-10 Cascade School	09/02/2009	06/03/2010
Start Status: 02 Continued enrollment same school, no interruption End Status: 100 End of year, returning to same school next year					
<input checked="" type="checkbox"/>	02	P	08-09 Cascade Elem School	08/21/2008	05/29/2009
Start Status: 02 Continued enrollment same school, no interruption End Status: 100 End of year, returning to same school next year					
<input checked="" type="checkbox"/>	01	P	07-08 Cascade School	08/23/2007	05/30/2008
Start Status: 02 Continued enrollment same school, no interruption End Status: 100 End of year, returning to same school next year					
<input checked="" type="checkbox"/>	KH	P	Cascade School(158)	08/24/2006	06/01/2007
Start Status: 01 First time receiving educational services End Status: 100 End of year, returning to same school next year					

Index Search Help

Person Search

Person Search
Search for a person already tracked in Campus using the fields provided, required fields are in red. Select a student from the list or click on Create New Person.

*Last Name: Aldean
First Name:
Middle Name:
Birth Date:
Gender:

Details Aldean, Jason 2 M 07/22/2001
PersonID: 838

Step 2 – Adding Adults

Use the **Add Person** tool in the **Census** module to add adults that live in the student's household(s).

From the **Index**, expand **Census** and click **Add Person**.

Enter the person's last name and click **Search**.

If the person does not already exist, click **Create New Person**.

Enter *Last Name*, *First Name* and *Gender*.

Click **Save**.

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**.

New Person
Person Creation
Fill out the form to create a new Person in Campus. Click save to create the person, afterwards, they will appear in the list below.

Person Information
*Last Name: Aldean
*First Name: Mom
Middle Name:
Suffix:
*Gender: Female
Birth Date:
Soc Sec Number:
Race/Ethnicity
Is the individual Hispanic/Latino?
Is the individual from one or more of the these races? (check all that apply)
 American Indian or Alaska Native
 Asian
 Black or African American
 Native Hawaiian or Other Pacific Islander
Save

STEP 3 – Add Address

Use the **Add Address** tool in the **Census** module to add an address for the student's household.

From the **Index**, expand **Census** and click **Add Address**.

Enter only the *House/P.O.* number. Click **Search**.

If no match exists, click **Add New Address**.

Index Search Help
System Administrator
Student Information
General
Health
Special Ed
Student Locator
Reports
Instruction
Census
People
Households
Addresses
Add Person
Add Household
Add Address
Student Locator
Database Wizard
Tools
Reports
Behavior
Health
Attendance
Scheduling
Grading & Standards
Ad Hoc Reporting
Filter Designer
Data Export
User Communication
System Administration
IPMail
Messenger
MT State Reporting
MT Data Upload
MT Extracts
Account Settings
Access Log
Campus Community
Log Off

Add Address
Address Search
Search for an address already tracked in Campus using the fields provided, required fields are in red. Select an address from the list or click on Create New Address.

House/P.O. #: 1000
Street Name:
Street Tag:
Apt #:
City:
Home Phone:
Search
New Address

Address Creation

Address Creation
Fill in the fields below. This will create a new Address object in the database and then continue on to the next Process Step.

Address Information

P.O. Box	Number	Prefix	Street	Tag	Direction	Apt
<input type="checkbox"/>	1000	North	Main	Street	West	345

City: Somewhere State: MT Zip: 55555 County: Location Code:

Latitude: Longitude: Tract: Block:

Comments:

District:

Complete the **Address Information** fields as applicable.

Click **Save**.

Note: For a P.O. Box, check *P.O. Box*, enter *Number*, *City*, *State* and *Zip*.

Address Information

P.O. Box	Number	Prefix	Street	Tag	Direction	Apt
<input checked="" type="checkbox"/>	1					

City: Somewhere State: MT Zip: 55555 County: Location Code:

Latitude: Longitude: Tract: Block:

Comments:

District:

STEP 4 – Census Wizard

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

From the **Index**, expand **Census** and click **Census Wizard**.

Census Wizard

Step 1 - Assemble New or Select Household
This wizard will walk you through the process of creating a new household or editing an existing household. Start by searching for a household, person or addresses.

- To Edit a household, simply click on the Household name in the search results.
- To Assemble a new household, select people and/or addresses in the search results.

If you enter a first and last name, you can create and link in a new person into the household. If you enter a house number and street you can create and link in a new address into the household.

Person Search

Last Name:
 First Name:
 Student Number:
 Birth Date:
 Gender:
 Middle Name:
 Suffix:

Address Search

House/P.O. Number:
 Street Name:
 Apt Number:
 City:

Household Search

Household Name:
 Home/Other Phone:

Under **Person Search**, enter the student's *Last Name*.

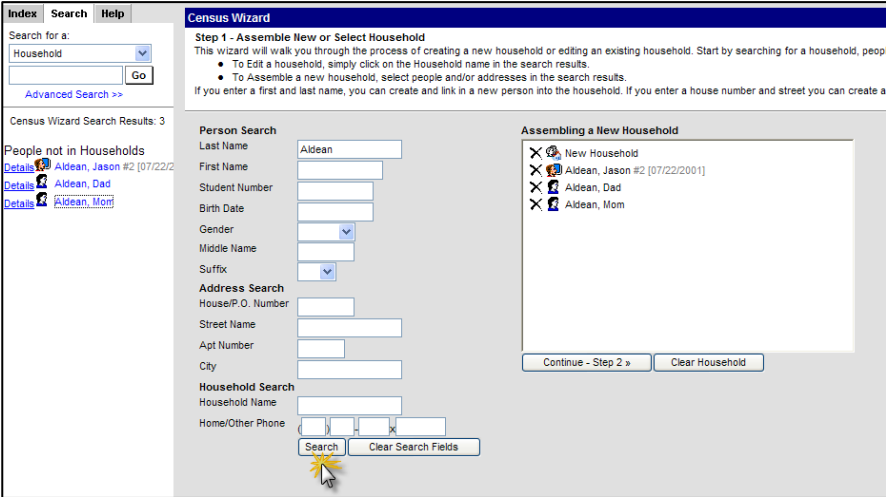
Click **Search** (under **Person/ Address Search**).

Click the student's name from the **Census Wizard Search Results**.

If the parent/guardian's name(s) also appear in the *Search Results*, click their name(s) to add them to the household.

If the parent/guardian's name(s) are different than the student, enter their last name.

Click **Search** and add them to the household.

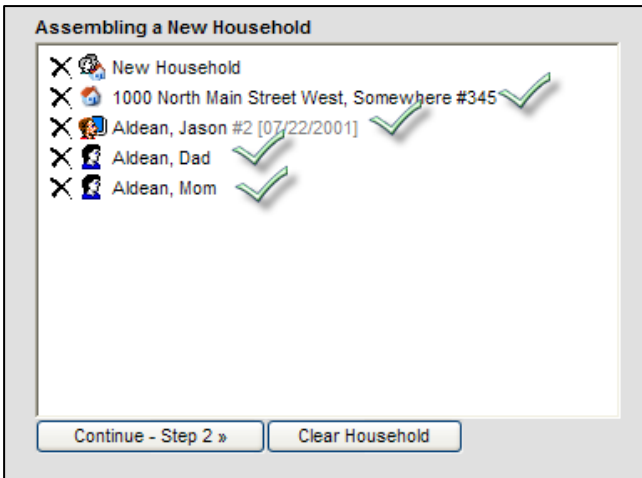
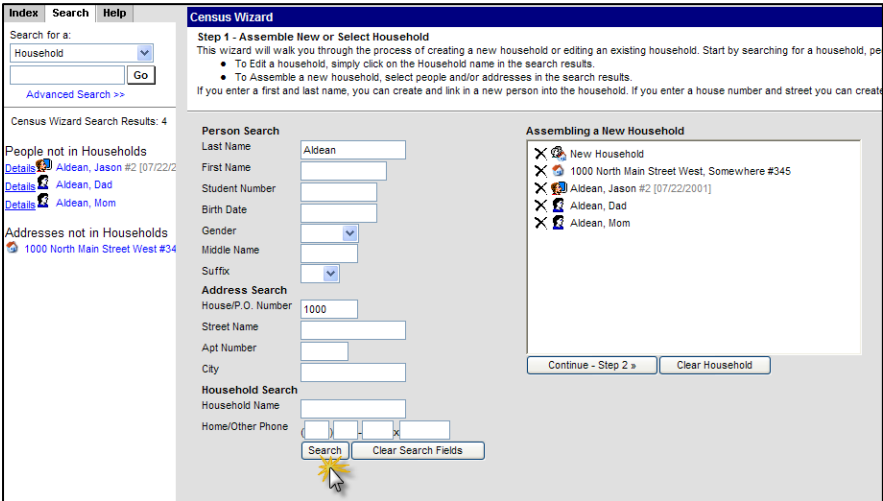


Enter the *House/P.O. Number* under **Address Search**.

Click **Search** (under **Person/Address Search**).

Click the *Address* from the **Census Wizard Search Results**.

If the student has more than one address, repeat the search and add the second address to the household.



Verify that the following are in the household box:

- **Student**
- **Parent/guardian(s), and;**
- **Address(es)**

Click **Continue – Step 2**.

Enter *Household Phone Number*.

Enter *Start Date* for the **Address** and click *Mailing* (if applicable).

For multiple addresses, click *Mailing* and *Secondary* for a P.O. Box and nothing for the physical address.

Census Wizard - Edit Household Membership

Step 2: Editing Household Data
Edit the attributes common to the household and edit details specific to each person and address.

Household

Household Name (Override) Household Phone Number (406) 555 1212 Private

Household Locations

Address	Start	End	Private	Secondary	Mailing
1000 North Main Street West #345, Somewhere MT 55555	08/01/2011	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Household Members

Name	Birthdate	Gender	Start	End	Private	Secondary
Aldean, Jason	07/22/2001	M	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Aldean, Mom		F	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Aldean, Dad		M	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

Save & Continue - Step 3 »

Household Locations

Address	Start	End	Private	Secondary	Mailing
1000 North Main Street West #345, Somewhere MT 55555	08/01/2011	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
P.O. Box 1, Somewhere MT 55555	08/01/2011	<input type="text"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Census Wizard - Edit Household Membership

Step 2: Editing Household Data
Edit the attributes common to the household and edit details specific to each person and address.

Household

Household Name (Override) Household Phone Number Private

Household Locations

Address	Start	End	Private	Secondary	Mailing
1000 North Main Street West #345, Somewhere MT 55555	08/01/2011	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
P.O. Box 1, Somewhere MT 55555	08/01/2011	<input type="text"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Household Members

Name	Birthdate	Gender	Start	End	Private	Secondary
Aldean, Jason	07/22/2001	M	08/01/2011	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Aldean, Mom		F	08/01/2011	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Aldean, Dad		M	08/01/2011	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

Save & Continue - Step 3 »

Enter *Start* dates for all **Household Members**.

Click **Save & Continue – Step 3**.

Find the line that says *Relationships to Student*.

Complete *Relationship*, *Start Date* and mark *Guardian*, *Mailing* and *Portal* as appropriate.

Click **Save & Done**.

NOTE: Only complete this information for the student. Do **not** attempt to complete this information for adult household members.

STEP 5 – Contact Information (Optional)

Districts may choose to enter contact information for adult household members, including contact phone and/or email.

Click the **Search** tab. *Search for a: All People*. Enter the person's last name and click **Go**.

Click the name of the person under **Search Results**.

Scroll down to the **Personal Contact Information** section and enter *phone number(s)* and/or *email*.

Click **Save**.

STEP 6 – Non Household Relationships (Optional)

Click the **Search** tab. *Search for a: All People*. Enter the student's last name and 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*).

Click the **Relationships** tab.

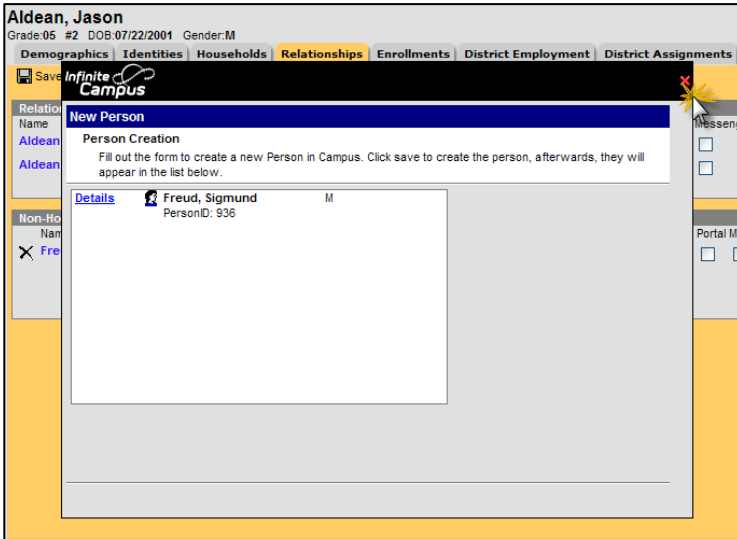
Click **New Non-Household Relationship**.

Enter the person's last name and click **Search**.

If the person already exists, click the name to add them to the student.

If the person does not exist, click **Create New Person**.

Enter *Last Name, First Name* and *Gender*. Click **Save**.

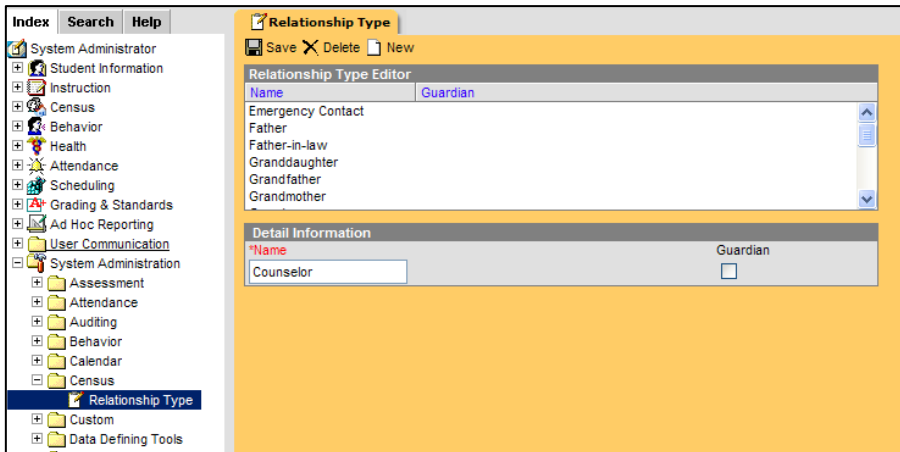
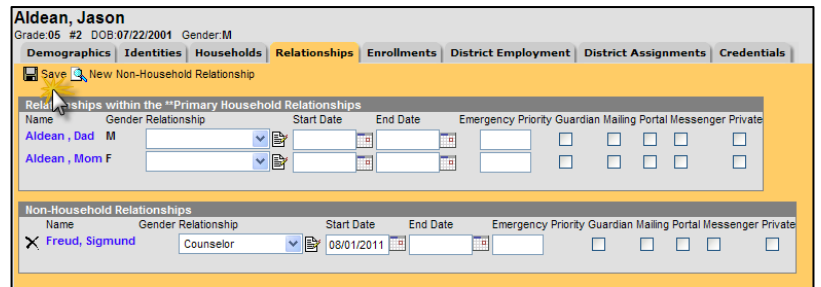


From the **New Person** screen, click the person's name to add them to the student's record.

Click the **X** to close the screen and return to the **Relationships** tab.

Select *Relationship*, enter *Start Date* and check *Guardian*, *Mailing* and *Portal*, if appropriate.

Click *Save*.



To add *Relationships*, return to the **Index**. Expand **System Administration** and **Census**. Click *Relationship Type*.

Click *New*. Type the *Name* and click *Save*.

Index Search Help

Search for a:

Household

Judd Go

[Advanced Search >>](#)

Search Results: 2

- Judd (2 members)
- 987 Oak St , Somewhere
- Judd, Mom
- Judd, Wynonna #67 [05/10/2005]
- Judd (2 members)
- 123 Washington Ave , Somewhere
- Judd, Dad
- Judd, Wynonna #67 [05/10/2005]

Students may live between more than one household (parents divorced, student in foster care, etc).

These students need two households created.

The two households are created following the instructions above.

A slight variation occurs when the student lives with one parent, but has visitation with another parent, in another town.

On 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).

Census Wizard - Edit Household Membership

Step 2: Editing Household Data
Edit the attributes common to the household and edit details specific to each person and address.

Household

Household Name (Override) Household Phone Number Private

406 555 1212 x

Household Locations

Address Start End Private Secondary Mailing

123 Washington Ave , Anywhere MT 55555 08/01/2011

Household Members

Name	Birthdate	Gender	Start	End	Private	Secondary
Judd, Wynonna	05/10/2005	F	08/01/2011		<input type="checkbox"/>	<input checked="" type="checkbox"/>
Judd, Dad		M	08/01/2011		<input type="checkbox"/>	<input type="checkbox"/>

Save & Continue - Step 3 »

Adding/Removing Household Members

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

Click the **Search** tab. *Search for a: Household.*

Click **Go**.

Index Search Help

Household

Search for a:

Household

aldean Go

[Advanced Search >>](#)

Search Results: 1

- Household (4 members)
- P.O. Box 1, Somewhere
- 1000 North Main Street West #345, Somew
- Aldean, Jason #2 [07/22/2001]
- Aldean, Dad
- Aldean, Grandma
- Aldean, Mom

Household Info Addresses Members

Save Delete

Household Information

Name Phone Number Private

406 555 9876 x

Comments

- Modified by: Administrator, System 08/19/2011 09:51

Click the **Members** tab.

Click the name of the member to remove from the household.

Enter an *End Date* and click **Save**.

The screenshot shows the 'Household Info' tab with the 'Members' sub-tab selected. At the top, there are buttons for 'Save', 'Delete', and 'Find New Member'. Below is a table with columns for Name, Start Date, End Date, Secondary, and Private. The table lists four members: Aldean, Dad; Aldean, Grandma (highlighted); Aldean, Jason; and Aldean, Mom. Below the table is the 'Household Member Detail' section for 'Aldean, Grandma', showing a Start Date of 08/01/2011 and an End Date of 08/19/2011, with checkboxes for Secondary and Private.

The screenshot shows a dialog box titled 'Household Relationships' with the text: 'You are about to end the household membership for Grandma Aldean in this household. What would you like to do with the household relationships.' There are three radio button options: 'Keep the relationships. (You can manually end or delete these relationships later.)', 'End the relationships by adding an end date. (Date field: 08/19/2011)', and 'Delete the relationships. (Warning: this will leave no historical record of these relationships.)'. 'Ok' and 'Cancel' buttons are at the bottom.

When prompted, choose the appropriate action.

Click **Ok**.

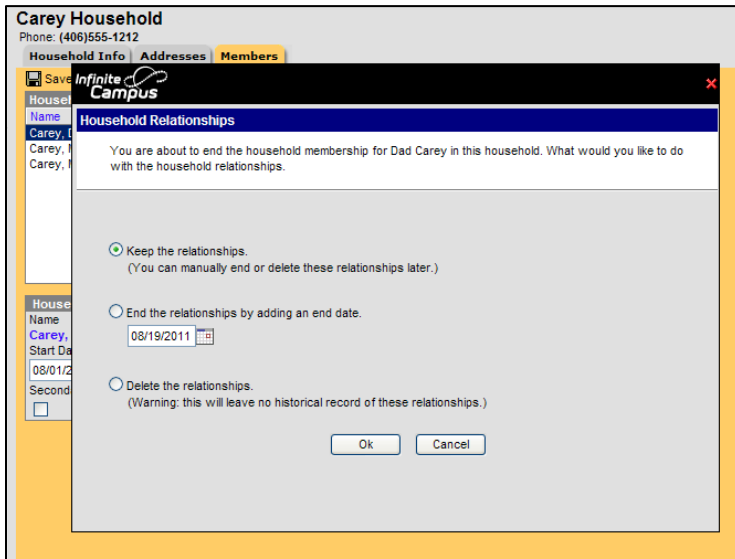
Splitting Households

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

First, exit the leaving parent from the household following the instructions above.

The *End Date* should be at least yesterday for two separate households to appear in the **Search Results**.

The screenshot shows the 'Carey Household' page with phone number (406)555-1212. The 'Members' tab is selected. At the top, there are buttons for 'Save', 'Delete', and 'Find New Member'. Below is a table with columns for Name, Start Date, End Date, Secondary, and Private. The table lists three members: Carey, Dad (highlighted); Carey, Mariah; and Carey, Mom. Below the table is the 'Household Member Detail' section for 'Carey, Dad', showing a Start Date of 08/01/2011 and an End Date of 08/18/2011, with checkboxes for Secondary and Private.



When prompted, choose *Keep the relationships*.

Click **Ok**.

Follow the instructions above to create a second household for the student.

The student will have two separate households.

