



AIM QUICK FIXES



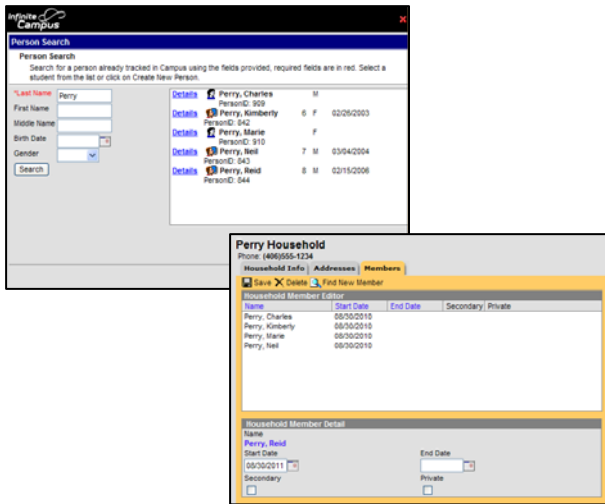
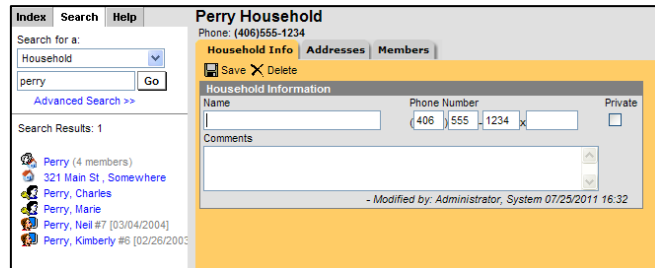
Adding a Student to an Existing Household

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

FIX: Add student to an existing household.

Click the **Search** tab. *Search for a:* **Household**. Enter the parent's last name and click **Go**.

From the *Search Results* click the **Household Name**.



Click the **Members** tab. Click **Find New Member**. Enter the student's last name and click **Search**. Click the student's name and enter a **Start Date**.

NOTE: If no match is found, return to the **Student Locator** and enroll the student first.

Click **Go** on the **Search** tab again. The student will be listed in the **Household** (if the student's **Start Date** is after today's date, the student will not appear as a **Household Member** until the date entered).

Click the student's name and the **Relationships** tab. Choose the *Relationship*, enter **Start Date** and check the corresponding boxes – Guardian, Mailing, Portal (if applicable).

Click **Save**.

