

**AIM USER GUIDE:  
STUDENT HOUSEHOLD**

THIS AIM USER GUIDE PROVIDES INSTRUCTIONS FOR CREATING HOUSEHOLDS IN AIM/Infinite Campus. HOUSEHOLDS ARE ONLY REQUIRED IN AIM FOR SPECIAL 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 A STUDENT RESIDES WITH – AND STUDENTS MAY HAVE MULTIPLE HOUSEHOLDS. HOUSEHOLDS DEFINE LOCATION AND RELATIONSHIPS. FOLLOW THE STEPS IN THIS GUIDE TO SUCCESSFULLY CREATE HOUSEHOLDS.

# 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.

## Table of Contents

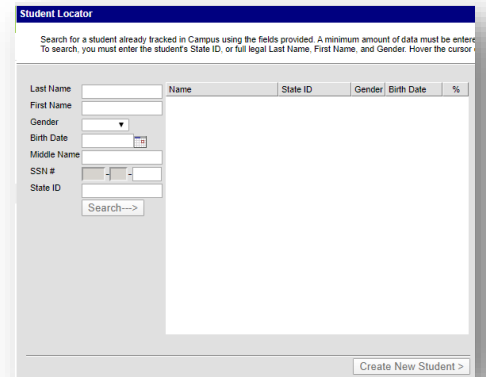
<b>Creating Households</b> .....	<b>2</b>
<b>STEP A – Enroll Students</b> .....	<b>2</b>
<b>STEP B – Add Adults</b> .....	<b>2</b>
<b>STEP C – Add Address</b> .....	<b>2</b>
<b>STEP E – Assemble Household</b> .....	<b>3</b>
<b>STEP F – Contact Information (Optional)</b> .....	<b>4</b>
<b>STEP G – Non-Household Members (Optional)</b> .....	<b>4</b>
<b>Removing Household Members</b> .....	<b>5</b>
<b>Splitting Households</b> .....	<b>5</b>
<b>Adding a New Household Member</b> .....	<b>6</b>
<b>Changing Household Address</b> .....	<b>7</b>

# 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.



The screenshot shows the 'Student Locator' interface. At the top, it says 'Search for a student already tracked in Campus using the fields provided. A minimum amount of data must be entered. To search, you must enter the student's State ID, or full legal Last Name, First Name, and Gender. Hover the cursor over the fields to see the required data.' Below this is a form with fields for Last Name, First Name, Gender (a dropdown menu), Birth Date (with a calendar icon), Middle Name, SSN # (with a mask), and State ID. A 'Search-->' button is at the bottom. A 'Create New Student >' button is in the bottom right corner.

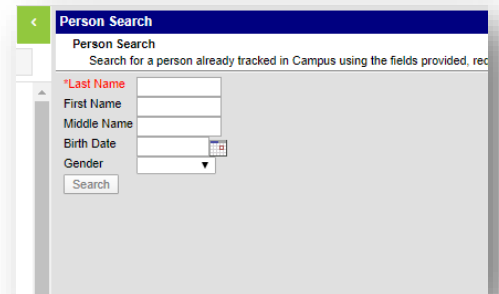
## STEP B – Add Adults

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.

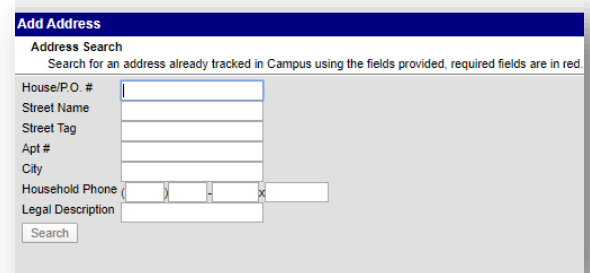


The screenshot shows the 'Person Search' interface. It says 'Search for a person already tracked in Campus using the fields provided, rec'. The form has fields for \*Last Name (with a red asterisk), First Name, Middle Name, Birth Date (with a calendar icon), and Gender (a dropdown menu). A 'Search' button is at the bottom.

## 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.



The screenshot shows the 'Add Address' interface. It says 'Address Search' and 'Search for an address already tracked in Campus using the fields provided. required fields are in red.' The form has fields for House/P.O. # (with a red asterisk), Street Name, Street Tag, Apt #, City, Household Phone (with a mask), and Legal Description. A 'Search' button is at the bottom.

## STEP E – Assemble Household

### PATH: CENSUS > Census Wizard

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

- From the **Index**, expand **Census** and click **Census Wizard**.
- Under **Person Search**, enter the student's **Last Name**.
- Click **Search** (under **Person/Address/Household 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**.
- Under Person/Address/Household Search, click **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** if you have one. If not, leave blank.
  - Enter **Start Date** for the **Address** and click **Mailing** (if applicable).
  - 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.
- For multiple addresses, click **Mailing and Secondary** for a **P.O. Box** and nothing for the physical address.
- Enter **Start dates** for all **Household Members**.
 

**NOTE:** 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).
- Click **Save & Continue- Step 3**.

Name	Birthdate	Gender	Start	End	Private	Secondary
Guyer, Felecia	12/01/2009	F	06/05/2015		<input type="checkbox"/>	<input type="checkbox"/>
Briggs, Samuel		M	06/05/2015		<input type="checkbox"/>	<input type="checkbox"/>
Briggs, Carly		F	06/05/2015		<input type="checkbox"/>	<input type="checkbox"/>
Smith, Shane William	05/28/2012	M	04/04/2017		<input type="checkbox"/>	<input type="checkbox"/>

Name	Birthdate	Gender	Relationship	Start Date	End Date	Seq	Guardian	Mailing	Portal	Private
Briggs, Samuel		M	Spouse	05/08/2017			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Guyer, Felecia	12/01/2009	F	Mother	06/05/2015			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Smith, Shane William	05/28/2012	M	Mother	04/04/2017			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

16. Find the line that says **Relationships to Student**.

17. Complete **Relationship**, **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. Do not 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**.

The screenshot shows the 'New Non-Household Relationship' form. It has a 'Save' button and a 'New Non-Household Relationship' button. Below the buttons is a table titled 'Relationships within the \*\*Primary Household Relationships'. The table has columns for Name, Gender, Relationship, Start Date, End Date, Emergency Priority, Guardian, Mailing, Portal, and Private. Three rows are visible: Myers, Ruby K (Female, Sibling, 06/30/2010), Smith, Andrew (Drew) D (Male, Sibling, 03/30/2007), and Southworth, Patty (Female, Mother, 03/30/2007). The Southworth row has '1' in the Emergency Priority column and checkmarks in the Guardian, Mailing, and Portal columns.

#### 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**.

The screenshot shows a 'Person Search' dialog box. It has a search bar and a 'Search' button. Below the search bar are input fields for Last Name, First Name, Middle Name, Birth Date, and Gender. There is a red arrow pointing to the 'X' in the upper right corner of the dialog box.

The screenshot shows the 'New Non-Household Relationship' form. It has a 'Save' button and a 'New Non-Household Relationship' button. Below the buttons is a table titled 'Non-Household Relationships'. The table has columns for Name, Gender, Relationship, Start Date, End Date, Emergency Priority, Guardian, Mailing, Portal, and Private. One row is visible: 'bee, just' (Female, Relationship, Start Date, End Date, Emergency Priority, Guardian, Mailing, Portal, Private). The 'Name' column has a small 'X' icon next to the text.

## 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.

Phone: (555)333-7872

Household Info | Addresses | Members | Fees | FS Deposit | Payr

Save Delete

Household Information

Name	Phone Number	Private
bee	(555) 333-7872	<input type="checkbox"/>

Comments

Search Results: 3 households

Beebe/Wichman (3 members)

- Modified by: Bristol, Robin 09/19/2019 10:45

Household Info | Addresses | **Members** | Fees | FS Deposit | Payments

Save Delete Find New Member

Household Member Editor

Name	Start Date	End Date	Secondary	Private
Beebe, Abbigale				
Calouro, Matthew M				
Wichman, Abbigale				

Household Member Detail

Name: Beebe, Abbigale

Start Date: [ ]

End Date: 5/28/2020

Secondary:

Private:

Infinite Campus

Household Relationships

You are about to end the household membership for Abbigale Beebe in this household. What would you like to do with the household relationships.

Keep the relationships.  
(You can manually end or delete these relationships later.)

End the relationships by adding an end date.  
05/28/2020

Delete the relationships.  
(Warning: this will leave no historical record of these relationships.)

Ok Cancel

## 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.

Relationships to Briggs, Cary										
Name	Birthdate	Gender	Relationship	Start Date	End Date	Seq	Guardian	Mailing	Portal	Private
Briggs, Samuel		M	Spouse	05/08/2017						
Guyer, Felecia	12/01/2009	F	Mother	06/05/2015						
Smith, Shane William	05/28/2012	M	Mother	04/04/2017						

Relationships to Briggs, Samuel										
Name	Birthdate	Gender	Relationship	Start Date	End Date	Seq	Guardian	Mailing	Portal	Private
Briggs, Cary		F	Spouse	05/08/2017						
Guyer, Felecia	12/01/2009	F	Father	06/05/2015						
Smith, Shane William	05/28/2012	M	Father	04/04/2017						

Relationships to Guyer, Felecia										
Name	Birthdate	Gender	Relationship	Start Date	End Date	Seq	Guardian	Mailing	Portal	Private
Briggs, Cary		F	Mother	06/05/2015						
Briggs, Samuel		M	Father	06/05/2015						
Smith, Shane William	05/28/2012	M	Sibling	04/04/2017						

Relationships to Smith, Shane William										
Name	Birthdate	Gender	Relationship	Start Date	End Date	Seq	Guardian	Mailing	Portal	Private
Briggs, Cary		F	Mother	04/04/2017						
Briggs, Samuel		M	Father	04/04/2017						
Guyer, Felecia	12/01/2009	F	Sibling	04/04/2017						

## 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.

**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.  
• 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

**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  
Legal Description  
Household Search  
Household Name  
Household Phone

**Household**

Search Clear Search Fields Continue - Step 2 > Clear Household

**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.  
• 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 str

Household  
bee Go  
Advanced Search

Census Wizard Search Results: 4  
**Beebe/Wichman** (3 members)  
106 Pine , Lewistown  
Beebe ,Abbigale (guardian)  
Wichman ,Abbigale (guardian)  
Calouro , Matthew M #10109 [09/1/2012]

**Beeson** (3 members)  
614 W Water St , Lewistown  
Beeson , Jennifer (guardian)  
Burgess , Issac M #7566 [12/11/2012]

**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  
Legal Description  
Household Search  
Household Name  
Household Phone

**Editing an Existing Household**  
X Beebe/Wichman  
X 106 Pine , Lewistown  
X Beebe ,Abbigale  
X Wichman ,Abbigale  
X Calouro , Matthew Magnus #10109 [09/14/2012]

Search Clear Search Fields Continue - Step 2 > Clear Household

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

[Submit an AIM Help Desk Ticket](#)