

## CENSUS: How to Create a Secondary Household Search/Student

**CREATE TWO HOUSEHOLDS FOR THE STUDENT: ONE FOR THEIR PRIMARY AND ONE FOR THEIR SECONDARY.**

Select your Year, School and Calendar:

1. Always start with the Student. Go to **Index>Census>Census Wizard**. Enter the Student's Last Name. Hit Enter.
2. All households will appear in which the student is a member. Select **only** the student.

Census Wizard Search Results: 1

**Whatsoever** (4 members)

1234 Whatever Street, Sacramento

Whatsoever, Grammy (guardian)

**Whatever, Boyl #70001071 [07/14/2005]**

Whatever, Mom

Whatever, Sissy

Last Name	whatever
First Name	
Student Number	
Birth Date	
Gender	
Middle Name	
Suffix	
<b>Address Search</b>	
House/P.O. Number	
Street Name	
Apt Number	

3. When you select the student, it will populate in the box.

**Assembling a New Household**

- X New Household
- X Whatever, Boyl #70001071 [07/14/2005]

4. Enter the 2<sup>nd</sup> Household Guardian's name into the Person Search Window. Hit Enter.
5. Select the 2<sup>nd</sup> Household Guardian from the left panel so it's added to the box.
6. Repeat this process for anybody else you know of living at this address with the student.
6. Enter the secondary address into the Search Window. The address will appear in the left window. Select that address to be added to the box.
7. When the student, household members and addresses are all in the "Assembling a New Household" window, you may continue to Step 2.
8. **Census Wizard: Step 2: Edit Household Membership**

Leave Household Name blank. Enter the Household Phone Number.

Enter the Current Date. (You may enter yesterday's date so that you will see your results right away; otherwise, it will wait until midnight of the current date).

Under Household Locations: Check the **Mailing** Box.

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Under Household Members: Check **Secondary** on the Students only. Do not check the Parent's Secondary Box.

Save and Continue to Step 3

### 9. Census Wizard: Step 3: Edit Relationships of Household Members.

Focus on the **Student Only**. Enter information on the STUDENT only and all other Information will populate to the other relationships. Enter Date for Start Date. Enter the Priority Sequence of Notifications (Seq) (Optional). Check appropriate boxes for Portal and Mailing purposes.

10. Scroll to the bottom of the page and hit **Save and Done**. The screen will stay up but it is actually done.

11. To check your work. go to **Search>Student** and go to the student's Summary page, or click on the "Print Envelope" button to see where the student will receive mail.

Whatsoever Household **Primary					
Household Phone	(999) 997-9111				
Address	1234 WHATEVER STREET ,				
Name	Relationship	Enrollment (grade)	Phone(s)	Email	Emergency Priority
Whatever, Boyl	Self				
Whatever, Mom	Mother				1
Whatever, Sissy	Sibling				
Whatsoever, Grammy	Grandmother(guardian)				2
Whomever Household **Secondary					
Household Phone	(888) 998-8888				
Address	9876 MAIN STREET ,				