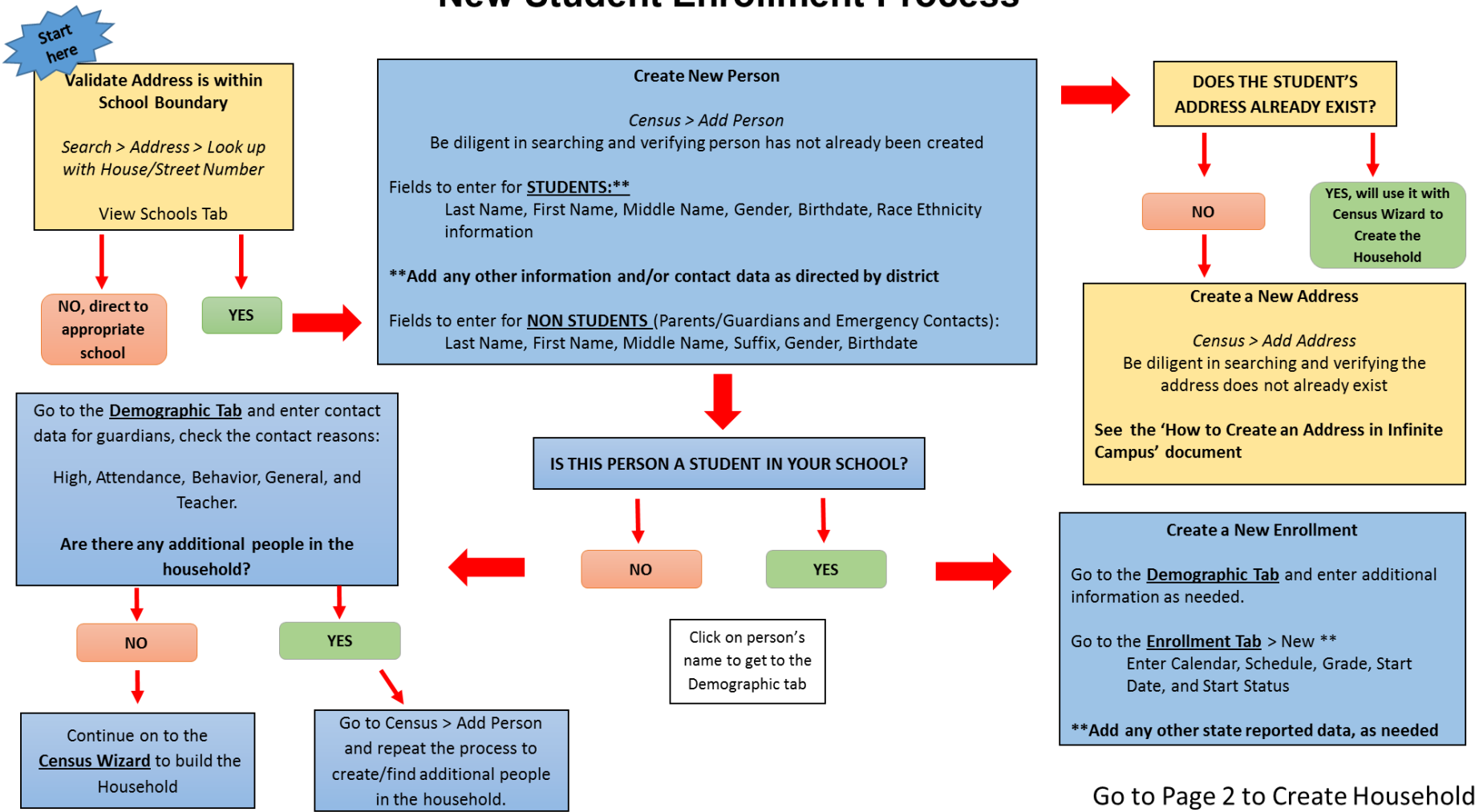
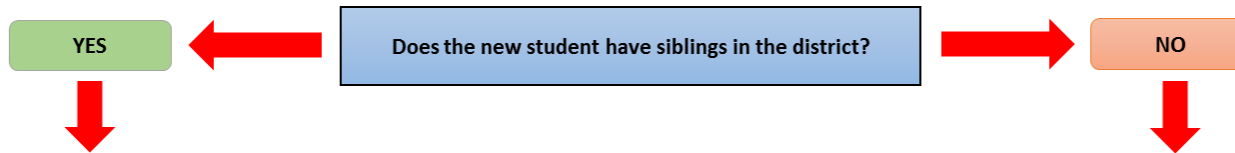


New Student Enrollment Process



Go to Page 2 to Create Household

Create/Update Student Households using the Census Wizard



Use the Census Wizard
Census > Census Wizard

Step 1

- Search for the **EXISTING HOUSEHOLD**
- Click on the Household Name to move into the Edit Existing Household area
- Search and Add the new student to the existing household
- Verify address has not changed
- If it has, search and add the current address

Step 2

- Leave the Household Name blank (the system will name based on Guardian(s) Last Name(s))
- Verify Home Phone Number
- IF address has changed, End date the previous address
- Mark the new address for **Mailing** and enter a **Start Date**
- Add a **Start Date** for the **Membership** for the New student

Step 3

- Define the Relationship for the **New Student** with a **Start Date**
- **Be sure to mark the check boxes for the GUARDIANS of the New Student**
- Verify other relationships and Household information is still accurate

Use the Census Wizard
Census > Census Wizard

Step 1

- Search for all people in the household and click on them to place them in the Household area.
- Search for all addresses associated with the household and click on them to place them in the Household area.

Step 2

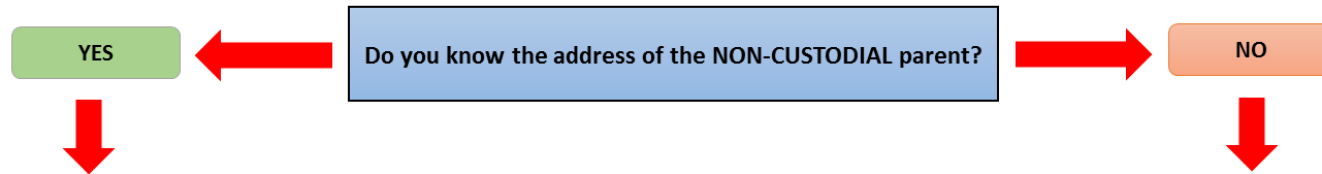
- Leave the Household Name blank (the system will name based on Guardian(s) Last Name(s))
- Enter a Home Phone Number
- Give the Address a **Start Date** and mark the address for **Mailing**.
- Add a **Start date** for the **Members** of the new household

Step 3

- Give the **STUDENTS** only relationships.
- Give relationships start dates
- **Check boxes for GUARDIANS only: Guardian, Mailing, Portal, and Messenger as listed under the student's name**

Go to Page 3 to Create Secondary Household

When to Create a Secondary Household for a Student?



Use the Census Wizard *Census > Census Wizard*

Step 1

- Search for all people who will be associated to the Secondary Household. Click on them to place them in the Household area.
 - The Student will already be in ONE Household
- Search for all addresses associated with the Secondary household and click on them to place them in the Household area.

Step 2

- Leave the Household Name blank (the system will name based on Guardian(s) Last Name(s))
- Enter a Home Phone Number
- Give the Address a **Start Date** and mark the address for **Mailing**.
- Add a **Start date** for the **Members** of the new household
- Mark the student who lives at TWO households as **SECONDARY**

Step 3

- Define the relationships for the STUDENTS only
- Give the relationships **Start dates**
- Check boxes for GUARDIANS only: Guardian, Mailing, Portal, and Messenger as listed under the student's name

Enter the non-custodial parent as a **Non Household member** for the student

- *Census > People > Search for the Student > Relationships > New Non Household*
- Search for Guardian's Name
- Be sure to add a **Start Date** and define the checkboxes for the non-custodial guardian