Infinite Campus

CENSUS: How to Create a Household Search/Student

Scenario: Student Boyl lives with Mom, Sissy and Grammy. He also lives with Dad part time. Two Households must be created.

Before you begin, select your Year, School and Calendar:

1

2

Year 14-15 🔹 🗧	School All Schools	•	Calendar	All Calendars

Before Creating a Household, make sure each person and address related to the student is in the system. If they are not, they will need to be created. Click on the following links for step-by-step instructions on: (1) <u>How to Add a Person</u> and (2) <u>How to Add an Address</u>.

FIRST, CREATE THE STUDENT'S PRIMARY HOUSEHOLD WITH MOM. This will be a NEW Household. Follow steps 1-9.

1. Search for the Student to see if they are in the System. Go to Search/Student or Search/All People.

All People -	
	All Pe
Whatever, boy Go Advanced Search	whatev

Search Results: 0

2. When the student comes up, go to *Index/Census/Census Wizard*





3. <u>Census Wizard: Step 1: Assemble New or Selected Household.</u>

a. Enter the student's last name in the Person Search window, then hit Enter.

	Census Wizard	
3a	Step 1 - Assemble New or Select Househo This wizard will walk you through the process people or addresses. • To Edit a household, simply click on a • To Assemble a new household, select If you enter a first and last name, you can create and link in a new address into the hou	id of creating a new household or editing the Household name in the search res of people and/or addresses in the sear- ate and link in a new person into the h sehold.
	Person Search Last Name First Name Student Number	Household

b. Everyone in the "Whatever" household will appear in the left column. If they are not in a household they will appear at the bottom of the list. Assemble one household at a time.

01	Index Student whatever	Search	Help	< -	This wizard will walk people or addresses. To Edit a hou To Assemble If you enter a first and create and link in a ne	you through the usehold, simply a new house d last name, you ew address int
		Adv	/anced Sea	arch	Person Search	whatever
	Census V	Vizard Search	Results: 3	First Name Student Number Birth Date		
30	People n	ot in Househ	olds	Gender		
	Details				Middle Name Suffix	- 5
	Whatever	r, Boyl #7000	1071 [07/1	4/20 ≡	Address Search	
	Details				House/P.O. Number Street Name	——————————————————————————————————————
	Whatever	. Mom			Apt Number	
	Dotaile	,			City	
		Since	-		Household Search Household Name	

c. Select each "Whatever" person you want in the household. Persons will move to the window on the right.

Assembling a New Household				
🗙 🚱 New Household				
X 🕵 Whatever, Boyl #70001071 [07/14/2005]				
🗙 🕵 Whatever, Mom				
🗙 🙍 Whatever, Sissy				

3c

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d. Grammy has a different last name. Enter her last name, "Whatsoever" in the Person Search window, and hit Enter. Her name will appear on the Left. Click on her name to move it into the window with the others.

3d Auvanceu Sea	Person Search	Assembling a New Household
Census Wizard Search Results: 1	Last Name whatsoever First Name Student Number Birth Date	Kew Household Kew Household Whatever, Boyl #70001071 [07/14/2005] X Whatever, Mom
People not in Households	Gender -	Whatever, Sissy
Details	Suffix	
Whatsoever, Grammy	Address Search	

e. They all live at 1234 Whatever Street. Enter the House number, and then hit Enter. All of the 1234 Addresses will appear in the left column. Click on the correct address to move it into the window with the household members.

3e	Auvanceu Search	Person Search	Assembling a New Household
		Last Name First Name	New Household
1234 H ST	, SACRAMENTO	Student Number	
1234 NOO	NAN DR , SACRAMENTO	Birth Date	Whatever, Boyl #70001071 [07/14/2005]
		Gender -	X 😰 Whatever, Mom
1234 P ST	, SACRAMENTO	Middle Name	🗙 🜠 Whatever, Sissy
1234 RIDO	GEWAY DR . SACRAMENTC	Suffix 👻	🗙 🕵 Whatsoever, Grammy
		Address Search	
1234 SILV	ER RIDGE WY , SACRAME	House/P.O. Number (1234	
1234 SPR	UCE TREE CIR . SACRAME	Street Name	
		Apt Number	
1234 U ST	, SACRAMENTO	City	
1234 What	tever Street Sacramento	Household Search	
12011111	toror succe, succentration	Household Name	

When the student, household members and addresses are all in the "Assembling a New Household" window, you may continue to Step 2.

4. Census Wizard: Step 2: Edit Household Membership.

Leave Household Name blank. Enter the Household Phone Number. Enter the Current Date. Since this is the student's primary household, check the Mailing Box under Household Locations. Save and Continue to Step 3.

	Index Search Help Household whatever Go Advanced Search	Census Wizard - Edit Household Ma Step 2: Editing Household Data Edit the attributes common to the househ Household Household Name (Override)	embership old and edit details specific to each person and address. Household Phone Number (999) 1997 - 9111 x	Private
4	Census Wizard - New Household Step 1: Start Over New Household 23 1234 Whatever Street , Sacramento Whatever, Boyl #70001071 [07/14/2005]	Household Locations Address 1234 Whatever Street , Sacramento Household Members	Start End Private Se	condary Mailing
	Whatever, Mom	Name Birthdate	Gender Start End Pri	vate Secondary
	Whatever, Sissy	Whatever, Mom	F 07/15/2014 T	
	Whatsoever, Grammy	Whatsoever, Grammy	F 07/15/2014	
		Whatever, Sissy	F 07/15/2014	
		Whatever, Boyl 07/14/2005	M 07/15/2014	

5. Census Wizard: Step 3: Edit Relationships of Household Members.

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

Census Wizard - Edit Relationships				
Step 3 - Edit Relation Edit the relationships	nships of Ho between the	usehold Members family members.	5	
Relationships to Wha	tever, Boyl			
Name	Birthdate G	ender Relationship	Start Date End Date	Seq Guardian Mailing Portal Private
Whatever, Mom	F	Mother	07/15/2014 📷	
Whatever, Sissy	F	Sibling	• 07/15/2014 📷	
Whatsoever, Grammy	F	Grandmother	• 07/15/2014	
Relationships to Wha	tever, Mom			
Name	Birthdate	Gender Relationship	Start Date End Date	e Seq Guardian Mailing Portal Private
Whatever, Boyl	07/14/2005	M Mother	 • 07/15/2014 • • •	Te 1 🔽 🗸 🗖
Whatever, Sissy		F annual and a		

- 6. Scroll to the bottom of the page and hit **Save and Done**. The screen will stay up but it is actually done. To get out of this, refresh by clicking anywhere else in the left column.
- 7. Check your work. Go to *Search/Student* and pull up your student's page.

Index Search Help <	Whatever, Boy #70001071 DOB: 07	yl 7/14/2005 Gender: M			
Student	Credit Summary	Assessment Beha	vior Transportation	Fees Loo	ckers
whatever Go	Graduation Ath	letics AdHoc Letters	Waiver Rec	ords Transfer Re	eport Comments
Advanced Search	CTE Foster You	uth Attendance Lett	ers District Assessm	ents High Scho	ol Program Details
	Summary Enro	liments Schedule	Attendance Fla	ags Grades	Transcript
Search Results: 1	Person Summar	y Report Person S	ummary Report w/ Picture	🚖 Print Mailing L	Label 🚖 Print Envelope
4 Whatever, Boyl #70001071 [07/14/20	Whatsoever Househol Household Phone Address	d **Primary (999)997-9111 1234 WHATEVER STREET	7		
7	Name Whatever, Boyl	Relationship Self	Enrollment (grade) Phone(s) Email Emergency Pri	ority
•	Whatever, Mom	Mother		1	
	Whatever, Sissy	Sibling			
	Whatsoever, Grammy	Grandmother(guardian)		2	

- 8. Another way to view this information is to select Person Summary Report, for a PDF of the Student's Summary Page.
- 9. If the student only has one household, you are done. If the student has a secondary household, then continue to Page 5.

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SECOND, CREATE THE STUDENT'S SECONDARY HOUSEHOLD WITH DAD. Follow Steps 1-12

Before you begin, select your Year, School and Calendar:

Year	14-15	•	School	All Schools	•	Calendar	All Calendars

1. Always start with the Student. Go to *Index/Census/Census Wizard*. Enter the Student's Last Name. Hit Enter.



2. The entire "Whatever" household will come up, as well as any others with the same last name. Select **only** the student

	Census Wizard Search Results: 1	Last Name whatever
	Whatsoever (4 members)	First Name
2	1234 Whatever Street , Sacramento	Birth Date
	Whatsoever , Grammy (guardian)	Gender -
	Whatever , Boyl #70001071 [07/14	Middle Name Suffix
	Whatever , Mom	Address Search
	Whatever , Sissy	House/P.O. Number Street Name
		Apt Number

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





4. Enter Dad's last name ("Whomever") into the Person Search Window. Hit Enter.



5. Select the father's name from the left window. His name will populate in the right window.



6. Enter the father's address number in the Person Search Window. His address will appear in the left window. Selecting his address will add it to the right window.

Census Wizard Search Results: 2	Last Name First Name Student Number Birth Date	New Household 8876 Main Street , Sacramento Whatever, Boyl #70001071 [07/14/2]
People not in Households	Gender - 6	🗙 🙍 Whomever, Dad
Details	Suffix	
Whomever , Dad	Address Search House/P.O. Number 9876	
Addresses not in Households	Street Name Apt Number City	
	Household Search	

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.

Under Household Locations: Check the Mailing Box.

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

Save and Continue to Step 3

9. <u>Census Wizard: Step 3: Edit Relationships of Household Members.</u>

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). Check appropriate boxes for Portal and Mailing purposes.

	Census Wizar	d - Edit Re	lations	hips								
	Step 3 - Edit R Edit the relation	elationship ships betwe	s of Hou en the fa	sehold Members amily members.								
9	Relationships t	o Whatever	, Boyl									
	Name	Birthdate	Gender	Relationship		Start Date	End Date	Seq	Guardian I	Mailing Po	ortal P	rivate
	Whomever, Dag	i 1	м (Father	- 🕞	07/15/2014		2	Ø	V .		
								$-\bigcirc$				
	Relationships t	o Whomeve	er, Dad									
	Name	Birthdate	Gender	Relationship		Start Date	End Date	Seq	Guardian	Mailing I	Portal	Private
	Whatever, Boyl	07/14/2005	М	Father	-	07/15/2014	-	2	V	V	V	
					_							

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

11. Check your work. Go to *Search/Student* and pull up your student's page.

	Whatsoever Househ Household Phone	lold **Primary (999) 997-9111	
	Address	1234 WHATEVER STREET ,	
	Name	Relationship Enrollment (grade) Phone(s) En	mail Emergency Priority
11	Whatever, Boyl	Self	
	Whatever, Mom	Mother	1
	Whatever, Sissy	Sibling	
	Whatsoever, Gramm	y Grandmother(guardian)	2
	Whomever Househo	old **Secondary	
	Housenoia Phone	(888) 998-8888	
	Address	9876 MAIN STREET ,	

12. Another way to view this information is to select **Person Summary Report**, for a PDF of the Student's Summary Page.

Note: This is how it would now look if you were to go back to **Search/Household**, and search for "Whatever":

Index Search	Help <					
Household						
whatever	Advanced Search Go					
Whatsoever (4 membe	rs)					
1234 Whatever Street , Sacramento						
Whatsoever, Grammy (guardian)						
Whatever , Boyl #70001071 [07/14/2005]						
Whatever , Mom						
Whatever , Sissy						
Whomever (2 members	<mark>،)</mark>					
9876 Main Street , Sacramento						
Whomever , Dad	(guardian)					
javascript <mark>::makesetevren("hBasehot</mark>	70011071 [07/14/2005]					