

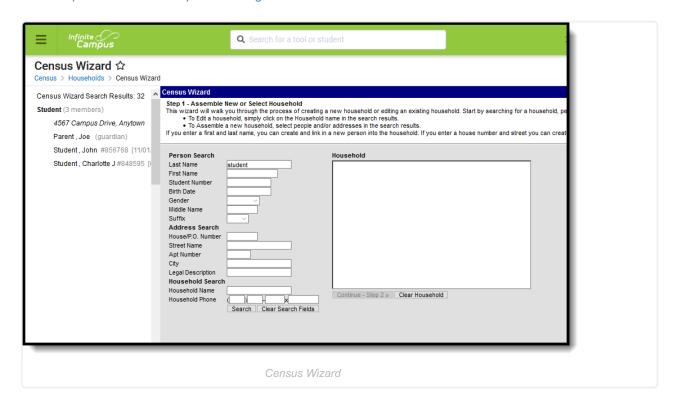
Census Wizard

Classic Path: Census > Census Wizard

Search Terms: Census Wizard

The **Census Wizard** is a three-step process that allows the user to assemble the household, add persons as members to that household and modify relationships.

- Step 1: Enter Search Criteria
- Step 2: Assemble New or Select Existing Household
- Step 3: Edit Membership and Mailing Information



Additional modifications to data may need to be done after completion of the Census Wizard *i*(*e*., enrollment records and non-household relationships may need to be modified).

Certain items in Campus can be marked Private. This means the address details or relationship details should be kept within school settings. Marking this checkbox does not remove the information from reports. See the Private Checkbox Information section for more details.

Search for Census Data

Census data can be searched for by entering person information, address information or household information. At least one field needs to be entered in order to search. The following defines the available search options.



- Searching for Census data does not require the selection of a school, calendar or year.
- All individuals who exist in Campus are searched. This includes past students, present students, former and current staff members and parents.

Person Search

The Person Search data elements can be found on the People Demographics tab.

Data Element	Definition
Last Name	Individual's legal last name
First Name	Individual's legal first name
Student Number	Student's locally assigned identification number
Birth Date	Individual's date of birth
Gender	Selection of individual being either male or female
Middle Name	Individual's middle name
Suffix	Generational determinant of the individual (Jr., III, etc.)

Address Search

Address elements are located on the Census Address toolset. Data entered in these fields can include special characters.

Data Element	Definition
House/P.O. Number	Number assigned to the dwelling place or post office number assigned to an individual
Street Name	Name of the street on which the dwelling place is located.
Apt Number	Number assigned to the apartment.
City	City in which the dwelling place is located.
Legal Description	Provides a definition of the address used in Impact Aid reporting when a street location is not available. Each county determines what a legal description is (lot and block data).
	See the Impact Aid section for more information.



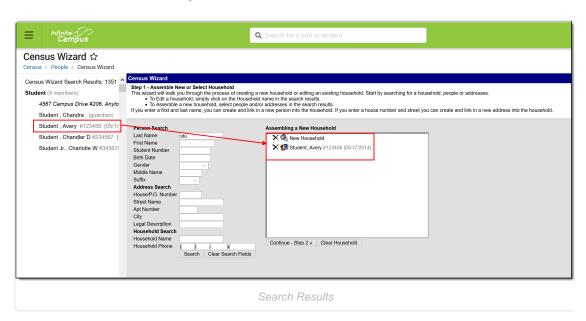
Household Search

Household data is located in Census Household.

Data Element	Definition
Household Name	Name assigned to the household
Home/Other Phone	Phone number assigned to the household

Enter Search Criteria

- 1. Determine which type of search to perform -Person, Address or Household and enter the appropriate search elements.
- 2. Click the **Search** button at the bottom of the Census Wizard page. Matching results appear on the Search tab to the left.
- Select the desired search result. This places the selected information from the Search tab into the Assembling a New Household window.
- 4. Click the Continue to Step 2 button.



If a person is accidentally added when assembling a new household, click the X next to the person's name in the Assembling a New Household window.

Assemble a New or Select an Existing



Household

Household

- 1. Leave the **Household Name** blank. (*Do NOT override*)
- 2. Enter the Household Phone Number.
- 3. If desired, mark the Private checkbox. (Not normaly used)
- 4. Enter any **Comments** related to this household, if any.

Household Locations

- 1. Enter the Address information, as appropriate.
- 2. Enter Start and End Date information for the address.
- 3. Mark the **Private** checkbox as needed.
- 4. Indicate if the address is a **Secondary** location.
- 5. Indicate if this is a Mailing address for the household.
- 6. Indicate if this is a **Physical** location for the household.

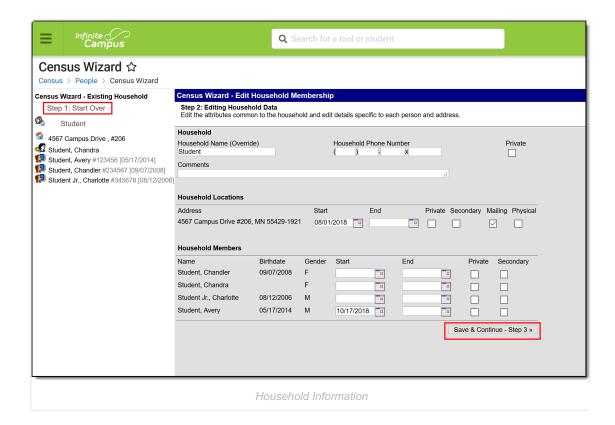
Household Members

- 1. Enter the Start and End Date for the household members.
- 2. Indicate if this is a **Secondary** location for the household member.
- 3. Mark the Private checkbox as needed.

Continue or Start Again

- 1. When finished, click the Save & Continue Step 3 button.
- 2. To start the process over, click the Step 1: Start Overlink in the Search Results to begin again.



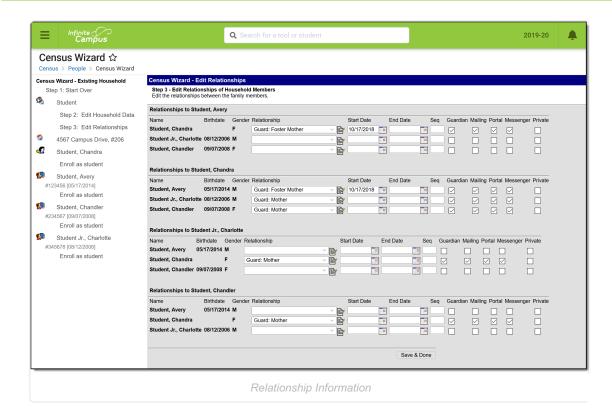


Edit Relationships

This step requires two or more individuals to be chosen in Step 1.

- 1. Select the **Relationship** one of the individuals has to the other individual.
- 2. Enter a **Start Date**, if appropriate.
- 3. Mark the Guardian, Mailing, Portal, Messenger and Private checkboxes for the individual as desired.
- 4. Click the Save & Done button when finished.





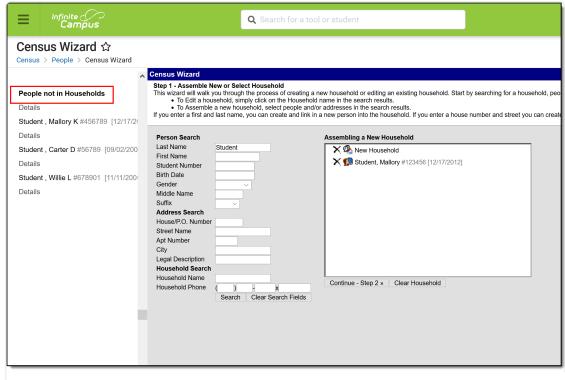
At this time, the process is complete. Please note that choosing a person from the list to modify additional information, a warning message says displays indicating you are leaving the Census Wizard. Click OK to continue. Since the Save & Done option has been selected, your data is saved and you can safely navigate to other areas of the product.

Add Existing Persons to a Household

An individual can be available in Campus without being a household. This might be staff who do not use Campus, or Emergency Contacts, or other types of person records. When searching in the Census Wizard, those individuals display at the end of the Search results.

To add such a person to a household, select their name from the Search Results. This places them in the Assembling a Household window, and follow the steps for using the Census Wizard. To verify this is the correct person to add to the household, click the **Details** link above the name. This displays the Person Summary Report.





People not in Household Results