

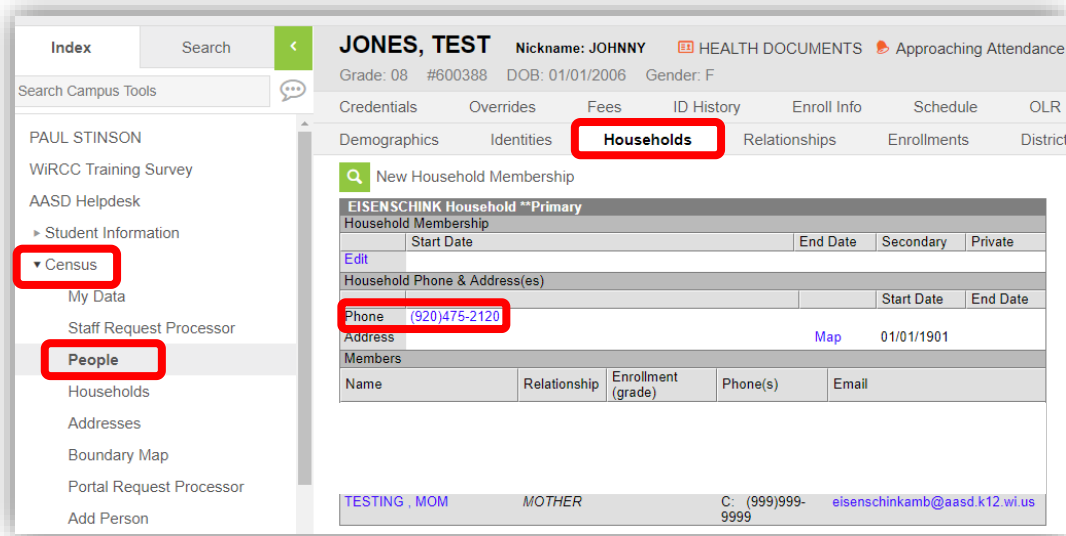
REMINDER: End date information in Infinite Campuse whenever possible. Do not overwrite or delete.

DO NOT edit any Address files. Do not search by address to avoid this possibility.

1. **Search for the student/household.** There are multiple ways to get access to a student's household address information.
 - a. **Either** Search for the household.

Address	Start Date	End Date	Mailing	Secondary	Private
1234 TESTING ST	01/01/1901		X		

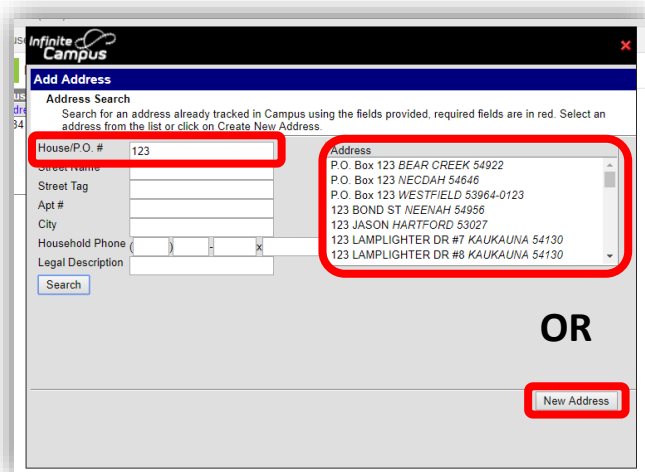
- b. **OR** If you are viewing a student record in Census > People > Household Tab > click on the phone number



2. Click on “Find New Address” and then **perform a search**.

Note: Households must have at least one physical address set us as primary. Can have PO Box in addition to that.

- a. Start with a wide search and then add more information to narrow results. Most AASD addresses should already be entered into the system.
- b. Choose the correct address from the list **OR** create “New address” if it could not be found.



- c. If you found the address on the list, enter a Start Date and Save.
 - i. Note: households default to receive mail.
 - ii. Only select secondary here if the hoshould has multiple homes like a summer home or cottage.
- d. Agree to the pop-up message.

JONES, TEST Nickname: JOHNNY HEALTH DOCUMENTS Approaching Attendance Concern Appro

Grade: 08 #600388 DOB: 01/01/2006 Gender: F

Credentials Overrides Fees ID History Enroll Info Schedule OLR Benefits Home

Demographics Identities **Households** Relationships Enrollments District Employment

New Household Membership

Household Membership		Start Date	End Date	Secondary	Private
Edit					
Household Phone & Address(es)					
Phone	(920)475-2120			Start Date	End Date
Address	N1709 RIVER FOREST DR, KAUKAUNA, WI 54130		Map	01/01/1901	
Members					
Name	Relationship	Enrollment (grade)	Phone(s)	Email	
EISENSCHINK, AMBER L	MOTHER		C: (920)475-2120	amberlm2@sbcglobal.net	
EISENSCHINK, AMBER TEST	MOTHER			amberlm2@sbcglobal.net	
STREUBEL, LYNN M	CAREGIVER		C: (920)470-9088	STREUBELLYNN@aasd.k12.wi.us	
TESTING_MOM	MOTHER		C: (999)999-	eischinkamb@aasd.k12.wi.us	

appletonwi.infinitecampus.org says

Warning! This will end date the current primary address and create a new one. If you are trying to enter a mailing address only, it must be marked Secondary. Continue?

3. If necessary to create a new address input the following fields if available in all CAPS.

Address Creation

Address Creation
Fill in the fields below. This will create a new Address object in the database and then continue on to the next Process Step.

Address Information

P.O. Box Number Prefix Street Tag Direction Apt

City State Zip County Location Code

Latitude Longitude Tract Block

Comments

District

Field	Definition
Post Office Box	Indicates the address is not a physical location but a mailing location.
Number	House Number of the address, or Box number if the address is a P.O. Box address. In the address <i>7750 South Barstow Street NE, My Town MN 55555</i> , 7750 is the number. Only enter the number of the address.
Prefix	Direction of the street in the address. In the address <i>7750 South Barstow Street NE, MyTown MN 55555</i> , South is the prefix.

Street	<p>Name of the street.</p> <p>In the address <i>7750 South Barstow Street NE, My Town MN 55555</i>, Barstow is the street name. Enter only the name of the street.</p>
Tag	<p>Label of the entered street - Avenue, Street, Blvd., etc.</p> <p>In the address <i>7750 South Barstow Street NE, My Town MN 55555</i>, Street is the tag. Enter only the tag in this field.</p>
Direction	<p>Direction indicating the placement of the street within the city limits.</p> <p>In the address <i>7750 South Barstow Street NE, MyTown MN 55555</i>, NE is the direction. Enter only the direction in this field.</p>
Apt	<p>Apartment number if this address is for an apartment building location.</p> <p>In the address <i>7750 South Barstow Street NE, Apt. 101 My Town MN 55555</i>, 101 is the Apartment number.</p>
City	Postal city for the address.
State	Two-digit state code for the address.
Zip Code	Postal zip code (plus 4 if available).
County	County in which the address is located.