

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

### Notes About Households

- A person/student can belong to many households but should only have one designated as primary. When determining if a household is primary, try and find out which household they spend the most amount of time in and/or if one is in your school boundary area.
  - More than one household can reside at one address.
1. The household should be named and a household number set.
    - a. Use all CAPS and the last name of the student's mother. If mother is not present, use father, and so on. This is overwritten by OLR so you may see discrepancies. Search will not be impacted.

testing Household  
Phone: (920)997-1399

**Household Info** | Addresses | Members | Fees | FS Deposit

Save | Delete

**Household Information**

Name	Phone Number	Private
TESTING/TEST	(920) 997-1111	<input type="checkbox"/>

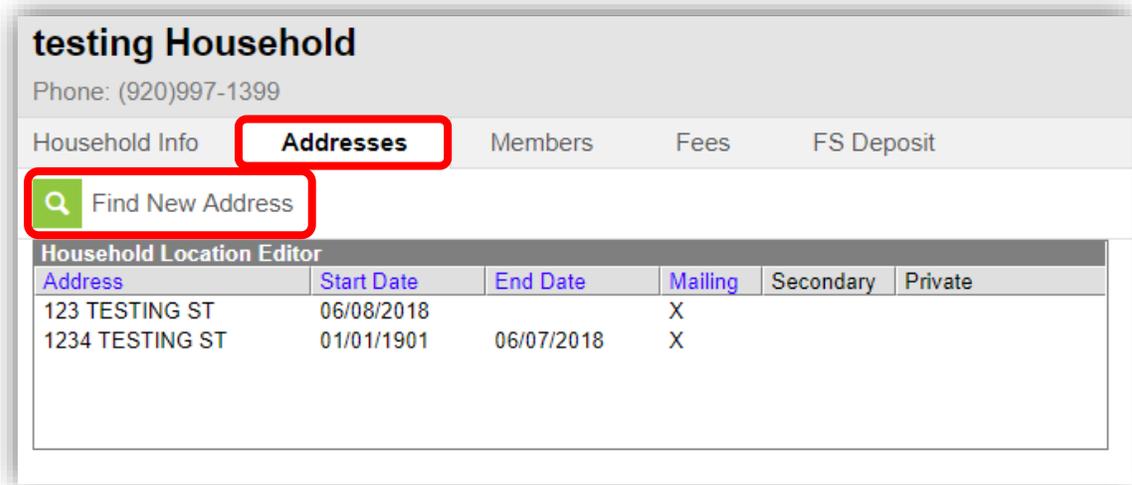
Comments

- Modified by: ADMINISTRATOR, SYSTEM 08/11/2016 20:03

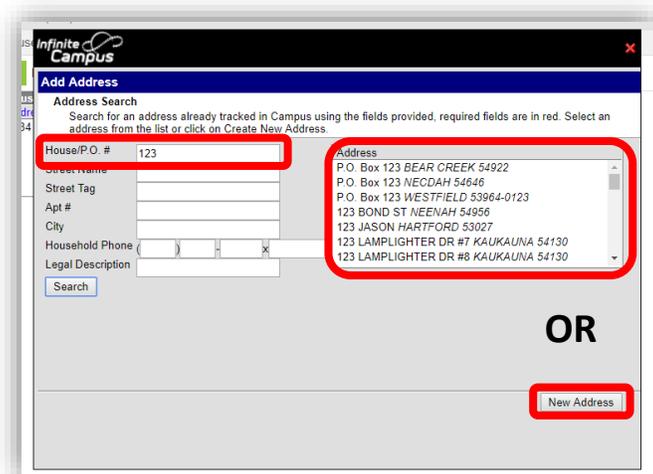
**Note:** The "Private" checkbox does can be marked to indicate the data should be kept within school settings. District staff can pull that information in an ad hoc filter, indicating which individuals would like their contact information kept private.

2. Set up the Household Address.

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



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



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

**testing Household**  
Phone: (920)997-1399

Household Info **Addresses** Members Fees FS Deposit

 Save  Delete  Find New Address

**Household Location Editor**

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

**Household Location Detail**

Address  
123 TESTING ST

\*Start Date

Mailing  Secondary

End Date

Private

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?

 Cancel

3. Set up the Household members

- a. Use the Find New Member button and search for the members of the household.

**testing Household**  
Phone: (920)997-1399

Household Info   Addresses   **Members**   Fees   FS Deposit

Find New Member

Name	Start Date	End Date	Secondary	Private
BRAUN, BRENT J	01/01/1901			
BREIER, CHRISTOPHER L	01/01/1901			
DOROW, JEANINE L	01/01/1901			
HIPPENSTEEL, SCOTT C	01/01/1901			
JONES, TEST	07/24/2014		X	
STREUBEL, LYNN M	01/01/1901			
TESTING2, TESTING2	09/01/2015			
TESTING, MOM	07/24/2014	07/01/2016		
TIKALSKY, JOSEPH R	01/01/1901			

**Infinite Campus**

**Person Search**

Person Search  
Search for a person already tracked in Campus using the fields provided, required fields are in red. Select a person from the list or click on Create New Person.

\*Last Name   
First Name   
Middle Name   
Birth Date   
Gender

REMINDER: Don't forget to define relationships and set up contact preferences in the Relationship tab if you are building a new household where people weren't previously associated. See other guidance documents for help.

- End Date any individual from the Household if they are no longer a member of.

**testing Household**  
Phone: (920)997-1399

Household Info   Addresses   **Members**   Fees   FS Deposit

Save   Delete   Find New Member

Name	Start Date	End Date	Secondary	Private
			X	
		07/01/2016		

**Household Member Detail**

Name  
**JONES, TEST**  
Start Date  
07/24/2014  
Secondary

End Date  
06/01/2018  
Private