



Adding a Secondary Household

Separated or divorced parents frequently have dual custody of their children. In these cases, the student will need to be entered into two households. To do this, there must be two households created, then the student added to each, one as a secondary member.

If the households do not already exist, assemble the first and second households using the **Census Wizard**.

If both households already exist, search for the household that will be the student's secondary household using the **Census Wizard**. Once the household has been identified, click on the household name in the Navigation Pane to transfer the household to the Census Wizard area. Search again to find the student you want to add to that household. Once found, click on the student's name in the Navigation Pane to transfer the student to the Census Wizard area. Now click on

Continue - Step 2 »

On Step 2, check **Mailing** under Household Locations and **Secondary** for the student for whom this is a secondary household. Save and continue the creation process as necessary.

Census Wizard - Edit Household Membership

Step 2: Editing Household Data
Edit the attributes common to the household and edit details specific to each person and address.

Household

Household Name (Override) Household Phone Number () - x Private

Household Locations

Address	Start	End	Private	Secondary	Mailing
618 East University Ave , Gainesville FL 32601	<input type="text" value="06/04/2008"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Household Members

Name	Birthdate	Gender	Start	End	Private	Secondary
smithjones, smithjones			<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
smithjones, smithjones2			<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
smith, robert QQQQQ	01/01/1996	M	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Save & Continue - Step 3 »