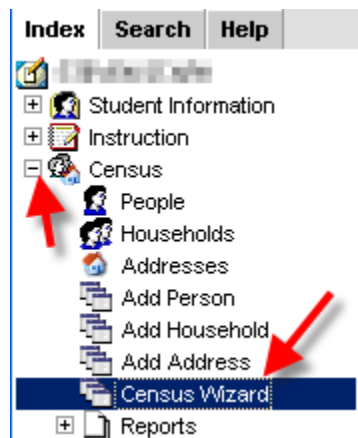


Creating and Assembling a Household

Once all the members of a household have been entered into Infinite Campus as people, and the address has been found, the Census Wizard can be used to create and assemble a household. A household is what the name implies – a family unit consisting of people and homes.

From the Navigation Pane, open the **Census** section by clicking on the + sign, then click on **Census Wizard**.



Step 1 – involves adding people and locations to the household. This is done through repeated searches for people and addresses.

In the **Person Search** Section, enter the last name of a person for whom you are creating a household. Then click on **Search**. If you enter a common name, like Smith, the search may exceed the search limit. If it does, the following warning will appear at the top of the Navigation Pane.

Census Wizard Search Results:
 Search limit exceeded,
 enter more search criteria

Enter additional search criteria, such as first name, to limit the search. Take care to spell names correctly or the data you seek may not be displayed.

All the people who match the search criteria will display in the **Navigation Pane**. At the top of the list are those people who are associated with a household and the household with which they are associated. At the bottom of the list are the people who are not associated with a household. You may need to scroll down to see these people.

To add people to the household you are building click on their names in the **Navigation Pane**. This will add their names to the household.

The screenshot shows the 'Census Wizard' interface. On the left is a 'Navigation Pane' with a search bar containing 'Household' and 'stark'. Below the search bar is a list of search results for 'Smith' with various addresses and phone numbers. At the bottom of the pane, a section titled 'People not in Households' contains a link for 'SMITH, ROBERT N'. The main area of the wizard is titled 'Step 1 - Assemble New or Select Household'. It contains a 'Person Search' form with fields for Last Name (smith), First Name (robert), Student Number, Birth Date, Gender, Middle Name, Suffix, Address Search (House/P.O. Number, Street Name, Apt Number, City), and Household Search (Household Name, Home/Other Phone). To the right of the form is a window titled 'Assembling a New Household' which shows a list of items: 'New Household' and 'SMITH, ROBERT N'. A red arrow points from the 'SMITH, ROBERT N' entry in the 'Assembling a New Household' window to the 'SMITH, ROBERT N' link in the 'Navigation Pane'. Another red arrow points from the 'SMITH, ROBERT N' link in the 'Navigation Pane' to the 'SMITH, ROBERT N' entry in the 'Assembling a New Household' window. A red text box with an arrow pointing to the 'SMITH, ROBERT N' entry in the 'Assembling a New Household' window contains the text: 'Clicking on the name in the Navigation Pane will add it to the household you are building.'

Add all the people necessary to the household by clicking on each of their names.

There may be persons in the household with different last names. This is common in families where there are step-children. If this is the case, do another search as you did above to display their names in the **Navigation Pane**. Conducting a new search will not clear out the names you have already added to the household. Once found, add them to the household you are building.

Once you have added all the people who must be added, click on the **Clear Search Fields** button. This prepares the search engine for the next search – addresses.

Search for the address by using the **House/P.O. Number** field. Limit your search to just this field to be sure all possible addresses with matching criteria are returned. Once entered, click on **Search**.

Once again, the results returned include those addresses already associated with households at the top of the list and those not associated with households at the very bottom. Scroll to find the address you are looking for. The address should not already be associated with a household. If it is, it may be the result of

- The previous association is no longer valid because the associated persons no longer reside at the address, or
- It is valid and this address is a 2-or-more family home.

If the address is already attached to a household, determine if it is in fact the correct address. If it is, attach it to the new household and make a note to further investigate the reason for the multiple associations.

If the address is not attached to a household, verify the address and attach it to the household you are building. To do this, click on the address. As with adding a person to a household, the address will be placed in the **Assembling a New Household** list.

Once you have finished adding people and an address to the household click on

Continue - Step 2 »

Step 2 involves the associations of the household. It consists of three sections – Household, Household Locations, and Household Members

Household

In this section enter the Household Name. It need not be unique in the district. In Alachua County, the rule of thumb is to name the household after the last name of one of the parents. Households can be found later by searching for the household name, the address, or the name of any member of the household. If the household already has a name, it can be changed (overridden).

Enter the phone number of the household. Where available, use the land line phone number of the residence. If a land line is not available use the cell phone number of the parent after whom the household is named.

Clicking the checkbox marked private creates a searchable field that can be used to eliminate the phone number from inclusion in ad hoc reports. The number will still be available to anyone having access to student information.

Household		
Household Name (Override)	Household Phone Number	Private
<input type="text"/>	(<input type="text"/>) <input type="text"/> - <input type="text"/> x <input type="text"/>	<input type="checkbox"/>

Household Locations

In this section, enter the start date that the address is associated with the household. If the date is unknown use Today.

The end date is used when a household moves to a new address. This eliminates the need to create a new household in a mobile community.

Clicking the check box labeled private creates a searchable field that can be used to eliminate the address from ad hoc reports. The address will still be available to anyone having access to student information.

If the address is a secondary address, check the associated box. This field is used when the household has more than one address, for example a physical address and a post office box as a mailing address. Infinite Campus allows only one address to be used as a mailing address. In this case, the non-mailing address should be labeled as the secondary address.

The mailing address should be checked for the address to which mail will be sent. This is the address that is used in creating mailing labels.

Household Locations

Address	Start	End	Private	Secondary	Mailing
620 east university avenue , gainesville FL 32601	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Household Members

In this section, enter the start date of the person connected to the household. If the date is unknown use Today.

The end date is used when a person ceases to be connected to a household.

Clicking the check box labeled private creates a searchable field, allowing users to print or omit the information on an ad hoc report. It does NOT keep the member private from anyone who has access to student information.

If the address is a secondary address, checking the associated box will mark the household as a secondary household for the member. It is used when the parents have dual custody of a student. One household will be determined to be the primary household and the second one is the secondary household for the student only.

Household Members

Name	Birthdate	Gender	Start	End	Private	Secondary
SMITH, ROBERT N			<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
smith, robert QQQQQ		M	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

After completing Household, Household Locations, and Household Members , continue to the next step by clicking on

Save & Continue - Step 3 »

Step 3 is the screen where you edit the relationships between household members. It consists of one section for each member of the household. Parental access to the Portal and ability to receive mailing for the students are determined here as well. All fields entered on one person in the relationship will automatically display on the other person in the relationship, so relationship information only needs to be entered once.

CAUTION

As you proceed through this section, remember – YOU ONLY ENTER RELATIONSHIPS FOR THE STUDENT. Other relationships will fill-in as a result of what you enter for the child. These fill-ins will appear incorrect. Ignore them and focus only on entering relationships in the student section.

In the example below, Robert N Smith is the parent and Robert QQQQQ Smith is the student. Relationships should be entered only in the section for the student. Notice that the relationship in the parent section (Robert N Smith) automatically fills in with what appears to be an incorrect value. Again – focus only on entering data in the student area.

Census Wizard - Edit Relationships

Step 3 - Edit Relationships of Household Members
Edit the relationships between the family members.

Relationships to SMITH, ROBERT II

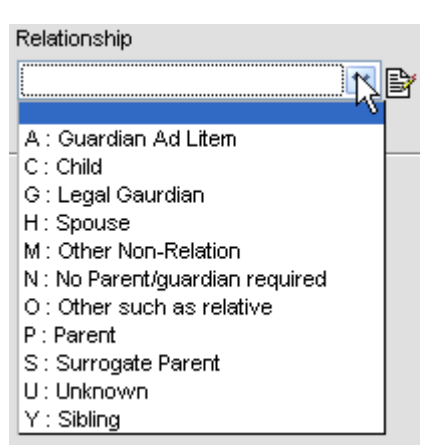
Name	Birthdate	Gender	Relationship	Start Date	End Date	Seq	Guardian	Mailing	Portal	Messenger	Private
smith, robert QQQQQ		M	P: Parent				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Relationships to smith, robert QQQQQ

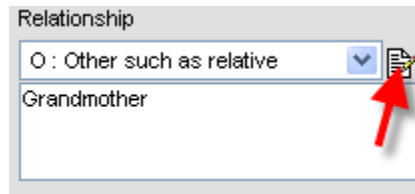
Name	Birthdate	Gender	Relationship	Start Date	End Date	Seq	Guardian	Mailing	Portal	Messenger	Private
SMITH, ROBERT II			P: Parent				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Save & Done

Relationship codes appropriate in Alachua County Public Schools

 <p>Relationship</p> <ul style="list-style-type: none"> A: Guardian Ad Litem C: Child G: Legal Guardian H: Spouse M: Other Non-Relation N: No Parent/guardian required O: Other such as relative P: Parent S: Surrogate Parent U: Unknown Y: Sibling 	<ul style="list-style-type: none"> • Guardian ad litem – a guardian appointed by the court system • Child – the student • Legal Guardian – the legal guardian of a child, usually appointed as a result of a custody decision • Spouse – legal husband or wife • Other non-relation – may be used to identify any person who has a legitimate relationship with the child such as an after school provider, nanny, doctor, etc. • No parent or guardian required - applies to emancipated youth or those students over 18 • Other such as relative – classification for non-immediate family persons such as aunts, uncles, grandparents, cousins, etc. • Parent – the legal parent of the child, may be the true biological parent or the legal parent in the case of adopted children • Surrogate parent – legally appointed parent of a child, usually associated with IDEA • Unknown – the relationship to the child is unknown • Sibling – brother, sister, step-brother, step-sister
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In cases where additional information is needed on a relationship, it can be entered in the notes box beside the relationship drop-down box.



The screenshot shows a form titled "Relationship". It features a dropdown menu with the selected option "O : Other such as relative". Below the dropdown is a text input field containing the word "Grandmother". A red arrow points to the right side of the dropdown menu, where there is a small icon of a document with a pencil, indicating a notes box.

Additional fields to be filled in.

- Start Date – enter the start date of this person’s relationship to the other person, if unknown, use today. The End Date is almost never used in relationships.
- Seq (Sequence)– if more than one parent/guardian is to receive notifications from the Messenger (i.e., attendance, phone calls), the sequence number will determine the order the emergency contacts are notified. You must manually enter the number.
- Guardian – this checkbox is used to connect the student with the household member who is their guardian. A student can have more than one guardian in the same household (i.e., two parents).
- Mailing – this checkbox is used to allow the person to receive mailings for the student connected to them. At least one person in the household needs to have the relationship mailing checkbox checked for the student in order for a label to print.
- Portal – this checkbox is used to allow the person to view the information on the Parent Portal for the student connected to them.
- Messenger – this checkbox is used to connect the person to be notified (via phone or e-mail) to the student when the Messenger service is used. The order that they are notified is determined by the Seq field. This field is not displayed in the screen image and will not display for any district not using the Messenger service.
- Private – Checking this box creates a searchable field, allowing users to print or omit the information on an ad hoc report. It does NOT keep the member private from anyone who has access to student information.

Once relationships have been completed, click on

Save & Done