



What is Census?

In ancient Rome, the census was the registration of all citizens and their property with details as to age, sex, occupation, and so on, specifically for the purposes of taxation. While we won't be assessing taxes in Infinite Campus, the other properties of census are valid.

The census section of Infinite Campus is used to enroll students, parents, staff and others and to enter their demographic information. The students are entered in conjunction with their household, address, and emergency contacts. All staff members need to be entered into Census as well.

The following terminology may be helpful as you begin to use the Census.

- **People** – Everyone who needs to be included in the Campus system is designated as a person. Everyone needs to be entered including students, parents/guardians, siblings, and staff members (i.e., teachers, nurses, and guidance counselors).
- **Households** – Campus uses 'Household' to keep track of all people (guardians, students) living in the same home. Home phone numbers are attached to the Household, not the student, parent, or address.
- **Secondary Household** – This term is used to designate an additional household in which the student may periodically reside. Secondary households are usually set up when parents have dual custody of a student.
- **Mail Only Guardian** – Some students do not reside with their 'secondary' guardian, but the non-custodial parent has requested mailing. In this case, the parent would be set up as a 'mail only' relationship.
- **Member** – This term is used to designate members of the household (i.e., siblings, parents/guardians, grandparents).
- **Address** – Addresses are stored separate from the household and 'attached' to it. If a household moves, the address is 'ended' and a new address is attached.
- **Guardian** – This is the person designated to receive mailings on behalf of the student as well as the main emergency contact. This may or may not be the parent of the student.
- **Relationships** – Campus uses the Relationship tab to establish connections to the student. Some people might be in the same household (i.e., mother, sibling), and some might be outside the household (i.e., 'mail-only' parent, grandparents, doctors). Whether the person is in the household or not, the relationship connects them to the student.
- **Search** – Campus forces the users to search for existing records whenever adding new records (i.e., people, addresses) into the system. It is extremely important to enter Census information only once and avoid duplicates.

TIP:

It is recommended when entering information into Search fields (when attempting to add a 'new' record) to enter the least amount of information possible. For example, when entering a new person: Robert Smith – only enter 'Smith' in the Last Name field. This person might have been previously entered as 'Bob' or 'Bobby', instead of 'Robert'.

This recommendation extends to addresses as well. Enter just the Street Number or Name without the 'Tag' (road, street, avenue). For example, when entering a new address: 123 Elm Street – only enter '123' or 'Elm'; the address may have been previously entered as '123 Elm St' or '123 Elm Str.'