



Last Modified on 10/22/2022 9:44 am CDT

Household Members Data Elements | Find and Add a New Member Entered in Infinite Campus to add to the Household | Find and Add a New Member Not Entered in Infinite Campus to add to the Household | End Household Membership

Classic View: Census > Household > Members

Search Terms: Members

If Campus Human Resources is enabled, Household information is maintained in the Personnel Master. See the following article for more information:

Campus SIS Integration with Campus HR

The **Members** tab lists all persons that have ever lived in the selected household. Due to legacy issues, it is recommended that members are not deleted from the household, but rather ended. Information on a particular member can be viewed by selecting that member from the **Household Member Editor** table.

Fields vary by state. Please see your state's State Tools articles for more information on household members procedures in your state.

	Q Search for a tool or student	
Household Members ☆ Census > Households > Household Members	Parent 612-555-3506	Q Household
Save Oelete Pind New Member Household Member Editor Name Start Date End Date Secondary Private Parent, Alexis M 06/10/2015 O6/10/2015 Parent, Heather 06/10/2015		
Household Member Detail Name Parent, Alexis M Start Date D6/10/2015 Secondary Private		
Ног	isehold Members	

Household memberships are displayed on a student's Summary tab. If a member of the household is a student, the student's enrollment information is also listed (school of enrollment and grade



level). The image below shows Primary household memberships; if a student was a member of a secondary household, that information would also display, as would non-household memberships.

Summary ☆ Student Information > General > Summa	гу		Grade: 11 #740
			Show More
Households			
Parent PRIMARY			-
Phone 612-555-3506 Household Address 10341 Main Street , Any Town , MN 55449 map	Guard: Other Family Parent, Heather (Guardian)	Self Parent, Alexis M ENROLLMENT 2020-21 High School Grade 11	
H	lousehold Information of	n Student Summary	

Household Members Data Elements

Data Elements	Definitions
Name	Lists the individual who is a member of the household.
Start Date	Indicates the date on which the person became a member of the household.
End Date	Indicates the date on which the person was no longer a member of the household.
Secondary	Indicates the household is a secondary residence for the selected person (i.e., child who lives part time at this address and another address).
Private	Indicates the address details should be kept within school settings. Marking this checkbox does not remove the address from reports.
	See the Private Checkbox Information article for more details.
	Marking the Private checkbox also prevents the household member's information from appearing on FRAM Online Applications.

Find and Add a New Member Entered



in Infinite Campus to add to the Household

- 1. Select the **Find New Member** icon from the action bar. A Person Search screen displays.
- Enter the Last Name of the individual who should be added to this household. Only the Last Name field is required; add additional information for a more focused search.
- 3. Click the **Search** button. Matching Search results displays in the box to the right.
- 4. Verify the correct person has been returned by selecting the **Details** link in the search results. This displays the Person Summary Report.
- 5. Select the appropriate person from the search results to add to the household by clicking on their name.
- 6. Enter a **Start Date** for the person.
- 7. If appropriate, enter an **End Date** for the person.
- 8. If this is a secondary household for that member, mark the **Secondary** checkbox.
- If information about this individual should remain private to school officials only, mark the **Private** checkbox, which indicates the information should be kept within school settings. Marking this checkbox does not remove data from reports. See the Private Checkbox Information article for more details.
- 10. Click the **Save** icon when finished.

Census > Households > Household Members						
Save S Delete C Find New Member						
Household Member Editor Name Parent, Alexis I Infinite Parent, Heather Campus		1			;	×
Person Search Person Search Search for a person already tracked in a person from the list or click on Create N	Campus usi ew Person.	ng the fields provided, requi	red fields are	e in re	ed. Select a	
*Last Name Student	Details	Student, John PersonID: 238158	856768	М	11/01/2005	^
Middle Name	<u>Details</u>	Student Julia PersonID: 238306	856834	М	01/01/2001	
Gender	<u>Details</u>	Student June PersonID: 238307	856835	F	02/02/2002	
Household M. Search Name Parent, Alexis Start Date 06/10/2015 Secondary	<u>Details</u>	🕵 Student Jynger PersonID: 238308	856836	м	03/03/2003	~
				Cre	ate New Pers	DN
I				-		
	_		_		_	
Fin	d New I	Nember				



Find and Add a New Member Not Entered in Infinite Campus to add to the Household

- 1. Select the **Find New Member** icon from the action bar. A Person Search screen displays.
- 2. Enter the **Last Name** of the individual who should be added to this household. Only the Last Name field is required; add additional information for a more focused search.
- 3. Click the **Search** button. Matching Search results display in the box to the right.
- If none of the results are for the desired person, or if no results display, click the Create New Person button.
- 5. Enter in the appropriate information for the new person, following district policy.
- 6. Click the **Save** button when finished. The new person displays in the New Person window.
- 7. Select the person from the **New Person** window. The new person is displayed in the Household Member Detail editor.
- 8. Enter a **Start Date** for the person.
- 9. If appropriate, enter an **End Date** for the person.
- 10. If this is a secondary household for that member, mark the **Secondary** checkbox.
- If information about this individual should remain private to school officials only, mark the **Private** checkbox, which indicates the information should be kept within school settings. Marking this checkbox does not remove data from reports. See the Private Checkbox Information article for more details.
- 12. Click the **Save** icon when finished. The new person is listed in the Household Member Editor.

Household Members 🏠 Census > Households > Household Members	
Save Save Find New Member	
Household Member Editor	
Name Parent, Alexis I Infinite Parent, Heather Campus	×
New Person	
Person Creation	
Fill out the form to create a new Person in Campus. Click save to create the person, aft appear in the list below.	erwards, they will
Person Information	<u>^</u>
*Last Name *First Name Middle Name	Suffix
Student Jamie Soc Sec Number	
F: Female V	
Household Me Race/Ethnicity	
Name Parent, Alexis Is the individual Hispanic/Latino?	
Start Date 06/10/2015 Hispanic Subcategory:	
Secondary Select Values	
Is the individual from one or more of the these races?	
(check all that apply)	
American Indian or Alaska Native	
Asian	
Black or African American	Save
	Save
Add New Person to Campus and Household	
Add New Ferson to campus and nousehold	



End Household Membership

- 1. Select the appropriate member of the household to modify from the **Household Member Editor**. Information displays in the **Household Member Detail** editor.
- 2. Enter a **Start Date** for the household member.
- 3. If appropriate, enter an **End Date** for the household member.
- 4. If this is a secondary household for that member, mark the **Secondary** checkbox.
- If information about this individual should remain private to school officials only, mark the **Private** checkbox, which indicates the information should be kept within school settings. Marking this checkbox does not remove data from reports. See the Private Checkbox Information article for more details.
- 6. Click the **Save** icon when finished.