

# Household Information

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This documentation applies to both versions of Online Registration.

**Classic View:** Portal > Online Registration

**Search Terms:** Online Registration

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Household data includes the home phone number, home address and mailing address (if different than the home address).

For those who are enrolling returning students, existing information for home phone and address will display. Instructions are provided for changing the information.

## Online Registration Workflow

▶ [Click here to expand...](#)

### Primary Phone

1. Enter the 10-digit **Primary Phone Number**. If there is no home phone number, enter the parent/guardian's contact phone number who is most likely to respond to calls from the school.
2. Mark the **Contact Preferences** as desired. Definitions for each option are available.
3. Click the **Next** button when finished.

If the phone number needs to be changed, enter the new one in the appropriate fields and review the marked Contact Preferences.

**Infinite Campus** Online Registration
Application Number 1

\* Indicates a required field

▼ Student(s) Primary Household
↔ Parent/Guardian
↔ Emergency Contact
↔ Other Household
↔ Student
↔ Completed

▼ Primary Phone

Primary Phone	Contact Preferences								
(651 )555 -1111	Voice	Emergency <input checked="" type="checkbox"/>	High Priority <input checked="" type="checkbox"/>	Attendance <input checked="" type="checkbox"/>	Behavior <input checked="" type="checkbox"/>	General <input checked="" type="checkbox"/>	Food Service <input checked="" type="checkbox"/>	Teacher <input checked="" type="checkbox"/>	Private <input type="checkbox"/>
Text(SMS)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Description of Contact Preferences

**Emergency** - Marking this checkbox will use this method of contact for emergency messages

**High Priority** - Marking this checkbox will use this method of contact for messages labeled as High Priority Notification.

**Attendance** - Marking this checkbox will use this method of contact for attendance messages.

**Behavior** - Marking this checkbox will use this method of contact for behavior messages.

**General** - Marking this checkbox will use this method of contact for general school messages, such as those sent by the school or district.

**Food Service** - Marking this checkbox will use this method of contact for food service messages

**Teacher** - Marking this checkbox will use this method of contact for teacher-sent messages, including messages regarding failing grades and missing assignments.

**Private** - Mark if number should be listed as private

Next ▶

Home Phone Entry

# Home Address

The Home Address is considered the location of the household. In some instances, the home address is not the mailing address but only the physical location of where the family abides.

1. Enter the requested **Address** fields. The entry is dynamic and the information entered will display at the same time it is being typed. Definitions for these fields are available in the [Address Fields](#) table.
2. Click the **Next** button to enter Mailing Address information.

If the current address is incorrect, mark the **The home address listed is no longer current** checkbox. This displays a field to enter the date when the new address became current and displays address fields to enter the new address information.

Previous Home and Mailing Address(es) display with the end date, if applicable.

\* Indicates a required field

▼ Student(s) Primary Household    ⊗ Parent/Guardian    ⊗ Emergency Contact    ⊗ Other Household

▶ Primary Phone

▼ Home Address

\*\*Please verify or add the information below. Please update any information that is incorrect. Please do not enter the entire address into the street name field.  
**Example:** If you live at 1234 East Sesame Street, 1234 should be entered into the Street Number field, E should be entered into the first N,S,E,W field, Sesame should be entered into the Street Name Only field, and St should be entered in the St,Ave,Bldv,etc. field.

Street Number: 4321 \*    N,S,E,W: ▼    Street Name Only: 109th \*    St, Ave, Blvd, etc.: Ave ▼    N,S,E,W: NE ▼    Apartment:

City: Blaine \*    State: MN ▼ \*    Zip: 55419 \*    Ext.:     County:

Click on your address if it appears in box

Your address as entered above  
 4321 109th Ave NE  
 Blaine, MN 55419

  

Home Address Entry

## Address Fields

Field	Definition
<b>Post Office Box</b>	Indicates the address is not a physical location but a mailing location. This is available for selection on the <a href="#">Mailing Address</a> panel only.
<b>Street Number</b>	House Number of the address, or Box number if the address is a P.O. Box address.  In the address <i>7750 South Barstow Street NE, My Town MN 55555</i> , <b>7750</b> is the street number. Only enter the number of the address.
<b>N,S,E,W</b>	Direction of the street in the address.  In the address <i>7750 South Barstow Street NE, MyTown MN 55555</i> , <b>South</b> is the N,S,E,W.
<b>Street Name Only</b>	Name of the street.  In the address <i>7750 South Barstow Street NE, My Town MN 55555</i> , <b>Barstow</b> is the street name. Enter only the name of the street.
<b>St, Ave, Blvd, etc.</b>	Label of the entered street - Avenue, Street, Blvd., etc.  In the address <i>7750 South Barstow Street NE, My Town MN 55555</i> , <b>Street</b> is the St, Ave, Blvd, etc. Enter only the St, Ave, Blvd, etc. in this field.
<b>N,S,E,W</b>	Direction indicating the placement of the street within the city limits.  In the address <i>7750 South Barstow Street NE, MyTown MN 55555</i> , <b>NE</b> is the N,S,E,W. Enter only the direction in this field.

Field	Definition
<b>Apartment</b>	Apartment number if this address is for an apartment building location.  In the address <i>7750 South Barstow Street NE, Apt. 101 My Town MN 55555, 101</i> is the Apartment number.
<b>City</b>	Postal city for the address.
<b>State</b>	Two-digit state code for the address.
<b>Zip Code</b>	Postal zip code (plus 4 if available).
<b>Ext.</b>	The additional 4 digits of the zip code.
<b>County</b>	County in which the address is located.

## Mailing Address

- By default, the **The household has no separate Mailing Address** checkbox is marked and will not display additional address information. If the household has a separate mailing address, enter the address information as shown below. See the [Address Fields](#) table for definitions of the address elements.
- Click the **Save/Continue** button when finished.

*Mailing Address Entry*

At this time, household data entry and review is complete.