

Census - Person/Household Maintenance - Study Guide

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

The Census module tracks every person, household and address entry in Infinite Campus. There are times when this data needs to be updated due to change in family relationships, address changes and name changes.

- [Individual Updates](#)
 - [Update Demographic & Contact Information](#)
 - [Name Changes](#)
 - [Manage Person-to Person Relationships](#)
- [Household Updates](#)
 - [Change Household Name & Phone Number](#)
 - [Household Address Change](#)
 - [Manage Household Memberships](#)
- [Address Updates](#)
 - [Correct an Address](#)
 - [Add a School to an Address](#)

Individual Updates

Update Demographic & Contact Information

Personal contact information can be updated on the Demographics tab. Upon saving, the contact information will be updated throughout Campus.

+ [Documentation](#)

+ [Video](#)

Name Changes

There may be times when a person that has been entered in Campus has changed his/her name, gender, social security number, or race/ethnicity. These changes should be made on the Identities tab in order to maintain a historical record of the demographic data.

+ [Documentation](#)

+ [Video](#)

Manage Person-to Person Relationships

Relationships (household and non-household) between people can be updated when needed on the Relationships tab in Census > People.

+ [Documentation](#)

[+ Video](#)

Household Updates

Change Household Name & Phone Number

The Household Information tab lists the assigned household name, phone number, and related comments. This information may be changed by overwriting the existing data. There are no start and end dates associated with the tab.

[+ Documentation](#)

Household Address Change

The Addresses tab lists additional information about the selected address. Any changes made to an address will also affect historical data for any family that has ever lived there.

[+ Documentation](#)[+ Video](#)

Manage Household Memberships

Household memberships are managed on the Members tab in Census > Households. This tab is where a historical record is maintained of all household members. This is also where members are added and end dated.

[+ Documentation](#)[+ Video](#)

Address Updates

Correct an Address

There may be times when an address needs to be edited due to an omitted apartment/unit number, incorrect tag, misspellings, etc. The Address Info tab in Census > Addresses can be used to make these minor changes.

[+ Documentation](#)[+ Video](#)

Add a School to an Address

The Schools tab in Census > Addresses can be used to manually associate schools with the address based on geographic boundaries.

+ Documentation

+ Video
