

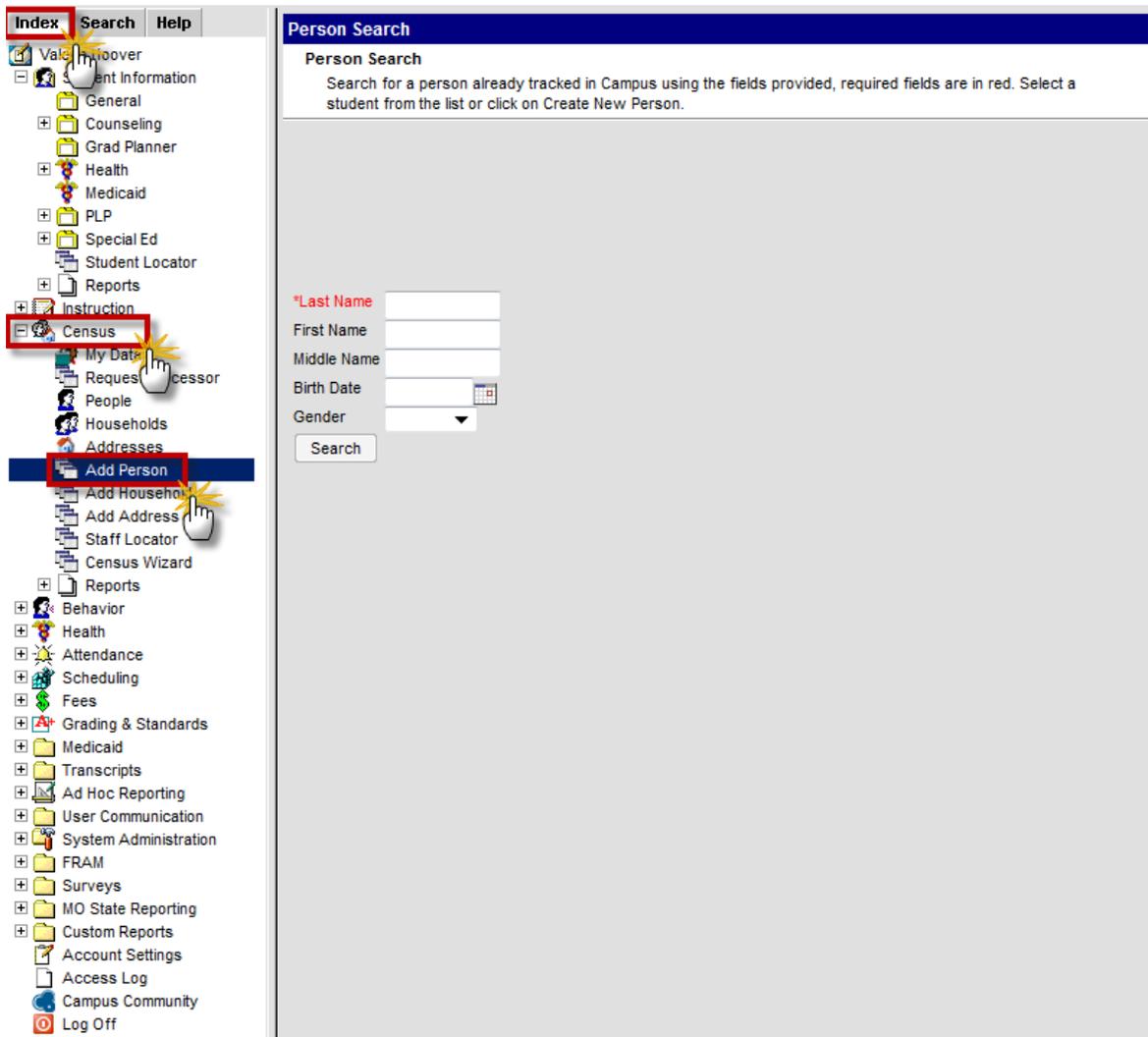
# Adding People and Households To Infinite Campus

## Adding People to Infinite Campus

When completed enrollment forms for a new student are received, the order of entering that information in Infinite Campus should be as follows:

- 1) Find/Add Student(s)
- 2) Find/Add Parent/Guardians and Non-Household members
- 3) Find/Create Household
- 4) Establish Relationships

1) To add a person, click on **Index>Census>Add Person**. This will bring up the Person Search screen.



The screenshot displays the Infinite Campus software interface. On the left is a navigation tree with the following items: Index, Search, Help, Value Added, Student Information (General, Counseling, Grad Planner, Health, Medicaid, PLP, Special Ed, Student Locator, Reports), Instruction, Census (highlighted with a red box), My Data, Request Processor, People, Households, Addresses, Add Person (highlighted with a red box), Add Household, Add Address, Staff Locator, Census Wizard, Reports, Behavior, Health, Attendance, Scheduling, Fees, Grading & Standards, Medicaid, Transcripts, Ad Hoc Reporting, User Communication, System Administration, FRAM, Surveys, MO State Reporting, Custom Reports, Account Settings, Access Log, Campus Community, and Log Off. On the right is the 'Person Search' screen, which includes a search bar and the following fields: \*Last Name (red asterisk), First Name, Middle Name, Birth Date (with a calendar icon), and Gender (with a dropdown arrow). A 'Search' button is located below the fields. The screen also contains the text: 'Person Search' and 'Search for a person already tracked in Campus using the fields provided, required fields are in red. Select a student from the list or click on Create New Person.'

2) Perform a **Person Search** to see if the person to be entered is already in Infinite Campus.

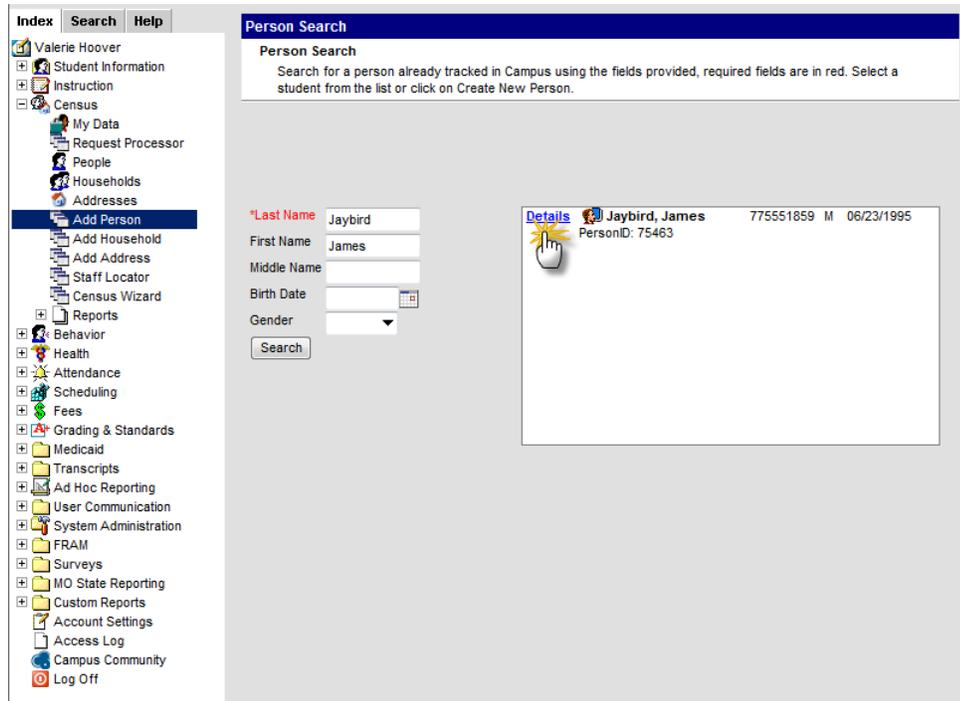
a) Enter the first couple of letters of their last name in the “**Last Name**” field. Then click the “**Search**” button.

The screenshot shows the Infinite Campus web application interface. On the left is a navigation sidebar with a tree view. The 'Add Person' option is selected and highlighted in blue. The main content area is titled 'Person Search' and contains a search form. The form has the following fields: 'Last Name' with the value 'Jaybird', 'First Name' with the value 'Ja', 'Middle Name' (empty), 'Birth Date' (empty), and 'Gender' (a dropdown menu). A red rectangular box highlights the 'Search' button at the bottom of the form. Above the form, there is a blue header bar with the text 'Person Search' and a sub-header 'Person Search'. Below the sub-header, there is a brief instruction: 'Search for a person already tracked in Campus using the fields provided, required fields are in red. Select a student from the list or click on Create New Person.'

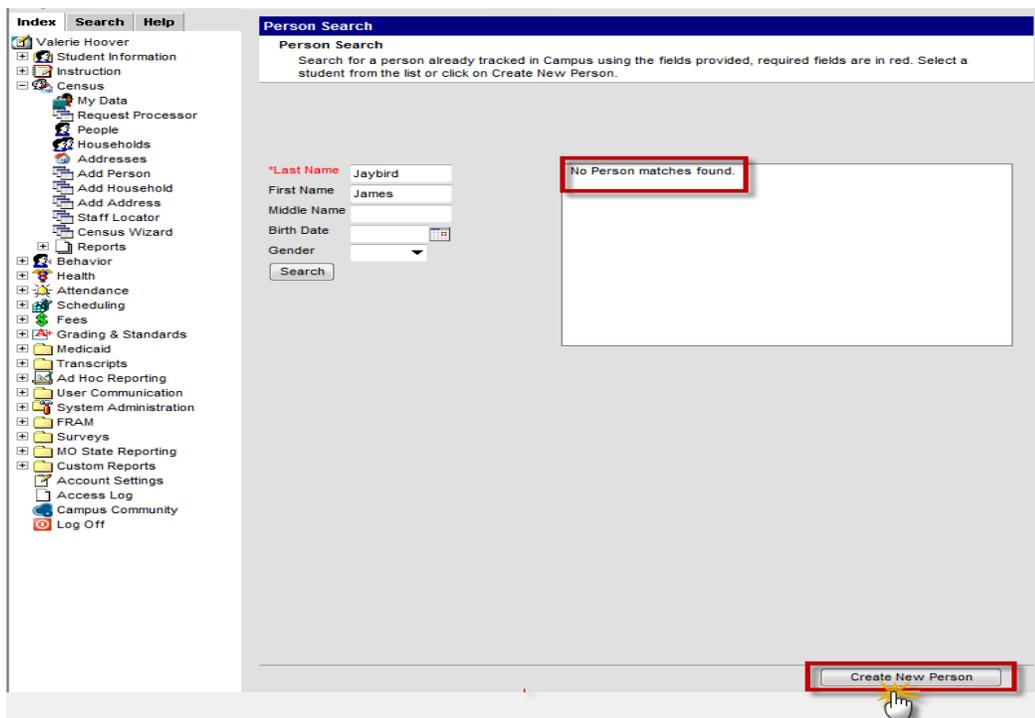
b) This will bring up anyone with the criteria which was entered. If this list is too long, perform the search again using more letters from the Last and First Name. Entering the gender in the “**Gender**” field will tighten the search. When more information is entered, search again. *(The less information used to initially search, the less chance there is of duplicating a person that is already in Campus.)*

c) Continue this procedure until the person being searched is found in Campus with the name being looked for, or it is determined the person is **NOT** in Campus.

- d) If the person found is in Campus, click on **“Details”** to look at the information that is on the **Person Summary Report**. If it is a student, check the birthdate to see if it is the same as the student being added. Other information in the report can be checked such as guardians. If searching for a parent/legal guardian or non-household contact, check the phone numbers to see if they match the person being searched. If this student/person is already in Campus, there is no need to add the student or person.



- e) If the person is not found in Campus, click on the **“Create New Person”** button in the lower right hand of the screen.



3) To create a **new student**, to fill in the student's full name, birthdate, Social Security number (*if given*), Race/Ethnicity, Race/Ethnicity Determination, nickname (*if used*) and check the “**Generate number**” box for Local Student Number. Once this information is entered, click “**Save**” in the lower right hand corner of the screen.

**New Person**

**Person Creation**  
Fill out the form to create a new Person in Campus. Click save to create the person, afterwards, they will appear in the list below.

**Person Information**

*Last Name	*First Name	Middle Name	Suffix
Jaybird	James		
*Gender	Birth Date	Soc Sec Number	
Female	6/23/1995	999 - 88 - 7777	

**Race/Ethnicity**

Is the individual Hispanic/Latino?  
N: No

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
- Native Hawaiian or Other Pacific Islander
- White

\*Race Ethnicity  
W

Race/Ethnicity Determination  
01: Parent Identified

Nickname  
JJ

Comments

**Person Identifiers**

Local Student Number   Generate Number

Student State ID

Save

4) The “New Person” screen will appear. Click on the name.

**Index** **Search** **Help**

- Valerie Hoover
- Student Information
- Instruction
- Census
  - My Data
  - Request Processor
  - People
  - Households
  - Addresses
  - Add Person**
  - Add Household
  - Add Address
  - Staff Locator
  - Census Wizard
- Reports
- Behavior
- Health
- Attendance
- Scheduling
- Fees
- Grading & Standards
- Medicaid
- Transcripts
- Ad Hoc Reporting
- User Communication
- System Administration
- FRAM
- Surveys
- MO State Reporting
- Custom Reports
- Account Settings
- Access Log
- Campus Community
- Log Off

**New Person**

**Person Creation**

Fill out the form to create a new Person in Campus. Click save to create the person, afterwards, they will appear in the list below.

<a href="#">Details</a>	<b>Jaybird, James</b>	775551859	M	06/23/1995
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PersonID: 75463

5) The Demographic tab will appear to view the information entered. Check the “**Birth Verification**” arrow and select the “proof of birth” if any has been provided. Click “**Save**”.

**Jaybird, James** Nickname: JJ  
#775551859 DOB: 06/23/1995 Gender: M

Demographics Identities Households Relationships Enrollments District Employment

Save Delete Person Summary Report Demographics Data

**Person Information**

PersonID: 75463

\*Last Name: Jaybird \*First Name: James Middle Name: Suffix:

\*Gender: Male \*Birth Date (Age: 16): 06/23/1995 Soc Sec Number: 999 - 88 - 7777 No Image Available

**Race/Ethnicity (Edit)**

State Race/Ethnicity: W:White  
Federal Designation: 6:White  
Race(s): White  
Hispanic/Latino: N:No  
Race/Ethnicity Determination: 01:Parent Identified

Birth Country:

Date Entered US:  Date Entered US School:

Date Entered State School:  Birth Verification: B: Birth Certificate

Nickname: JJ

Comments:  Upload Picture

- Modified by: Hoover, Valerie 02/28/2012 15:29

**Person Identifiers**

Local Student Number: 775551859  
Student State ID:   
Local Staff Number:   
Staff State ID:   
Person GUID: 5C32715F-1A63-4108-AC47-D6AAF0F0DABF

**Personal Contact Information**

Other Phone:  Private:  Work Phone:

Cell Phone:  Private:  Pager:

Email:

6) Next, create the student's enrollment. Click on the **"Enrollment Tab"** and choose **"New"**.  
(Make sure the proper year and school calendar are selected in Infinite Campus.)

The screenshot displays the Infinite Campus user interface for a student named Jaybird, James. The top navigation bar includes tabs for Demographics, Identities, Households, Relationships, Enrollments, District Employment, and District. The Enrollments tab is highlighted with a red box. Below the navigation bar, there are buttons for 'Print Enrollment History', 'New', and 'New Enrollment History'. The 'New' button is also highlighted with a red box. The main content area is titled 'Enrollment Editor' and contains a table with columns for 'Edit', 'Grade', 'Type', 'Calendar', 'Start Date', and 'End Date'. The table is currently empty. On the left side, there is a vertical menu with various options, including 'Add Person', 'Add Household', 'Add Address', 'Staff Locator', 'Census Wizard', 'Reports', 'Behavior', 'Health', 'Attendance', 'Scheduling', 'Fees', 'Grading & Standards', 'Medicaid', 'Transcripts', 'Ad Hoc Reporting', 'User Communication', 'System Administration', 'FRAM', 'Surveys', 'MO State Reporting', 'Custom Reports', 'Account Settings', 'Access Log', 'Campus Community', and 'Log Off'.

7) The “General Enrollment Box” will open. Enter the following information:

a) **Grade**

b) **Start Date** (*First date they are seated in a classroom*)

c) **Start Status**

d) **Start Comments** (*To (JCPS school name) from (transferring school name, city, and state) and “grade” in parenthesis. ex: To Simonsen from Liberty High School, Liberty MO (9)*)

e) **First Date in District** (*This is the first day the student is in school in the district. If they have been in district before, left the district, and then returned, this date will need to be changed to the first day they are back in the district.*)

f) **State Aid** (*This will always be R1: Resident 1*)

g) Once the above information is entered, click “Save”.

Jefferson City High School - NCC    Calendar    12-13 Jefferson City High Scho

**Jaybird, James**  
#318644216    DOB: 06/23/1995    Gender: M

Demographics    Identities    Households    Relationships    **Enrollments**

Save    New Enrollment History

Enrollment Editor

Edit	Grade	Type	Calendar	Start Date	End Date

**General Enrollment Information**

\*Calendar: 12-13 Jefferson City High Scho    \*Schedule: Main    \*Grade: 10    Class Rank Exclude:

\*Start Date: 2/28/2013    No Show:     End Date:    End Action:    \*Service Type: P: Primary

\*Start Status: T101: Tfer from pub schl outside district in state    End Status:    Transfer To District:    Transfer To School:    End Comments:    Start Comments: To JCHS from Liberty High School, Liberty, MO (10)

**State Reporting Fields**

State Exclude:     Homeless NH:     HomeSchooled:     Migrant Indicator: NM: NOT MIGRANT

Immigrant: NIM: Not Immigrant    Gifted/Talented:    Title1:     Title3: NE: Not Eligible

Percent Enrolled(Out Of 100): 100    Part Time Student:     A+ Student: N: No    Section 504:     MO Option Prog:    8th Tech Lit:    Residing District:    Residing School:    Residing County:    Attending District:    Attending School:

\*First Date In District: 02/28/2012    \*State Aid: R1: Resident 1    Res 2 Hrs In Session: 0.0000    Regular Hours Attended: 0.0000    Regular Hours Absent: 0.0000    Remedial Hours: 0.0000

College Prep    CTE    Vocational/COOP    Career Ed    Precode Teacher    Disadvantaged

8) After any new student(s) have been entered into Infinite Campus, **add parents, legal guardians and non-household contacts** for the student(s).

Repeat steps 1 and 2 above to perform a search for the person to be added. Once the “**Create a new person**” and the “**New Person**” Screen appears, there is no need to enter any further information on this screen. Click “**Save**”.

**Index**   **Search**   **Help**

- Valerie Hoover
- Student Information
- Instruction
- Census
- My Data
- Request Processor
- People
- Households
- Addresses
  - Add Person**
  - Add Household
  - Add Address
  - Staff Locator
  - Census Wizard
- Reports
- Behavior
- Health
- Attendance
- Scheduling
- Fees
- Grading & Standards
- Medicaid
- Transcripts
- Ad Hoc Reporting
- User Communication
- System Administration
- FRAM
- Surveys
- MO State Reporting
- Custom Reports
- Account Settings
- Access Log
- Campus Community
- Log Off

**New Person**

**Person Creation**

Fill out the form to create a new Person in Campus. Click save to create the person, afterwards, they will appear in the list below.

**Person Information**

*Last Name	*First Name	Middle Name	Suffix
Jaybird	JC		
*Gender	Birth Date	Soc Sec Number	
Male			

**Race/Ethnicity**

Is the individual Hispanic/Latino?

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
- Native Hawaiian or Other Pacific Islander

**Save**

9) The “New Person” screen will appear. Click on the name.

The screenshot displays a web application interface. On the left is a navigation sidebar with a menu. The 'Add Person' option is highlighted in blue. The main content area has a blue header 'New Person' and a white box titled 'Person Creation' containing the text: 'Fill out the form to create a new Person in Campus. Click save to create the person, afterwards, they will appear in the list below.' Below this is a table with a 'Details' link on the left. The table contains one entry: 'Jaybird, JC' with 'PersonID: 75466' and gender 'M'. A red box highlights the name 'Jaybird, JC', and a mouse cursor is clicking on it.

Details	Name	PersonID	Gender
	Jaybird, JC	75466	M

10) When adding **parents, legal guardians and non-household contacts** you will need to complete the “**Personal Contact Information**” box. When the information is entered, click “**Save**”.

Year 11-12 School Jefferson City High School - NCC

Index Search Help

Valerie Hoover

- Student Information
- Instruction
- Census
  - My Data
  - Request Processor
  - People
  - Households
  - Addresses
  - Add Person**
  - Add Household
  - Add Address
  - Staff Locator
  - Census Wizard
- Reports
  - Behavior
  - Health
  - Attendance
  - Scheduling
  - Fees
  - Grading & Standards
  - Medicaid
  - Transcripts
  - Ad Hoc Reporting
  - User Communication
  - System Administration
  - FRAM
  - Surveys
  - MO State Reporting
  - Custom Reports
  - Account Settings
  - Access Log
  - Campus Community
  - Log Off

### Jaybird, JC

Gender: M

Demographics Identities Households Relationships Enrollments District Employment

Save Delete Person Summary Report Demographics Data

#### Personal Information

Person ID: 75466

*Last Name	*First Name	Middle Name	Suffix
Jaybird	JC		

*Gender	Birth Date	Soc Sec Number
Male		

Race/Ethnicity (Edit)

State Race/Ethnicity: W:White  
Federal Designation: No Data  
Race(s):  
Hispanic/Latino: No Data  
Race/Ethnicity Determination:

Birth Country

Date Entered US Date Entered US School

Date Entered State School Birth Verification

Nickname

Comments

Upload Picture

- Modified by: Hoover, Valerie 03/02/2012 11:05

#### Person Identifiers

Local Student Number   Generate Number

Student State ID

Local Staff Number

Staff State ID

Person GUID: 3F204C19-7E10-46AA-85D5-EA9411FE550A

#### Personal Contact Information

Other Phone	Private	Work Phone
( ) - x	<input type="checkbox"/>	( 573 ) 659 - 3050 x <input type="checkbox"/>
Cell Phone	Private	Pager
( 573 ) 789 - 1234 x <input type="checkbox"/>	<input type="checkbox"/>	( ) - x <input type="checkbox"/>

Email: jcjaybird@mascots.com

Comments

- Modified by: Hoover, Valerie 03/02/2012 11:21

#### District Defined Elements

Place of Employment

11) Repeat steps 1-2 and 8-10 above until each parent, legal guardian and non-household contact, is entered who needs entered for a student(s).

## Creating a Household

Now that the **student, parents/ legal guardians, and non-household contacts** are entered, a household can be created.

1) When creating a household, go to **Index>Census>Add Household**.

The screenshot displays a web application interface. On the left is a navigation menu with a tree structure. The 'Index' menu item is highlighted with a red box. Under 'Index', the 'Census' sub-menu is also highlighted with a red box. Within 'Census', the 'Add Household' option is highlighted with a red box and a mouse cursor. The main content area on the right is titled 'Household Search' and contains a search form with the following fields: Last Name, First Name, Student #, Birthdate (with a calendar icon), Number, Street, Apt #, Household Name, and Phone (with a format guide '( ) - x'). A 'Search' button is located below the phone field. The interface also includes a top navigation bar with 'Index', 'Search', and 'Help' tabs.

2) Enter the last name of the parent/legal guardian in the “**Last Name**” box and the first initial of the first name in the “**First Name**” box. Click “**Search**”.

The screenshot shows a web application interface for household search. At the top, there are dropdown menus for 'Year' (11-12) and 'School' (Jefferson City High School - NCC). Below these are tabs for 'Index', 'Search', and 'Help'. The left sidebar contains a navigation menu with various options like 'Valerie Hoover', 'Student Information', 'Instruction', 'Census', 'My Data', 'Request Processor', 'People', 'Households', 'Addresses', 'Add Person', 'Add Household', 'Add Address', 'Staff Locator', 'Census Wizard', 'Reports', 'Behavior', 'Health', 'Attendance', 'Scheduling', 'Fees', 'Grading & Standards', 'Medicaid', 'Transcripts', 'Ad Hoc Reporting', 'User Communication', 'System Administration', 'FRAM', 'Surveys', 'MO State Reporting', 'Custom Reports', 'Account Settings', 'Access Log', 'Campus Community', and 'Log Off'. The main content area is titled 'Household Search' and contains a form with the following fields: 'Last Name' (Jaybird), 'First Name' (J), 'Student #', 'Birthdate' (with a calendar icon), 'Number', 'Street', 'Apt #', 'Household Name', and 'Phone'. A red box highlights the 'Last Name' and 'First Name' fields, and another red box highlights the 'Search' button with a hand cursor pointing to it.

3) In the Household search box, to the left, households might be listed with the criteria entered in the search. Search the entries that are in the Household box to see if the household being looked for is already listed.

a) If the household is already listed, click on the household.

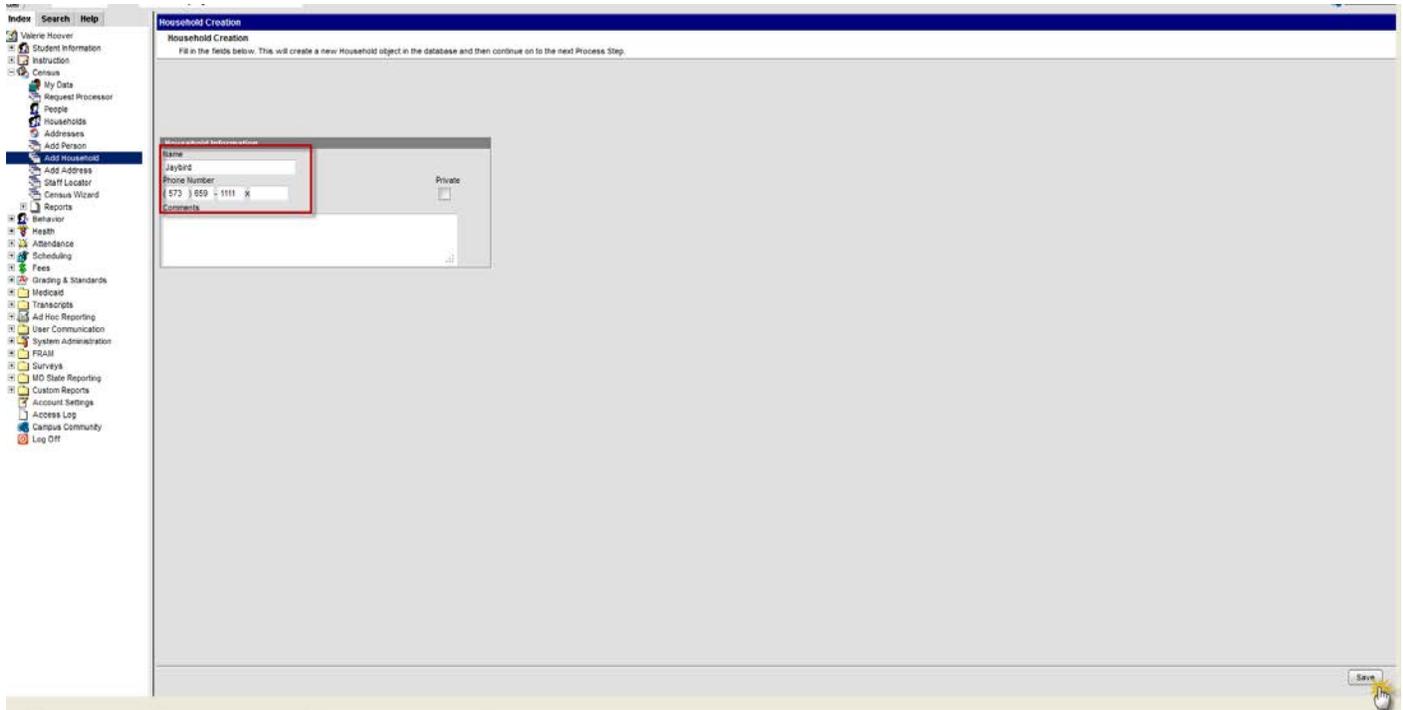
b) If there are no entries in the Household box or the household being searched for is not found, click “**New Household**”.

The screenshot shows a web application interface for household management. On the left is a navigation menu with various options like 'Student Information', 'Instruction', 'Census', 'My Data', 'Request Processor', 'People', 'Households', 'Addresses', 'Add Person', 'Add Household', 'Add Address', 'Staff Locator', 'Census Wizard', 'Reports', 'Behavior', 'Health', 'Attendance', 'Scheduling', 'Fees', 'Grading & Standards', 'Medicaid', 'Transcripts', 'Ad Hoc Reporting', 'User Communication', 'System Administration', 'FRAM', 'Surveys', 'MO State Reporting', 'Custom Reports', 'Account Settings', 'Access Log', 'Campus Community', and 'Log Off'. The 'Add Household' option is highlighted.

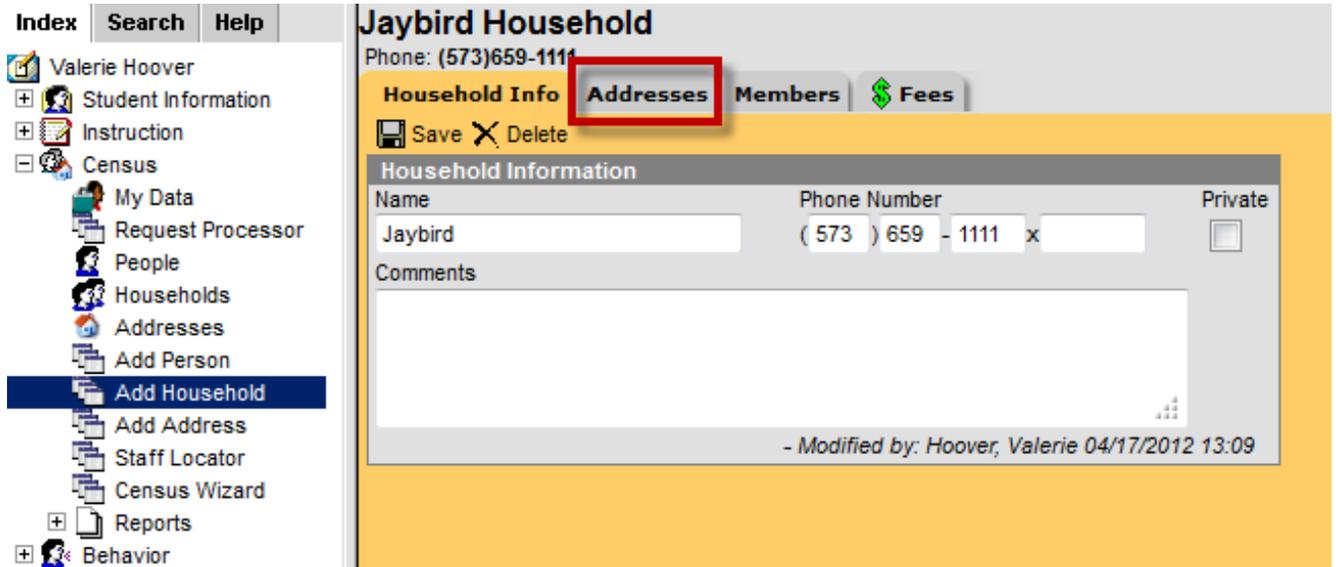
The main content area has a search form titled 'Household Search' with fields for 'Last Name' (Jaybird), 'First Name' (J), 'Student #', 'Birthdate', 'Number', 'Street', 'Apt #', 'Household Name', and 'Phone'. A 'Search' button is at the bottom of the form. To the right of the form is a table with two columns: 'Household' and 'Household Address'. The table contains one entry: 'Jaybird' with address '1000 Jay Bird St, Jefferson Ci'. A red box highlights a message: 'We are searching for the JC Jaybird Household. This household is not found in the Household search box so click on "New Household".' At the bottom right of the interface is a 'New Household' button, also highlighted with a red box.

4) The “**Household Information**” Box will appear.

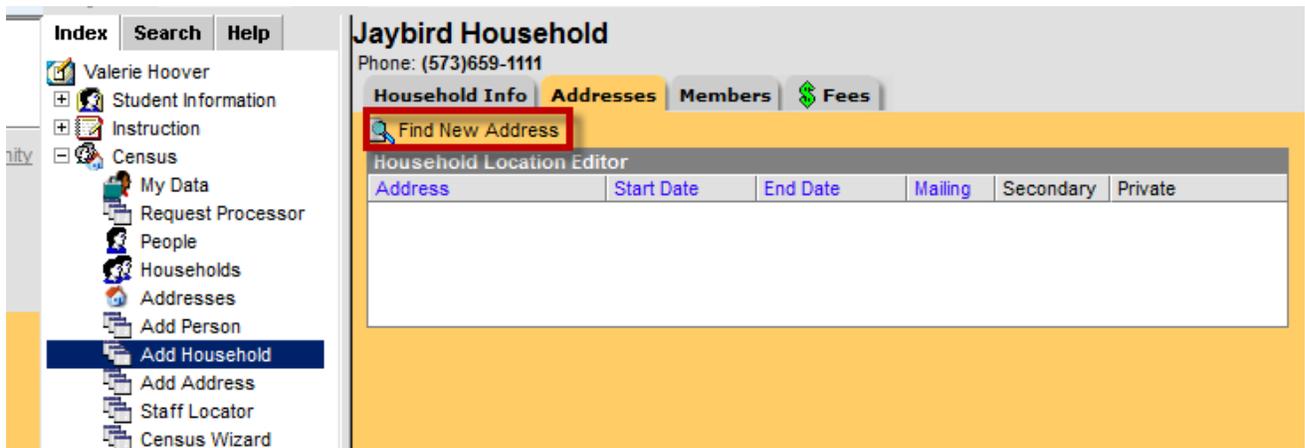
- a) Enter the last name of the parent or legal guardian as the Household name.
- b) Enter the main phone number that will be used to contact the parent or legal guardian. (*This phone number is also used for “Alert Now” calls the district sends out.*)
- c) Click “**Save**” in the lower right hand corner.



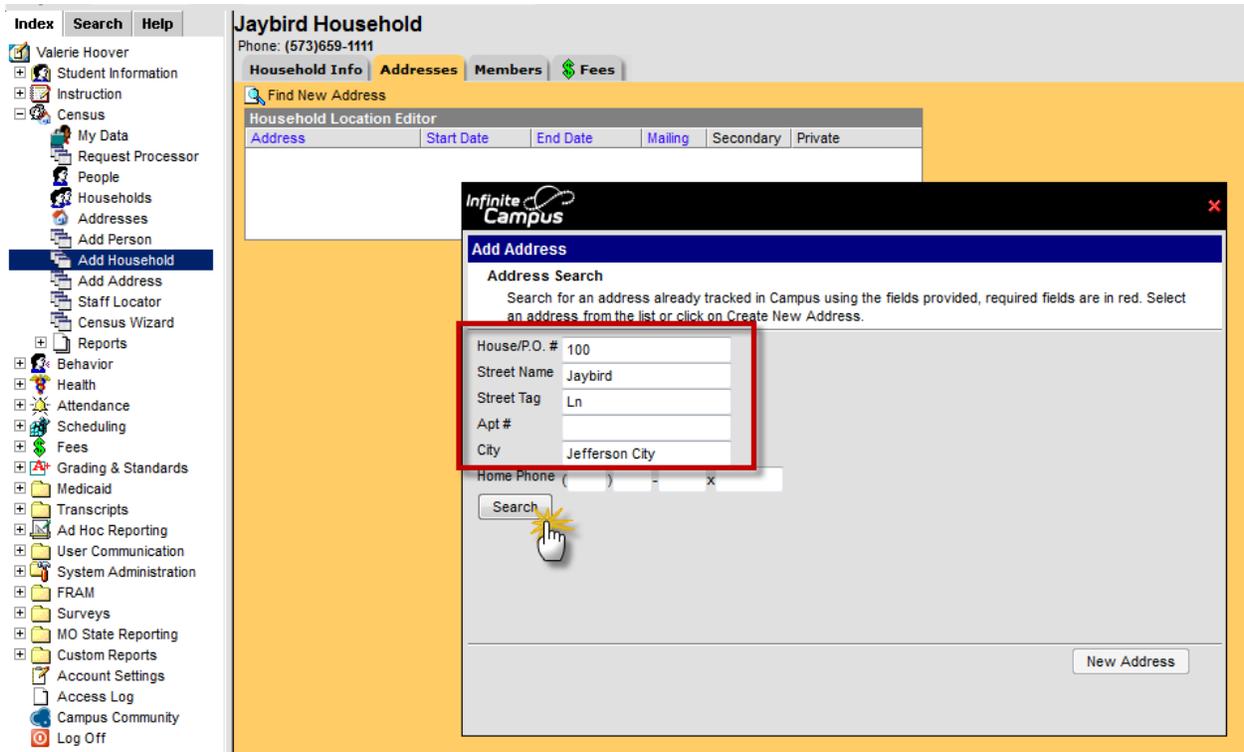
5) The “**Household Info**” tab will appear. Verify the information entered. *(Please note that when beginning to add a household, complete **all** of the tabs for the information to be saved in **any** of the tabs. If only the “Household Info” tab and the “Address Tab” are completed and the user leaves Campus, the process will have to start over.)* Now click on the “**Address**” tab.



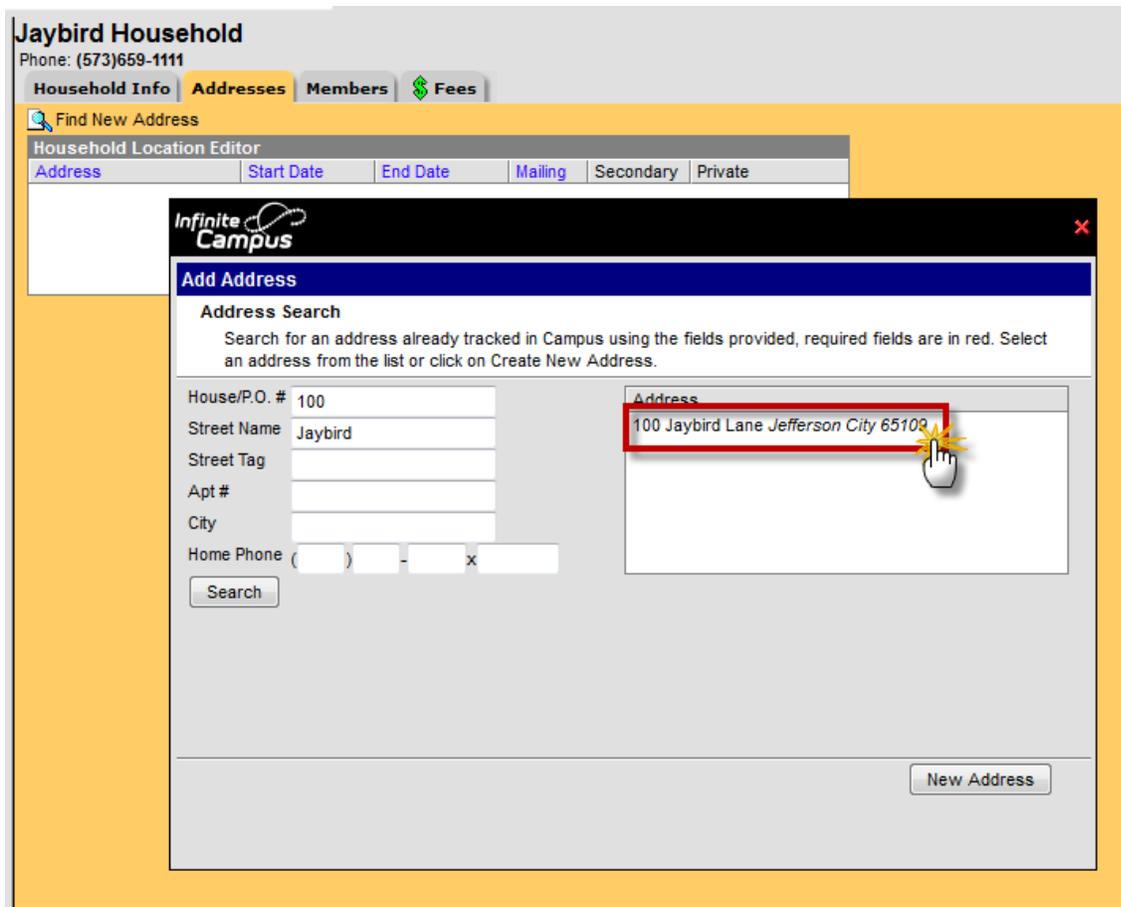
6) On the Address tab, click on “**Find New Address**”.



7) This will bring up the “Add Address” box. Enter the address and click on “Search”.



a) If the address has been previously entered into Infinite Campus, it will appear in the “Address” box to the right. If the correct address is in this box, click on it to use it for this household.



When the address is clicked, it goes to the “Household Location Detail”. Enter the “**Start Date**” and click “**Save**”.

**Jaybird Household**  
Phone: (573)659-1111

Household Info | **Addresses** | Members | Fees

Save | Delete | Find New Address

Household Location Editor

Address	Start Date	End Date	Mailing	Secondary	Private

Household Location Detail

Address  
100 Jaybird Lane

\*Start Date: 04/18/2012 (calendar icon)

End Date: (calendar icon)

Mailing:  Secondary:  Private:

The address has been added to the “**Address**” tab. Now proceed to the “**Members**” tab.

**Jaybird Household**  
Phone: (573)659-1111

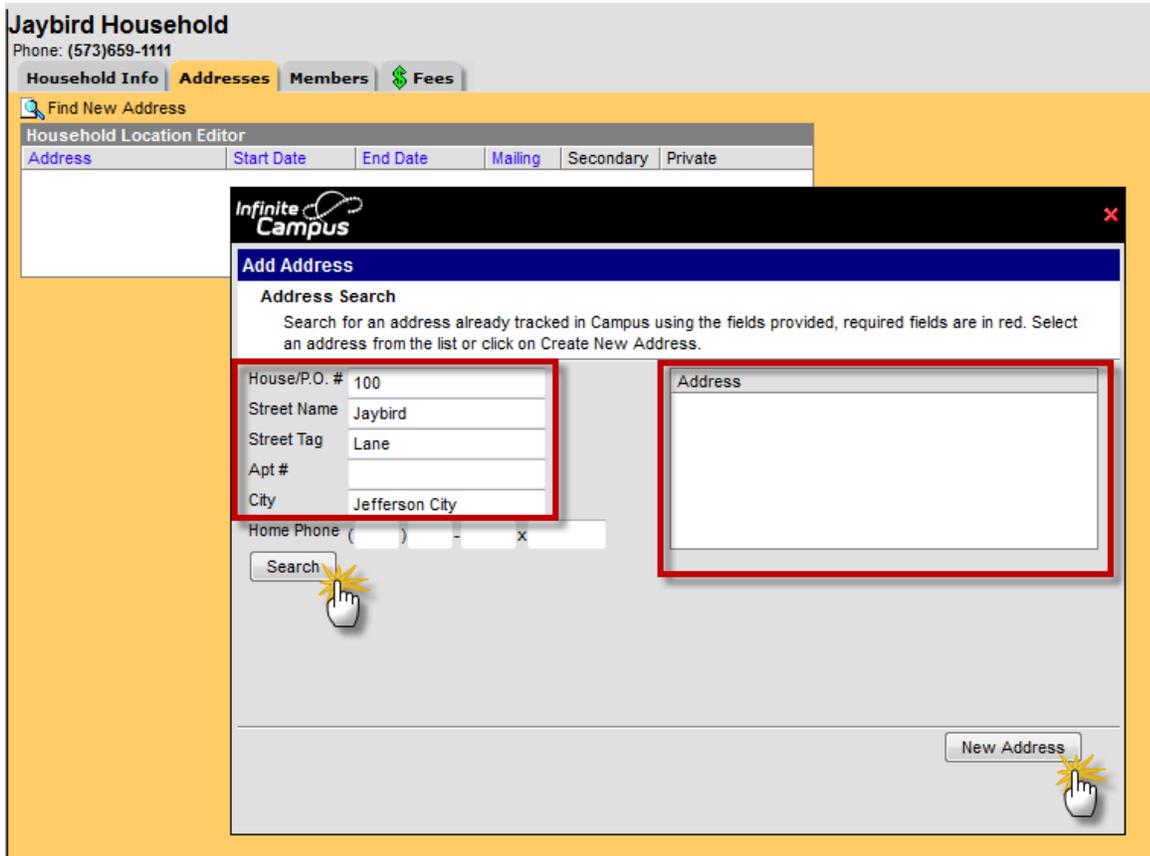
Household Info | **Addresses** | **Members** | Fees

Find New Address

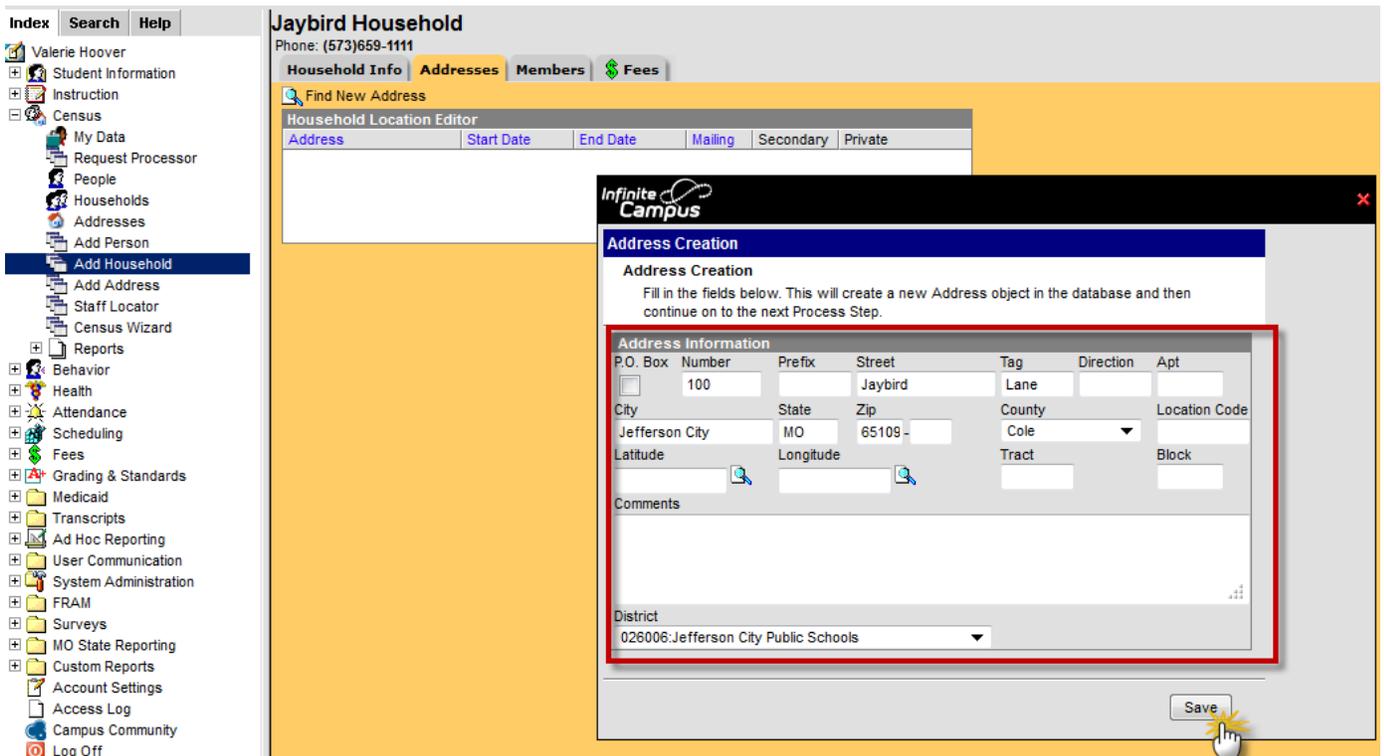
Household Location Editor

Address	Start Date	End Date	Mailing	Secondary	Private
100 Jaybird Lane	04/18/2012		X		

b) Enter the address, click search. If the “Address” box to the left is empty, click on “New Address”.



This will go to the “Address Creation” box. Enter the address, county, and district and click “Save”.



This will go to the “Household Location Detail” box. Enter the “Start Date” and click “Save”.

**Jaybird Household**  
Phone: (573)659-1111

Household Info | **Addresses** | Members | Fees

Save | Delete | Find New Address

Household Location Editor

Address	Start Date	End Date	Mailing	Secondary	Private
100 Jaybird Lane	04/18/2012		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Household Location Detail

Address  
100 Jaybird Lane

\*Start Date: 04/18/2012

End Date: [ ]

Mailing:  Secondary:  Private:

8) The address has been added to the “Address” tab. Proceed to the “Members” tab.

**Jaybird Household**  
Phone: (573)659-1111

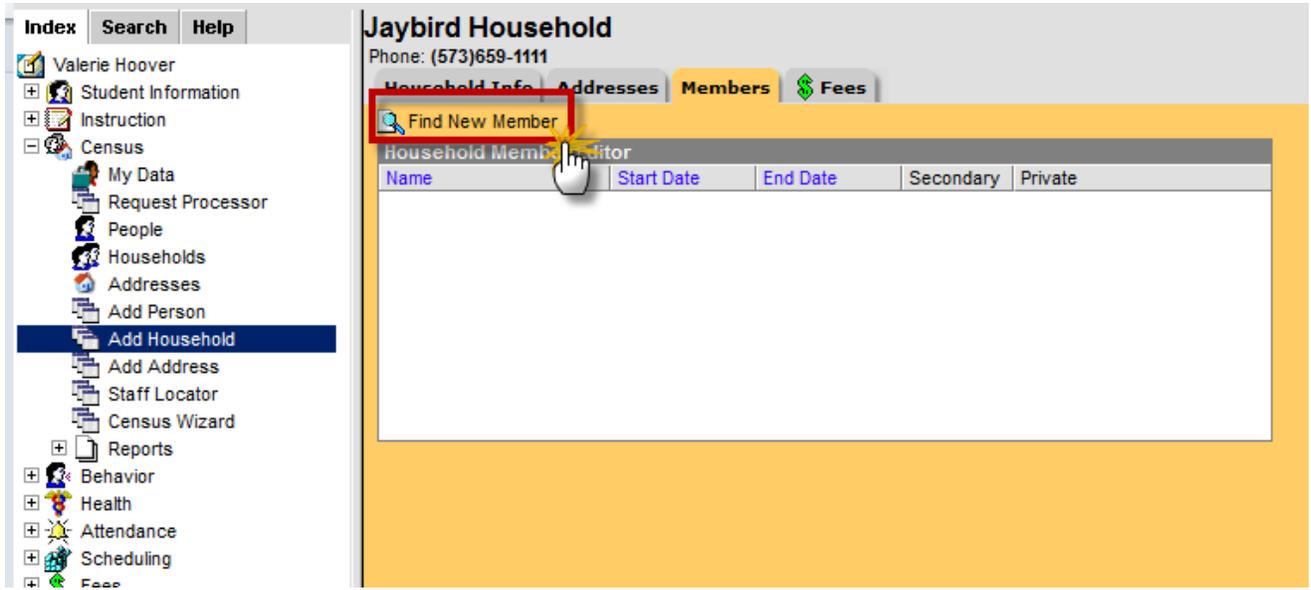
Household Info | Addresses | **Members** | Fees

Find New Address

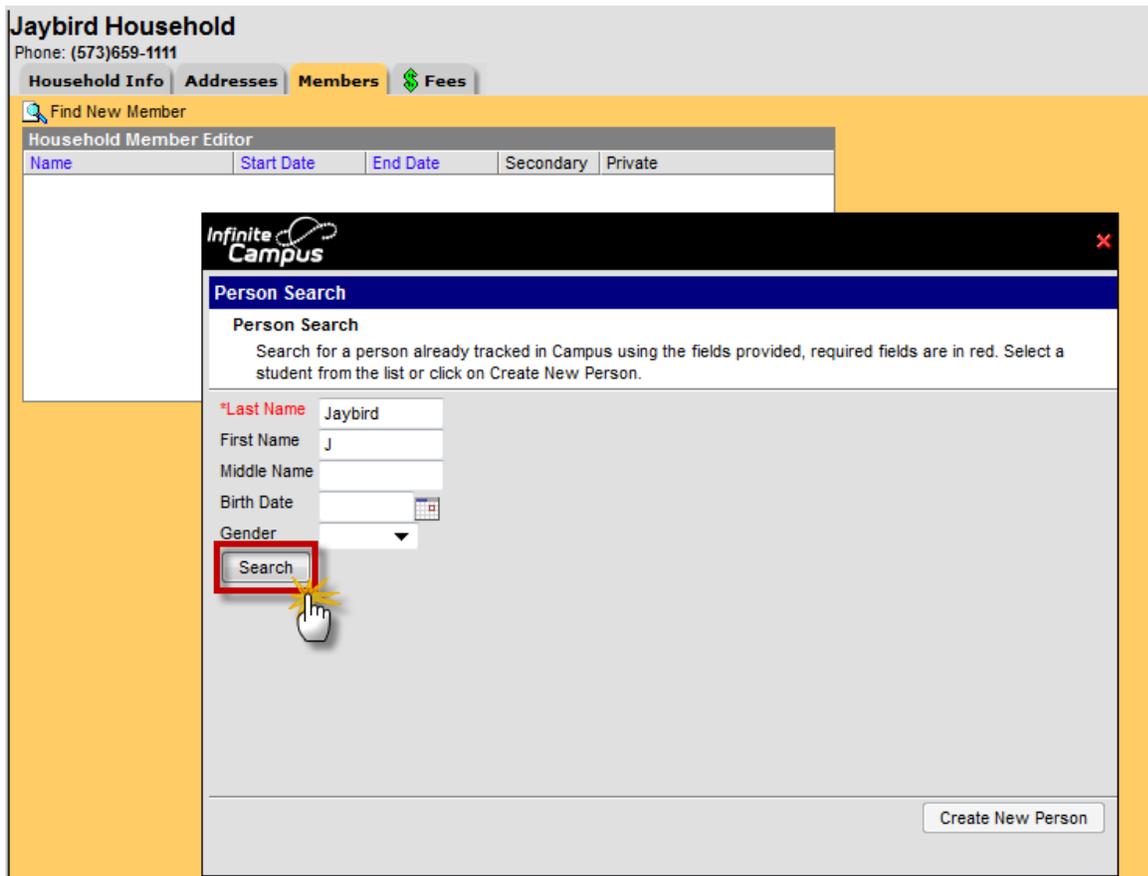
Household Location Editor

Address	Start Date	End Date	Mailing	Secondary	Private
100 Jaybird Lane	04/18/2012		X		

9) Next, add members to the Household. The members placed in the household should only be the parent/legal guardians and student(s) enrolled in JCPS. Once in the “**Members**” tab, click “**Find New Member**”.



10) This will bring up the **Person Search** box. Type in the last name and the first initial of the first name for the person to be placed in the household. The click” **Search**”.



11) The box to the right will be populated with a list of people that match the information entered. If the list is too extensive, add more letters to the first name of the person being searched. Find the person you want to be placed in the household. If more than one person is listed with the same name, click on “**Details**” to view the information entered for that person.

**Jaybird Household**  
Phone: (573)659-1111

Household Info | Addresses | **Members** | Fees

Find New Member

Household Member Editor

Name	Start Date	End Date	Secondary	Private
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**Infinite Campus**

### Person Search

Person Search

Search for a person already tracked in Campus using the fields provided, required fields are in red. Select a student from the list or click on Create New Person.

*Last Name	Jaybird
First Name	J
Middle Name	
Birth Date	
Gender	

Search

<a href="#">Details</a>	Jaybird, James	775551859M	06/23/1995
	PersonID: 75914		
<a href="#">Details</a>	Jaybird, Janie J	261620291F	11/19/1997
	PersonID: 75919		
<a href="#">Details</a>	Jaybird, Jasper		M
	PersonID: 75921		
<a href="#">Details</a>	Jaybird, Jayette		F
	PersonID: 75916		
<a href="#">Details</a>	Jaybird, JC		M
	PersonID: 75915		
<a href="#">Details</a>	Jaybird, JC		M
	PersonID: 75923		
<a href="#">Details</a>	Jaybird, Julie J	218349207F	05/15/2006
	PersonID: 75920		

Create New Person

12) Click on “**Details**” to see a document with the person’s information. The phone numbers are the best way to check to see if this is the person being searched for. Check this information carefully before selecting the person. Make sure this is the individual who goes in this household. If it is not the person being searched , close the document and click on “**Details**” for other persons listed with the same name until the person being searched for is found.

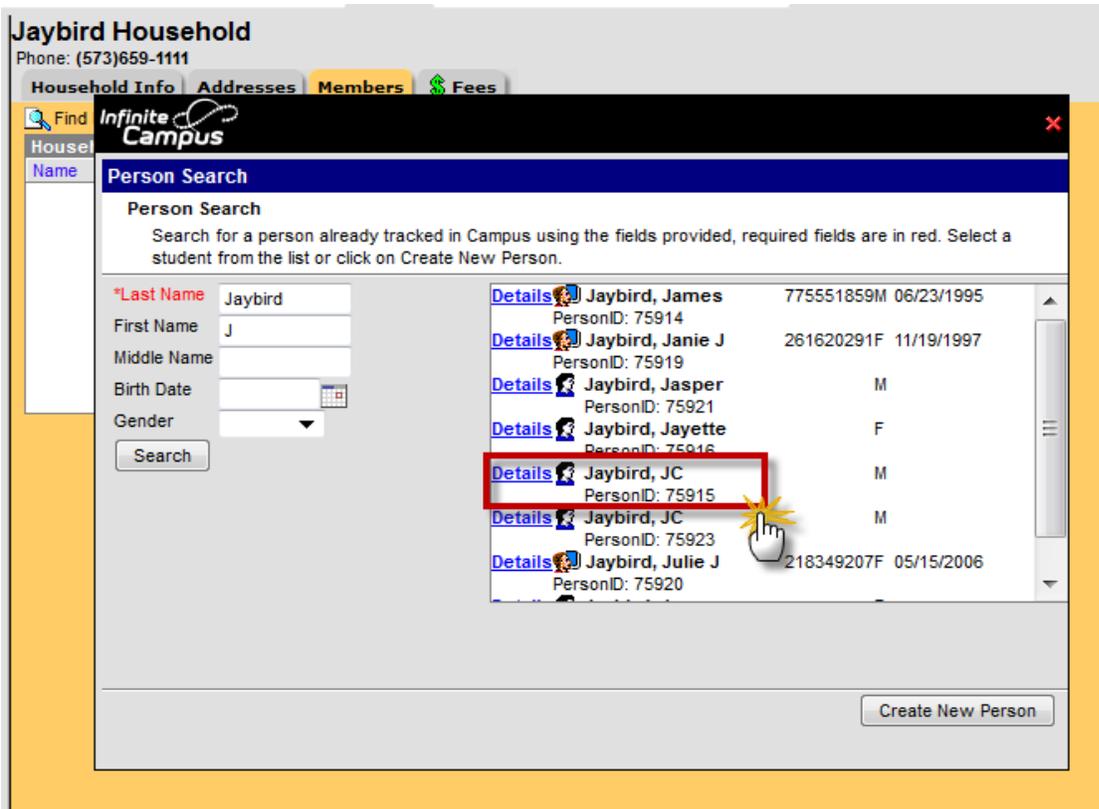
The screenshot shows the Infinite Campus interface. At the top, there are navigation tabs for 'Household Info', 'Addresses', 'Members', and 'Fees'. A 'Person Search' window is open, displaying search criteria: Last Name 'Jaybird', First Name 'J', Middle Name, Birth Date, and Gender. Below the search criteria is a list of search results:

Details	Jaybird, James	775551859M	06/23/1995
PersonID:	75914		
Details	Jaybird, Janie J	261620291F	11/19/1997
PersonID:	75919		
Details	Jaybird, Jasper		M
PersonID:	75924		

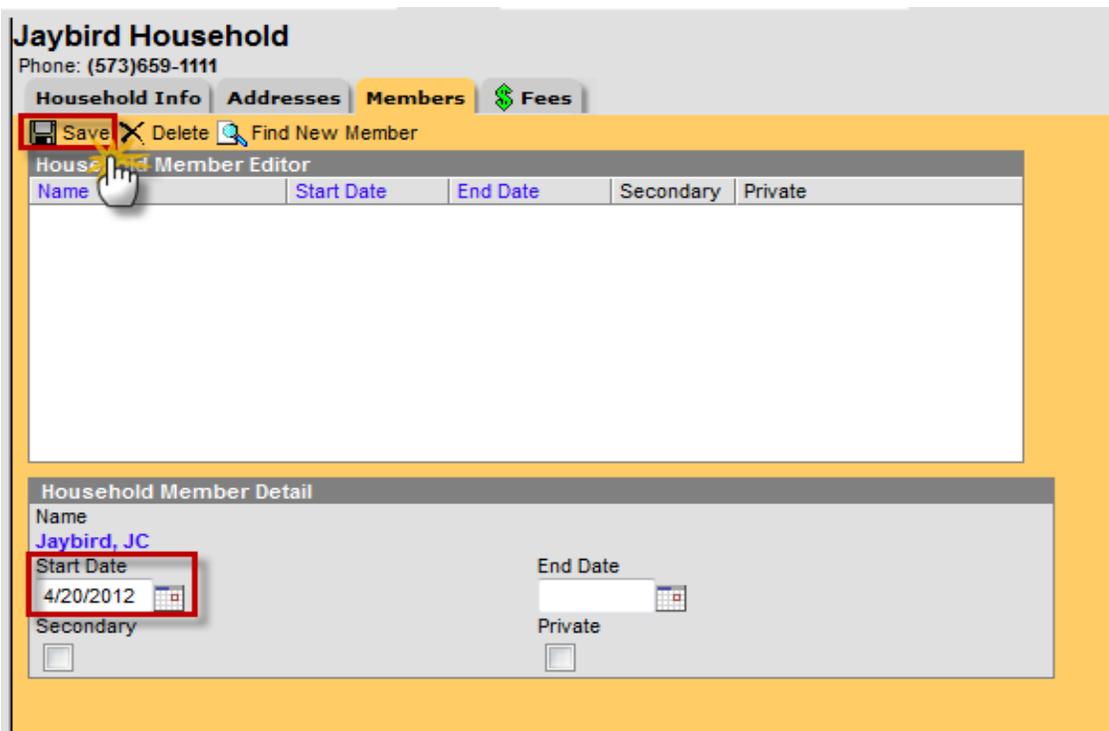
A second window, titled 'personSummaryReport.fop (application/pdf Object) - Mozilla Firefox', is open in the foreground. It displays a 'Person Summary Report' for 'Jaybird, JC' with 'Person ID: 75915'. The report includes the following information:

- Gender: M
- Student Number: \_\_\_\_\_
- Birth Date: \_\_\_\_\_
- Staff Number: \_\_\_\_\_
- Contact Information:
  - Other Phone: \_\_\_\_\_
  - Work Phone: (573)659-3050
  - Cell Phone: (573)789-1234
  - Pager: \_\_\_\_\_
  - Email: jjaybird@mascoots.com
  - Preferred Language: \_\_\_\_\_
- Secondary Household: \_\_\_\_\_
- Household Phone: \_\_\_\_\_
- Address(es): \_\_\_\_\_
- Non-Household Relationships: \_\_\_\_\_
- Race/Ethnicity Information: \_\_\_\_\_
- Person Comments: \_\_\_\_\_
- Contact Information Comments: \_\_\_\_\_

13) Once the person being searched for is found, click on their name.



14) Enter the “Start Date” (current date). (When entering a student in a household and the household being created is the student’s secondary household, check the “Secondary” box just below the Start Date box. This will show the household as the student’s secondary household.) Click “Save”.



15) The user will see that the person has been added as a member to the household. Click on “**Find New Member**” and **repeat** steps 10 - 15 until all the members of the household have been added.

The screenshot shows a web interface for managing a household. At the top, it says "Jaybird Household" with a phone number "(573)659-1111". Below this are four tabs: "Household Info", "Addresses", "Members", and "Fees". The "Members" tab is selected. A "Find New Member" button is highlighted with a red box and a mouse cursor. Below the button is a "Household Member Editor" table. The table has columns for "Name", "Start Date", "End Date", "Secondary", and "Private". One row is visible, containing "Jaybird, JC" and "04/20/2012".

Name	Start Date	End Date	Secondary	Private
Jaybird, JC	04/20/2012			

## Defining Relationships in a Household

1) Once all members have been added to the household, the user will need to **define** the relationships of the members of the household. Go to **Index>Census>Census Wizard>**. Type in the name of someone from the household just created and click on **“Search”**.

The screenshot shows the 'Census Wizard' interface. On the left is a navigation menu with 'Census Wizard' highlighted. The main content area is titled 'Census Wizard' and contains instructions for 'Step 1 - Assemble New or Select Household'. Below the instructions are three search sections: 'Person Search', 'Address Search', and 'Household Search'. In the 'Person Search' section, the 'Last Name' field is filled with 'Jaybird' and the 'First Name' field is filled with 'JC'. A red box highlights these two fields. Below the 'Person Search' section is a 'Search' button, which is also highlighted with a red box and a yellow arrow pointing to it. To the right of the search form is a large empty box labeled 'Household'.

2) Search will bring up any households that person is in. Look for the household listed under the Census Wizard Search Results who need relationships defined. Click on the Last Name of the Household. In this example it is **“Jaybird”**.

The screenshot shows the 'Census Wizard' interface after a search. The 'Search for a:' dropdown is set to 'Household'. Below the search bar, the 'Census Wizard Search Results: 2' section is highlighted with a red box. It lists several search results, with 'Jaybird, JC' at the bottom. Below the search results is a section titled 'People not in Households' with a link to 'Jaybird, JC'. The main content area is the same as in the previous screenshot, but the 'Search' button is now disabled. The 'Household' box on the right is still empty.

3) This will place the household in the “**Editing Existing Household**” box on the right. Click on “**Continue – Step 2**”. (If the wrong household was loaded in the box *Clear Household*” and begin the search again.)

**Census Wizard**

**Step 1 - Assemble New or Select Household**

This wizard will walk you through the process of creating a new household or editing an existing household. Start by searching for a household.

- To Edit a household, simply click on the Household name in the search results.
- To Assemble a new household, select people and/or addresses in the search results.

If you enter a first and last name, you can create and link in a new person into the household. If you enter a house number and street you can

**Person Search**

Last Name: Jaybird  
 First Name: JC  
 Student Number:   
 Birth Date:   
 Gender:   
 Middle Name:   
 Suffix:

**Address Search**

House/P.O. Number:   
 Street Name:   
 Apt Number:   
 City:

**Household Search**

Household Name:   
 Home/Other Phone: ( ) - x

**Editing an Existing Household**

- X Jaybird
- X 100 Jaybird Lane , Jefferson City
- X Jaybird, Julie Jelena #218349207 [05/15/2006]
- X Jaybird, Janie Jean #261620291 [11/19/1997]
- X Jaybird, James #775551859 [06/23/1995]
- X Jaybird, Jayette
- X Jaybird, JC

Continue - Step 2 > Clear Household

4) Next will be the “**Edit Household Membership**” screen. Review the information, then click on “**Save & Continue – Step 3**”.

**Census Wizard - Edit Household Membership**

**Step 2: Editing Household Data**

Edit the attributes common to the household and edit details specific to each person and address.

**Household**

Household Name (Override): Jaybird Household Phone Number: ( 573 ) 659 - 1111 x Private:

**Household Locations**

Address	Start	End	Private	Secondary	Mailing
100 Jaybird Lane , Jefferson City MO 65109	04/23/2012		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**Household Members**

Name	Birthdate	Gender	Start	End	Private	Secondary
Jaybird, JC		M	04/20/2012		<input type="checkbox"/>	<input type="checkbox"/>
Jaybird, Jayette		F	04/20/2012		<input type="checkbox"/>	<input type="checkbox"/>
Jaybird, Janie Jean	11/19/1997	F	04/20/2012		<input type="checkbox"/>	<input type="checkbox"/>
Jaybird, James	06/23/1995	M	04/20/2012		<input type="checkbox"/>	<input type="checkbox"/>
Jaybird, Julie Jelena	05/15/2006	F	04/20/2012		<input type="checkbox"/>	<input type="checkbox"/>

Save & Continue - Step 3 >

5) The user will now be able to **Edit Relationships**. In the example below, the father is **JC Jaybird** and the mother is **Jayette Jaybird**. Start by identifying relationships that the parent/legal guardians have in relation to their children.

a) Choose the relationship from the “**Relationship**” drop down box. (User does not need to identify the relationship between parents or legal guardians but will need to enter a start date for them.)

b) Next enter a “**Start Date**” for the relationship (current date).

c) If this person is a parent/or legal guardian, check the “**Guardian**”, “**Mailing**”, and “**Messenger**” boxes.

**Census Wizard - Edit Relationships**

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

**Relationships to Jaybird, James**

Name	Birthdate	Gender	Relationship	Start Date	End Date	Seq	Guardian	Mailing	Portal	Messenger	Private
Jaybird, Janie Jean	11/19/1997	F					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jaybird, Jayette		F	Mother	04/23/2012			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Jaybird, JC		M	Father	04/23/2012			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Jaybird, Julie Jelena	05/15/2006	F					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Relationships to Jaybird, Janie Jean**

Name	Birthdate	Gender	Relationship	Start Date	End Date	Seq	Guardian	Mailing	Portal	Messenger	Private
Jaybird, James	06/23/1995	M					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jaybird, Jayette		F	Mother	04/23/2012			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Jaybird, JC		M	Father	04/23/2012			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Jaybird, Julie Jelena	05/15/2006	F					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Relationships to Jaybird, Jayette**

Name	Birthdate	Gender	Relationship	Start Date	End Date	Seq	Guardian	Mailing	Portal	Messenger	Private
Jaybird, James	06/23/1995	M	Mother	04/23/2012			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Jaybird, Janie Jean	11/19/1997	F	Mother	04/23/2012			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Jaybird, JC		M		04/23/2012			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jaybird, Julie Jelena	05/15/2006	F	Mother	04/23/2012			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**Relationships to Jaybird, JC**

Name	Birthdate	Gender	Relationship	Start Date	End Date	Seq	Guardian	Mailing	Portal	Messenger	Private
Jaybird, James	06/23/1995	M	Father	04/23/2012			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Jaybird, Janie Jean	11/19/1997	F	Father	04/23/2012			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Jaybird, Jayette		F		04/23/2012			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jaybird, Julie Jelena	05/15/2006	F	Father	04/23/2012			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**Relationships to Jaybird, Julie Jelena**

Name	Birthdate	Gender	Relationship	Start Date	End Date	Seq	Guardian	Mailing	Portal	Messenger	Private
Jaybird, James	06/23/1995	M					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jaybird, Janie Jean	11/19/1997	F					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jaybird, Jayette		F	Mother	04/23/2012			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Jaybird, JC		M	Father	04/23/2012			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Save & Done

Notice as the information is entered on the parent/legal guardian members, it will populate that information into the student member boxes as well. Once relationships between parent/legal guardians and students have been identified, the user will need to identify relationships between siblings.

6) When defining relationships between siblings:

a) Choose the “**Sibling**” relationship from the “**Relationship**” drop down box.

b) Enter a “**Start Date**” for the relationship (*current date*).

c) The “**Guardian**” or “**Mailing**” boxes do not need to be marked. They are only to be marked for parent/legal guardians.

d) Once the relationship between, **James** and **Janie Jean** has been chosen (*in the example below*), notice that it will populate the “**Relationship**” box for Janie Jean’s record as well. Make sure each student’s relationship has been defined with other siblings in the household.

**Census Wizard - Edit Relationships**

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

**Relationships to Jaybird, James**

Name	Birthdate	Gender	Relationship	Start Date	End Date	Seq	Guardian	Mailing	Portal	Messenger	Private
Jaybird, Janie Jean	11/19/1997	F	Sibling	04/23/2012			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jaybird, Jayette		F	Mother	04/23/2012			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Jaybird, JC		M	Father	04/23/2012			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Jaybird, Julie Jelena	05/15/2006	F	Sibling	04/23/2012			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Relationships to Jaybird, Janie Jean**

Name	Birthdate	Gender	Relationship	Start Date	End Date	Seq	Guardian	Mailing	Portal	Messenger	Private
Jaybird, James	06/23/1995	M	Sibling	04/23/2012			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jaybird, Jayette		F	Mother	04/23/2012			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Jaybird, JC		M	Father	04/23/2012			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Jaybird, Julie Jelena	05/15/2006	F					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Relationships to Jaybird, Jayette**

Name	Birthdate	Gender	Relationship	Start Date	End Date	Seq	Guardian	Mailing	Portal	Messenger	Private
Jaybird, James	06/23/1995	M	Mother	04/23/2012			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Jaybird, Janie Jean	11/19/1997	F	Mother	04/23/2012			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Jaybird, JC		M		04/23/2012			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jaybird, Julie Jelena	05/15/2006	F	Mother	04/23/2012			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**Relationships to Jaybird, JC**

Name	Birthdate	Gender	Relationship	Start Date	End Date	Seq	Guardian	Mailing	Portal	Messenger	Private
Jaybird, James	06/23/1995	M	Father	04/23/2012			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Jaybird, Janie Jean	11/19/1997	F	Father	04/23/2012			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Jaybird, Jayette		F		04/23/2012			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jaybird, Julie Jelena	05/15/2006	F	Father	04/23/2012			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**Relationships to Jaybird, Julie Jelena**

Name	Birthdate	Gender	Relationship	Start Date	End Date	Seq	Guardian	Mailing	Portal	Messenger	Private
Jaybird, James	06/23/1995	M	Sibling	04/23/2012			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jaybird, Janie Jean	11/19/1997	F					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jaybird, Jayette		F	Mother	04/23/2012			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Jaybird, JC		M	Father	04/23/2012			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Save & Done

7) When all the relationships have been edited in the household, click on “**Save**”. A Household that has its relationships defined should look like the edited Household below:

**Census Wizard - Edit Relationships**

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

**Relationships to Jaybird, James**

Name	Birthdate	Gender	Relationship	Start Date	End Date	Seq	Guardian	Mailing	Portal	Messenger	Private
Jaybird, Janie Jean	11/19/1997	F	Sibling	04/23/2012			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jaybird, Jayette		F	Mother	04/23/2012			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Jaybird, JC		M	Father	04/23/2012			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Jaybird, Julie Jelena	05/15/2006	F	Sibling	04/23/2012			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Relationships to Jaybird, Janie Jean**

Name	Birthdate	Gender	Relationship	Start Date	End Date	Seq	Guardian	Mailing	Portal	Messenger	Private
Jaybird, James	06/23/1995	M	Sibling	04/23/2012			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jaybird, Jayette		F	Mother	04/23/2012			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Jaybird, JC		M	Father	04/23/2012			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Jaybird, Julie Jelena	05/15/2006	F	Sibling	04/23/2012			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Relationships to Jaybird, Jayette**

Name	Birthdate	Gender	Relationship	Start Date	End Date	Seq	Guardian	Mailing	Portal	Messenger	Private
Jaybird, James	06/23/1995	M	Mother	04/23/2012			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Jaybird, Janie Jean	11/19/1997	F	Mother	04/23/2012			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Jaybird, JC		M		04/23/2012			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jaybird, Julie Jelena	05/15/2006	F	Mother	04/23/2012			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**Relationships to Jaybird, JC**

Name	Birthdate	Gender	Relationship	Start Date	End Date	Seq	Guardian	Mailing	Portal	Messenger	Private
Jaybird, James	06/23/1995	M	Father	04/23/2012			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Jaybird, Janie Jean	11/19/1997	F	Father	04/23/2012			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Jaybird, Jayette		F		04/23/2012			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jaybird, Julie Jelena	05/15/2006	F	Father	04/23/2012			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**Relationships to Jaybird, Julie Jelena**

Name	Birthdate	Gender	Relationship	Start Date	End Date	Seq	Guardian	Mailing	Portal	Messenger	Private
Jaybird, James	06/23/1995	M	Sibling	04/23/2012			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jaybird, Janie Jean	11/19/1997	F	Sibling	04/23/2012			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jaybird, Jayette		F	Mother	04/23/2012			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Jaybird, JC		M	Father	04/23/2012			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**Save & Done**

## Entering Non-Household Relationships

1) Once the household relationships have been saved, enter “**Non-Household**” contacts for the student(s). To do this from the screen just finished, click on the **first student** listed in the household to the left, under “Census Wizard – Existing Household”.

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

**Relationships to Jaybird, James**

Name	Birthdate	Gender	Relationship	Start Date	End Date	Seq	Guardian	Mailing	Portal	Private
Jaybird, Janie Jean	11/19/1997	F	Sibling	04/23/2012			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jaybird, Jayette		F	Mother	04/23/2012			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jaybird, JC		M	Father	04/23/2012			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jaybird, Julie Jelena	05/15/2006	F	Sibling	04/23/2012			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Relationships to Jaybird, Janie Jean**

Name	Birthdate	Gender	Relationship	Start Date	End Date	Seq	Guardian	Mailing	Portal	Private
Jaybird, James	06/23/1995	M	Sibling	04/23/2012			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jaybird, Jayette		F	Mother	04/23/2012			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jaybird, JC		M	Father	04/23/2012			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jaybird, Julie Jelena	05/15/2006	F	Sibling	04/23/2012			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Relationships to Jaybird, Jayette**

Name	Birthdate	Gender	Relationship	Start Date	End Date	Seq	Guardian	Mailing	Portal	Private
Jaybird, James	06/23/1995	M	Mother	04/23/2012			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jaybird, Janie Jean	11/19/1997	F	Mother	04/23/2012			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jaybird, JC		M		04/23/2012			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jaybird, Julie Jelena	05/15/2006	F	Mother	04/23/2012			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2) This will go to that student’s Demographic tab. Click “**Relationships**” tab.

**Jaybird, Julie J**  
Grade: K #218349207 DOB: 05/15/2006 Gender: F

**Demographics** | Identities | Households | **Relationships** | Enrollments | District Employment

Save X Delete Person Summary Report Demographic Data

**Person Information**

PersonID: 75920

\*Last Name: Jaybird \*First Name: Julie Middle Name: Jelena Suffix: [Dropdown]

\*Gender: Female \*Birth Date (Age: 5): 05/15/2006 Soc Sec Number: 535 - 35 - 3535

**Race/Ethnicity (Edit)**

State Race/Ethnicity: W:White Federal Designation: 6:White Race(s): White Hispanic/Latino: N:No Race/Ethnicity Determination: 01:Parent Identified

Birth Country: [Dropdown]

Date Entered US: [Calendar] Date Entered US School: [Calendar]

Date Entered State School: [Calendar] Birth Verification: B: Birth Certificate [Dropdown]

Nickname: [Text Field]

3) To add a non-household relationship, click on “New Non-Household Relationship”.

**Jaybird, Julie J**  
Grade:K #218349207 DOB:05/15/2006 Gender:F

Demographics Identities Households **Relationships** Enrollments District Employment District Assignments School

Save New Non-Household Relationship

Relationships within the Jaybird **Primary Household Relationships										
Name	Gender	Relationship	Start Date	End Date	Emergency	Priority	Guardian	Mailing	Portal	Private
Jaybird , James	M	Sibling	04/23/2012				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jaybird , Janie J	F	Sibling	04/23/2012				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jaybird , Jayette	F	Mother	04/23/2012				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jaybird , JC	M	Father	04/23/2012				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Non-Household Relationships

Name	Gender	Relationship	Start Date	End Date	Emergency	Priority	Guardian	Mailing	Portal	Private
------	--------	--------------	------------	----------	-----------	----------	----------	---------	--------	---------

4) A person Search box will appear. Enter the name of the non-household contact to be added to this student. Click “Search”.

**Jaybird, Julie J**  
Grade:K #218349207 DOB:05/15/2006 Gender:F

Demographics Identities Households **Relationships** Enrollments District Employment District Assignments School Choice Cre

Save New Non-Household Relationship

Relationships within the Jaybird **Primary Household Relationships										
Name	Gender	Relationship	Start Date	End Date	Emergency	Priority	Guardian	Mailing	Portal	Private
Jaybird , James	M	Sibling	04/23/2012				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jaybird , Janie J	F	Sibling	04/23/2012				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jaybird , Jayette	F	Mother	04/23/2012				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jaybird , JC	M	Father	04/23/2012				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Non-Household Relationships

Name	Gender	Relationship	Start Date
------	--------	--------------	------------

**Infinite Campus**

**Person Search**

Person Search

Search for a person already tracked in Campus using the fields provided, required fields are in red. Select a student from the list or click on Create New Person.

Last Name Jaybird

First Name Jasper

Middle Name

Birth Date

Gender

Search

Create New Person

5) If more than one person is listed with the same name, click on **“Details”** to view the information entered for that person just as done earlier for a “Person Search” when adding people to the household (**page 22**).

When clicking on **“Details”**, a document with the person’s information will be seen. The phone numbers are the best way to check to see if this is the person being searched. Check this information carefully before selecting the person. Make sure this is the individual who goes in this household. If it is not the person being searched, close the document and click on **“Details”** for other persons listed with the same name until the person being searched is found.

The screenshot displays the Infinite Campus interface for Julie J. Jaybird. The 'Relationships' tab is active, showing a list of household members. A 'Person Search' dialog box is open, displaying search results for 'Jaybird, Jasper' (PersonID: 75921) with a 'Details' link highlighted. A browser window in the foreground shows the 'Person Summary Report' for Jasper Jaybird, with key information like his name, other phone number, and work phone number highlighted with red boxes.

Name	Gender	Relationship	Start Date	End Date	Emergency	Priority	Guardian	Mailing	Portal	Private
Jaybird, James	M	Sibling	04/23/2012							
Jaybird, Janie J	F	Sibling								
Jaybird, Jayette	F	Mother								
Jaybird, JC	M	Father								

Last Name	First Name	Middle Name	Birth Date	Gender	PersonID
Jaybird	Jasper			M	75921

<b>Jaybird, Jasper</b>	Person ID: 75921
Gender: M	Student Number:
Birth Date:	Staff Number:
Contact Information:	
Other Phone: (573)445-7878	Pager:
Work Phone:	Email:
Cell Phone:	Preferred Language:
Secondary Household:	
Household Phone:	
Address(es):	
Non-Household Relationships	
Race/Ethnicity Information	
Person Comments:	Contact Information Comments:

6) Once the user is sure this is the person to be added as a non-household contact, click on the name.

The screenshot shows the Infinite Campus interface for Julie J. Jaybird. The 'Relationships' tab is active. A 'Person Search' modal window is open, displaying search criteria: Last Name: Jaybird, First Name: Jasper, Middle Name: (empty), Birth Date: (empty), Gender: (dropdown). The search results show 'Jaybird, Jasper' with PersonID: 75921 and gender M. A red box highlights the name 'Jaybird, Jasper' and a mouse cursor is clicking on it. The modal also has a red 'X' in the top right corner.

Name	Gender	Relationship	Start Date	End Date	Emergency	Priority	Guardian	Mailing	Portal	Private
Jaybird, James	M	Sibling	04/23/2012							
Jaybird, Janie J	F	Sibling	04/23/2012							
Jaybird, Jayette	F	Mother	04/23/2012				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Jaybird, JC	M	Father	04/23/2012				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		

7) After clicking on the name, the person listed will be seen in the background. Click on the red "X" to close the person search box.

The screenshot shows the same Infinite Campus interface. The 'Person Search' modal is now closed. The search criteria and results are still visible in the background. A red box highlights the 'Jaybird, Jasper' entry in the 'Non-Household Relationships' table, and another red box highlights the red 'X' in the top right corner of the modal area.

Name	Gender	Relationship	Start Date	End Date	Emergency	Priority	Guardian	Mailing	Portal	Private
Jaybird, Jasper										

8) Select the relationship of the non-household contact from the drop box and enter a “**Start Date**” (*current date*). Also enter the emergency priority sequence number based on the order the emergency contacts are listed on the Household Census Information. Click “**Save**”.

**Jaybird, Julie J**  
Grade:K #218349207 DOB:05/15/2006 Gender:F

Demographics | Identities | Households | **Relationships** | Enrollments | District Employment | District Assignments | School

Save | New Non-Household Relationship

Relationships within the Jaybird **Primary Household Relationships									
Name	Gender	Relationship	Start Date	End Date	Emergency Priority	Guardian	Mailing	Portal	Private
Jaybird, James	M	Sibling	04/23/2012			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jaybird, Janie J	F	Sibling	04/23/2012			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jaybird, Jayette F	F	Mother	04/23/2012			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jaybird, JC	M	Father	04/23/2012			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Non-Household Relationships									
Name	Gender	Relationship	Start Date	End Date	Emergency Priority	Guardian	Mailing	Portal	Private
X Jaybird, Jasper		Grandparent	04/23/2012		1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

9) Once the user “Saves” the non-household contact, select “New Non-Household Relationship” to add additional non-household contacts. Repeat steps 3 – 8 above until all of the non-household contacts for this student have been added.

**Jaybird, Julie J**  
Grade:K #218349207 DOB:05/15/2006 Gender:F

Demographics | Identities | Households | **Relationships** | Enrollments | District Employment | District Assignments | School

Save | New Non-Household Relationship

Relationships within the Jaybird **Primary Household Relationships									
Name	Gender	Relationship	Start Date	End Date	Emergency Priority	Guardian	Mailing	Portal	Private
Jaybird, James	M	Sibling	04/23/2012			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jaybird, Janie J	F	Sibling	04/23/2012			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jaybird, Jayette F	F	Mother	04/23/2012			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jaybird, JC	M	Father	04/23/2012			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Non-Household Relationships									
Name	Gender	Relationship	Start Date	End Date	Emergency Priority	Guardian	Mailing	Portal	Private
X Jaybird, Jasper	M	Grandparent	04/23/2012			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

10) When all of the non-household contacts have been added, it will look similar to the example below:

**Jaybird, Julie J**  
Grade:K #218349207 DOB:05/15/2006 Gender:F

Demographics | Identities | Households | **Relationships** | Enrollments | District Employment | District Assignments | School Ch

Save New Non-Household Relationship

**Relationships within the Jaybird \*\*Primary Household Relationships**

Name	Gender	Relationship	Start Date	End Date	Emergency Priority	Guardian	Mailing	Portal	Private
Jaybird, James	M	Sibling	04/23/2012			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jaybird, Janie J	F	Sibling	04/23/2012			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jaybird, Jayette	F	Mother	04/23/2012			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jaybird, JC	M	Father	04/23/2012			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Non-Household Relationships**

Name	Gender	Relationship	Start Date	End Date	Emergency Priority	Guardian	Mailing	Portal	Private
X Jaybird, Jasper	M	Grandparent	04/23/2012			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
X Jaybird, June	F	Grandparent	04/23/2012			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
X Cardinal, Redbird	M	Friend/Neighbor	04/23/2012			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

11) Once Non-Household relationships for the first student have been created in the household, you will need proceed and do the same for each child in the household. You can select the next student from the left of the screen under “**Census Wizard – Existing Household**”. Follow steps 2 – 9. Repeat these steps for each student.

Index Search Help

Search for a:  
Household  
Go

Advanced Search >>

**Census Wizard - Existing Household**

Step 1: Start Over

Jaybird

Step 2: Edit Household Data

Step 3: Edit Relationships

100 Jaybird Lane, Jefferson City

Jaybird, Jayette

Enroll as student

Jaybird, JC

Enroll as student

Jaybird, Julie Jelena #218349207 [0]

Enroll as student

**Jaybird, Janie Jean #261620291 [11]**

Enroll as student

Jaybird, James #77314859 [06/23/11]

Enroll as student

**Jaybird, Julie J**  
Grade:K #218349207 DOB:05/15/2006 Gender:F

Demographics | Identities | Households | **Relationships** | Enrollments | District Employment | District Assignments | School Cho

Save New Non-Household Relationship

**Relationships within the Jaybird \*\*Primary Household Relationships**

Name	Gender	Relationship	Start Date	End Date	Emergency Priority	Guardian	Mailing	Portal	Private
Jaybird, James	M	Sibling	04/23/2012			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jaybird, Janie J	F	Sibling	04/23/2012			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jaybird, Jayette	F	Mother	04/23/2012			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jaybird, JC	M	Father	04/23/2012			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Non-Household Relationships**

Name	Gender	Relationship	Start Date	End Date	Emergency Priority	Guardian	Mailing	Portal	Private
X Jaybird, Jasper	M	Grandparent	04/23/2012			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
X Jaybird, June	F	Grandparent	04/23/2012			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
X Cardinal, Redbird	M	Friend/Neighbor	04/23/2012			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

12) When all non-household relationships for each student in the household have been entered, view the information entered for each student to make sure everything has been entered correctly. Click the “Search” tab. Choose “Student” from the drop down box. Enter the student’s last name, comma, first name and click “Go”. This will bring up the student to view. This will probably bring up the student’s “Demographic” tab but the “Summary” tab needs to be viewed. Go to **Index>Student Information>General**. The user will now be able to view the information entered for this student.

**Jaybird, Julie J**  
 Grade:K #218349207 DOB:05/15/2006 Gender:F

AdHoc Reports Waiver A Plus OLD Records Transfer Misc ER 911 LEP

Summary Enrollments Schedule Attendance Programs Grades Transcript

Person Summary Report Person Summary Report w/ Picture

**Person Information**

PersonID  
75920

Name  
Jaybird,  
Julie Jelena

Nickname

Gender  
F

Race Ethnicity

State Race/Ethnicity: W:White No Image Available

Federal Designation: 6:White

Race(s): White

Hispanic/Latino: N:No

Race/Ethnicity  
Determination: 01:Parent Identified

Birth Date (Age: 5)  
05/15/2006

Student Number  
218349207

State ID

Person GUID  
183441BA-DB10-499B-A998-090207CE2FA9

Comments

- Modified by: Hoover, Valerie 04/17/2012 12:54

**Mailing Addresses**

Primary Address 100 JAYBIRD LANE , JEFFERSON CITY MO 65109 Map

**Jaybird \*\*Primary**

Household (573) 659-1111

Phone

Address 100 JAYBIRD LANE , JEFFERSON CITY MO 65109 Map

Name	Relationship	Enrollment (grade)	Phone(s)	Email
Jaybird, James	Sibling	11-12 Jefferson City High Scho (10)		
Jaybird, Janie J	Sibling	11-12 Thomas Jefferson Middle (08)		
Jaybird, Jayette	Mother(guardian)		Wk:(573)659-9999	rahrahbirds@gmail.com
Jaybird, JC	Father(guardian)		C: (573)999-6666 Wk:(573)659-3050	jcjaybird@mascots.com
Jaybird, Julie J	Self	11-12 Thorpe Gordon Elementary (K)	C: (573)789-1234	

**Non-Household Relationships**

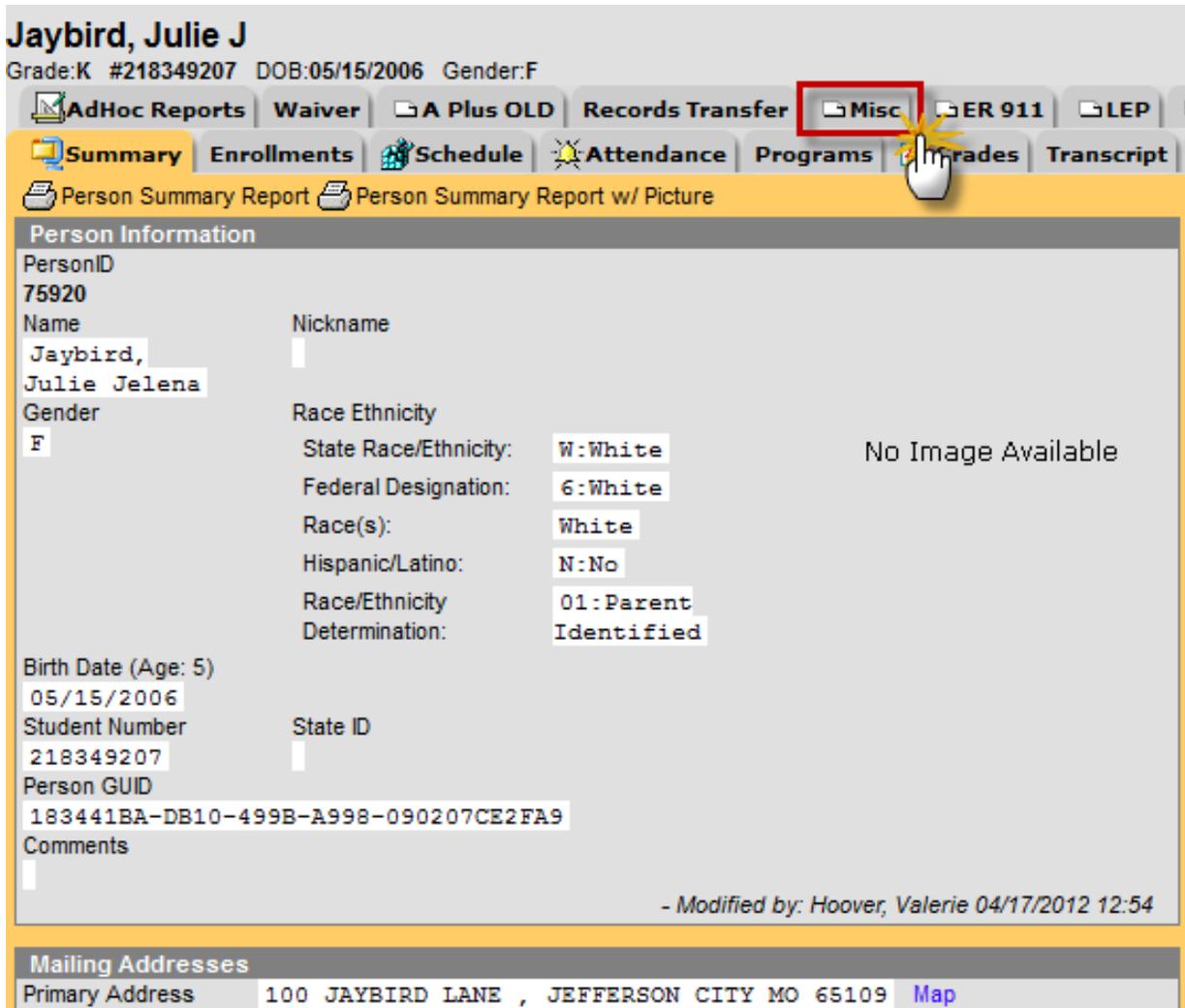
Name	Relationship	Phone(s)	Email
Cardinal, Redbird	Friend/Neighbor		
Jaybird, Jasper	Grandparent	Oth:(573)445-7878	
Jaybird, June	Grandparent	C: (573)999-9999	

**District Defined Elements**

Place of Employment

## Misc Tab

1) After the household has been set up and non-household contacts entered for each student, to go to each student in the household and enter necessary information in the “Misc” tab. Click “Misc” tab.



**Jaybird, Julie J**  
Grade:K #218349207 DOB:05/15/2006 Gender:F

AdHoc Reports Waiver A Plus OLD Records Transfer **Misc** ER 911 LEP

Summary Enrollments Schedule Attendance Programs Grades Transcript

Person Summary Report Person Summary Report w/ Picture

### Person Information

PersonID	75920	
Name	Nickname	
Jaybird, Julie Jelena		
Gender	Race Ethnicity	
F	State Race/Ethnicity:	W:White No Image Available
	Federal Designation:	6:White
	Race(s):	White
	Hispanic/Latino:	N:No
	Race/Ethnicity	01:Parent
	Determination:	Identified
Birth Date (Age: 5)	05/15/2006	
Student Number	State ID	
218349207		
Person GUID	183441BA-DB10-499B-A998-090207CE2FA9	
Comments		

- Modified by: Hoover, Valerie 04/17/2012 12:54

### Mailing Addresses

Primary Address	100 JAYBIRD LANE , JEFFERSON CITY MO 65109	<a href="#">Map</a>
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2) There should be a completed “**Technology Usage Agreement & Media Release**” form for each student. This information should be entered in the **Misc** tab.

- a) Select the “**Media Release**” drop down box and choose the appropriate response reflected on the form. (*The choice will be either “yes” or “no”.*)
- b) Next select the “**Tech Agreement**” drop down box and choose the appropriate response reflected on the form. (*The choice will be either “yes” or “no”.*)
- c) Click “**Save**”.

The screenshot shows a web-based student record system for Julie J. Jaybird. At the top, the student's name is displayed in large bold text. Below the name, the student's details are listed: Grade:K, #218349207, DOB:05/15/2006, Gender:F. A navigation bar contains several tabs: Summary, Enrollments, Schedule, Attendance, Programs, AdHoc Reports, Waiver, A Plus OLD, Records Transfer, and Misc. The Misc tab is currently selected and highlighted in yellow. Below the navigation bar, there are two buttons: 'Save' and 'Delete All'. The 'Save' button is highlighted with a red box, and a mouse cursor is pointing at it. Below the buttons, the 'Misc' section contains two columns of form fields. The first column includes: 'Media Release' (a dropdown menu highlighted with a red box), 'FERPA' (checkbox), 'Legal Age Parent Release' (dropdown), 'Special Permission' (dropdown), 'Military Opt Out' (checkbox), 'Counselor' (dropdown), and 'Sending School' (dropdown). The second column includes: 'Tech Agreement' (a dropdown menu highlighted with a red box), 'Bullying Prevention Form' (dropdown), 'Elementary SS' (checkbox), 'MS SumSch' (checkbox), 'Student Council' (checkbox), and 'SI Counselor' (dropdown).

3) If this is a High School student who has completed an “**Option to Withhold Student Directory Information**” form, check the **FERPA** checkbox.

If this is a High School student who has completed the “**Military Recruitment Release of Student Information**” form, check the **Military Opt Out** box.

4) Click “**Save**”.

The screenshot displays a student information system interface for a student named James Jaybird. The student's details include: Name: Jaybird, James; Nickname: JJ; Grade: 10; ID: #775551859; DOB: 06/23/1995; Gender: M. The interface features a navigation bar with tabs for Summary, Enrollments, Schedule, Attendance, Programs, AdHoc Reports, Waiver, A Plus OLD, Records Transfer, and Misc. The Misc tab is active, showing a form with various options. The 'Save' button is highlighted with a yellow background and a hand cursor. The 'FERPA' checkbox is checked and highlighted with a red box. The 'Military Opt Out' checkbox is also checked and highlighted with a red box. Other options include Tech Agreement, Bullying Prevention Form, Elementary SS, MS SumSch, Student Council, SI Counselor, Legal Age Parent Release, Special Permission, Counselor, and Sending School.