

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.



- 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.



- 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 <u>duplicating</u> 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.

Index	Search Help	Person Search
Vak + Ω : + ⊇ i - 3 (erie Hoover Student Information Instruction Census	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.
	My Data Request Processor People Households Addresses Add Person Add Household Add Novehold Add Address Staff Locator Census Wizard Reports Behavior Health Add Novehold Census Wizard Staff Locator Census Wizard Staff Locator Staff Locator Staff Locator Staff Locator Staff Locator Staff Locator Staff Locator Census Wizard Staff Locator Staff Locator St	*Last Name Jaybird First Name James Middle Name Image: PersonD: 75463 Birth Date Image: PersonD: 75463 Gender Image: PersonD: 75463

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

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Index	Search	Help	Person Search	
Cale Vale	erie Hoover		Person Search	
🗆 🖽 🖾 S	Student Info	rmation	Search for a person already tracked in Campus using the fields provided, required fields are in red. Select a	
🗉 🛃 🖥	nstruction		student from the list or click on Create New Person.	
🗆 🖘 🤆	Census			
	My Data			
1 2	Request	Processor		
1 3	People			
1 5	17 Househo	olds		
	Address	es	1 ast Name Level No Person matches found	
	Add Per	son	Jaybra	
1 13		Isenoid	First Name James	
1 13		ress	Middle Name	
i ii	- Census	Wizard	Birth Date	
⊞Č	T Reports			
l 🗉 🐼 🖥	Behavior		Gender	
🗉 😽 F	lealth		Search	
E 🔆 🖊	Attendance			
🗉 📸 s	Scheduling			
🕀 😵 F	ees			
主 📥 🔿	Grading & S	tandards		
🗏 🕀 🧰 🖡	ledicaid			
🖽 🧰 T	ranscripts			
	Ad Hoc Rep	orting		
	Jser Comm	unication		
	System Adr	ninistration		
	RAM			
	A State D			
	Custom Per	orte		
	Account Se	ttings		
I BA	Access Loc	1		
	Campus Co	, mmunity		
01	.og Off			
-	2			
1				
				-
1			Create New Person	
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			en e	

3) To create a <u>new student</u>, 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 creat	e a new Person in Campus	. Click save to create the person, af	terwards, they will
appear in the list below.			
Provent to an elizabella			
*Last Name	*First Name	Middle Name	Suffix
Jaybird	James		_
*Gender	Birth Date	Soc Sec Number	=
Female 🔻	6/23/1995 💼	999 _ 88 _ 7777	-
Pace/Ethnicity			
Is the individual Hispanic/La	tino?		
N: No 🔻			
Is the individual from one or	more of the these races?		
(check all that apply)			
American Indian or Ala	ska Native		
Asian			
Black or African Ameri	can		
Native Hawaiian or Oth	er Pacific Islander		.
Vhite			^
*Race Ethnicity			
W	_		
Race/Ethnicity Determinatio	n		
01: Parent Identified	•		
Nickname			
			A
			_
			•
Person Identifiers			
Local Student Number		Generate Number	
Student State ID	_		
1			
			Save
			<u> </u>

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



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 Nick	name: JJ			
Demographics Identiti	es Households	Relationship	s Enrollments	District Employment
Save K. Delete BPerso	on Summary Report		cs Data	
Person Ammation				
PersonID 75463				
*Last Name *First Name	M	iddle Name S	Suffix	
Jaybird James			•	
*Gender *Birth Date	(Age: 16) So	oc Sec Number		
Male Male 06/23/1995 	j 🛅 9	99 _ 88 _ 7777	No) Image Available
Race/Ethnicity (Edit)				, mage , manazie
State Race/Ethnicity:	W:White			
Federal Designation:	6:White			
Race(s):	White			
Hispanic/Latino:	N:No			
Race/Ethnicity Determination:	01:Parent Identifie	d		
Birth Country				
		•		
Date Entered US Date Entere	d US School			
			_	
Date Entere	d State School Bi	rth Verification		
		3: Birth Certificate	•	
Nickname	100			
JJ				
Comments			-	Upload Picture
		^		
		-		
		- Ma	odified 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	50207455 4402	4409 4 6 47 064	AFOFODARE	_
	5C32715F-1A63	-4108-AC47-D6A	AFUFUDABF	
Personal Contact Informa	tion			
Fersonal Contact Informa				
Other Phone	Private	Work Pho	one	
Other Phone () - x	Private	()	- x	
Other Phone () - x Cell Phone	Private	Work Pho () Pager	- x	
Other Phone () - x Cell Phone () - x	Private Private	Work Pho () Pager ()	- x - x	

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.*)

Index Search Help	Jaybird, James	
🗹 Valerie Hoover	#775551859 DOB:06/23/1995 Gender:M	
표 🔝 Student Information	Demographics Identities Households Relationships	Enrollments District Employment Distric
🕀 📝 Instruction	🗇 Print Enrollment History 📄 New 📄 New Enrollment History	
🗆 🕵 Census	Enrollment Editor	
🚔 My Data	Edit Grade Type Calendar	Start Date End Date
Request Processor		· · · · · · · · · · · · · · · · · · ·
2 People		
A Households		
Addresses		
Add Person		
Add Household		
Add Address		
-I Staff Locator		
Census Wizard		
± 💽 Behavior		
🗄 🍯 Health		
E Scheduling		
A rees		
Grading & Standards		
Transcripte		
T Ad Hoc Reporting		
+ Dillser Communication		
+ System Administration		
± 🔁 Surveys		
MO State Reporting		
Custom Reports		
Account Settings		
Access Log		
Campus Community		
0 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".

erson City High School - NCC	Calendar 12-13 Jefferson C	City High Scho 🔻		
Jaybird, James				
#318644216 DOB:06/23/199	15 Gender:M	The Court of Courts		
Demographics Identit	ies Households Relationsh	lips Enrollments		
Save New Enrollme	nt History			
Enrollment Editor	Calendar		Start Date End Date	
🗉 🗏 General Enrollme	ent Information			
*Calendar	*Sche	dule *Grade	Class Rank Ex	clude
12-13 Jefferson City H	ligh Scho ▼ Main	10 -		
*Start Date	No Show End L)ate End Ac	tion *Service Type	_
2/28/2013		End St	P. Phimary	•
T101: Tfer from pub s	chl outside district in state 💌	Lind Sta	atus	-
Transfer To District		Transfe	r To School	
	~			
Start Comments		End Co	mments	
To JCHS from Liberty	High School, Liberty,			*
	-			-
State Reporting F	ields			
State Exclude Hor	neless HomeSchooled Migr	ant Indicator		
NH NH	NM	: NOT MIGRANT		•
Immigrant	Gifted/Talented		Title	1 Title3
NIM: Not Immigrant		A + Otradaut		NE: Not Eligible
Percent Enrolled(Out	Of 100) Part Time Student	A+ Student	Section 504 INO Option Prog	oth Tech Lit
100	Peeiding District	IN. INO •	Peeiding School Desidir	a County
	Residing District	-	Tresiding School Tresidin	ig county _
*First Date In District	Attending District		Attending School	
02/28/2012		-		
*State Aid	Res 2 Hrs In Session	Regular Hours Att	ended Regular Hours Absen	t Remedial Hours
R1: Resident I	• 0.0000	0.0000	0.0000	0.0000
College Pren CTE	Vocational/COOP Career Ed		Precode Teacher	Disadvants

Office of Student Information, Planning and Assessment

8) After any new student(s) have been entered into Infinite Campus, <u>add parents</u>, <u>legal guardians</u> <u>and non-household contacts</u> 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		New Deces						
Mala I	ria Haawar	noip		New Person						_
	student Info	rmation		Person Creation			ori			
	struction			Fill out the form to create a new Person in Campus. Click save to create the person, afterwards, they will						
	appear in the ist below.								_	
4	My Data									
	Request	Process	or							
<u> </u>	2 People									
S	🕻 Househo	lds								
2	Address	es		Person Information						
5	Add Pers	son		*Last Name		*First Name		Middle Name	Suffix	
-17	Add Hou	sehold		Javbird		JC			_	
17	Add Add	iress		*Gender		Birth Date		Soc Sec Number		
	Staff Loo	cator		Male 🔻						E
L _ 2	Census \	Wizard								
	Reports			Race/Ethnicity						
	senavior			Is the individual Hispan	ic/Latin	0?				
	teann			–						
	choduling						_			
	aee			(check all that apply)	ne or m	ore of the these races?	<i>.</i>			
E A+ C	Gooding & S	tandards			Alaaka	Mativa				
E CON	ledicaid			American Indian or	AldSka	a walive				
E CT	ranscripts			Asian						
🗆 🕀 🖂 🗚	d Hoc Rep	orting		Black or African A	mericar	n				
🗄 🗄 U	Iser Commu	unication		Native Hawaiian or	r Other	Pacific Islander				
🗉 🕂 s	System Adn	ninistratio	n							
🗄 💼 F	RAM									
🕀 🧰 S	Surveys									
🗄 🔁 🗎	IO State Re	eporting								
🕀 🧰 C	ustom Rep	orts								
	Account Set	ttings								
	Access Log									
	ampus Cor	mmunity								
	.og Off									
									_	
										[Saua]
										Save
										Im
										U
										_

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



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

Year 11-12 Vebrool	Jefferson City High School - NCC 🔹 💌
Index Search Help	Jaybird, JC
🕜 Valerie Hoover	Gender:M
E Student Information	Demographics Identities Households Relationships Enrollments District Employment D
Instruction	Save 🗙 Delete 🗁 Person Summary Report 🗁 Demographics Data
E Sensus	Person mormation
Pequest Processor	Personit / 5466
People	Last valle Thist valle Middle valle Suffix
Households	Sayond Ju
Addresses	
🚡 Add Person	No Image Available
Add Household	Race/Ethnicity (Edit)
Add Address	State Race/Ethnicity. W. White
Staff Locator	People's
Census Wizard	Race(s):
Reports Repayior	nispanic/Latino. No Data
E * Health	Race/Ethnicity Determination.
± -X Attendance	Birth Country
🗉 🉀 Scheduling	▼
🗄 💲 Fees	Date Entered US Date Entered US School
H A Grading & Standards	
Medicaid	Date Entered State School Birth Verification
Transcripts	
Ad Hoc Reporting	Nickname
+ System Administration	
E FRAM	Comments Upload Picture
E Curveys	A
MO State Reporting	
🕀 🧰 Custom Reports	
Account Settings	- Modified by: Hoover, Valerie 03/02/2012 11:05
Campus Community	Person Identifiers
	Local Student Number Generate Number
	Student State ID
	Local Statt Number
	Staff State ID
	Person GUID 3F204C19-7E10-46AA-85D5-EA9411FE550A
	Personal Contact Information
	() - X (5/3) 659 - 3050 X
	Cell Phone Private Pager
	(5/3)/89_1234 x () - x 🗆
	jcjaybird@mascots.com
	Comments
	A
	v
	- Modified by: Hoover, Valerie 03/02/2012 11:21
	District Defined Flements
	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.

Index Search Help	Household Search
Val Val	
Student Information	nousenoid search
1 Instruction	Search for a nousenoid aready tracked in Campus. After searching, select a nousenoid from the list of click on create new nousenoid.
E 💁 Census	
My D hn	
Require Processor	
2 People	
Households	Household Search
Addresses	Last Name
Add Person	First Name
Add Household	Church H
Add Address	Student #
Staff Locator	Birthdate TH
Census Wizard	Number
Reports	Street
	Sueer
	Apt #
T Altendance	Household
	Name
A ⁺ Grading & Standards	Phone () - x
+ Medicaid	Search
Transcripts	
🗄 🔣 Ad Hoc Reporting	
User Communication	
🕀 🗳 System Administration	
🗄 🧰 FRAM	
🛨 🪞 Surveys	
🕀 🚞 MO State Reporting	
🕀 🚞 Custom Reports	
Account Settings	
Access Log	
Campus Community	
U Log Off	

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**".



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**".



4) The "Household Information" Box will appear.

- a) Enter the last name of the <u>parent</u> or <u>legal guardian</u> 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.

Index Search Help	
Valerie Hoover	Instance stream
🗄 🙍 Student Information	Fill in the fields below. This will create a new Household object in the database and then continue on to the next Process Step.
Cetsus	
My Data	
Request Processor	
Households	
Addresses	
Add Person	Line
Add Address	Jaylet .
Staff Locator	Prote Number Private
E Reports	Contracts
R D Behavior	
Attendance	
🗄 💣 Scheduling	
R S Fees	
R in Medicaid	
R Transcripts	
User Communication	
🕫 🏹 System Administration	
E C FRAM	
11 IO State Reporting	
E Custom Reports	
Access Log	
Campus Community	
Log Off	

5) The "**Household Info**" tab will appear. Verify the information entered. (*Please note that when beginning to add a household, complete <u>all</u> of the tabs for the information to be saved in <u>any</u> 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.*

Index Search Help	Jaybird Household	
🕜 Valerie Hoover	Phone: (573)659-1111	
🛨 👧 Student Information	Household Info Addresses M	embers 😽 Fees
1 Instruction	🔚 Save 🗙 Delete	
🗆 🚱 Census	Household Information	
🚅 My Data	Name	Phone Number Private
Request Processor	Jaybird	(573)659 - 1111 x
2 People	Comments	
🙀 Households		
Addresses		
Add Person		
Add Household		
Add Address		Modified by: Hoover Valerie 0//17/2012 13:09
- Staff Locator		- Moullied by. Hoover, valene 04/17/2012 13.03
Census Wizard		
E Reports Rep		
🛨 🕵 Behavior		

6) On the Address tab, click on "Find New Address".

_	Index Search Help	Jaybird Household	l i i i				
	🗹 Valerie Hoover	Phone: (573)659-1111					
	🗄 🔝 Student Information	Household Info Addre	esses Membe	rs 💲 Fees			
	Instruction	Find New Address					
<u>nity</u>	🖻 🦚 Census	Household Location Edit	tor				
	🚔 My Data	Address	Start Date	End Date	Mailing	Secondary	Private
	Request Processor		-				
	People						
	🙀 Households						
	🚳 Addresses						
	Add Person						
	🚡 Add Household						
	Add Address						
	The Staff Locator						
	Census Wizard						

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

-		
Index Search Help	Jaybird Household	
🗹 Valerie Hoover	Phone: (573)659-1111	
🗄 🔝 Student Information	Household Info Addresses M	lembers 💲 Fees
🗄 📝 Instruction	Second Se	
🗆 💁 Census	Household Location Editor	
My Data	Address Start Date	e End Date Mailing Secondary Private
Request Processor		
🖸 People		
Households	Inf	finite C
🙆 Addresses		Campus
Add Person		dd Address
🚡 Add Household	A	du Aduress
Add Address		Address Search
The Staff Locator		Search for an address already tracked in Campus using the fields provided, required fields are in red. Select
📇 Census Wizard		an address from the list or click on Create New Address.
🗄 🗋 Reports	н	louse/P.O. # 100
🗄 🕵 Behavior	s	Street Name Invitig
🗄 🍞 Health		Jayona Jayona
∃-X Attendance	3	street lag Ln
🗄 ở Scheduling	A	Apt #
🕀 🂲 Fees	c	Sity Jefferson City
H A+ Grading & Standards		Iome Phone / N
🛨 🚞 Medicaid		
🗄 🚞 Transcripts		Search
🕀 🔟 Ad Hoc Reporting		
🗄 🚞 User Communication		
E System Administration		-
🗄 🧰 FRAM		
🗄 🧰 Surveys		
🗄 🚞 MO State Reporting		
🕀 🚞 Custom Reports		New Address
Account Settings		
Access Log		
Campus Community		
🚺 Log Off		

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.

Jaybird Hou Phone: (573)659-1	isehold
Household Inf	o Addresses Members \$ Fees
🔍 Find New Add	dress
Household Loc	cation Editor
Address	Start Date End Date Maining Secondary Private
	Infinite 💭 X
	Add Address
	Address Search
	Search for an address already tracked in Campus using the fields provided, required fields are in red. Select an address from the list or click on Create New Address.
	House/P.O. # 100
	Street Name Jaybird 100 Jaybird Lane Jefferson City 65109
	Street Tag
	Apt#
	City
	Home Phone () - x
	Search
	New Address

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

ousehold Info	Addresses	Members	💲 Fees				
Save 🗙 Delete 🛽	Find New A	ddress					
louse Locatio	n Editor						
ddre	Start D	ate E	nd Date	Mailing	Secondary	Private	
-							
lousehold Locati	on Detail						
Household Locatio	on Detail	_	_	_	_	_	
Household Locatio Address 100 Jaybird Lane	on Detail	-	-	-	_	_	
Household Location Address 100 Jaybird Lane *Start Date	on Detail	-		ind Date	-	-	
Household Location Address 100 Jaybird Lane "Start Date 104/18/2012 201	on Detail	-	Ē	ind Date		-	
Household Locatio Address 100 Jaybird Lane Start Date 04/18/2012	on Detail		E	ind Date			
Household Locatio Address 100 Jaybird Lane Start Date 04/18/2012	on Detail Secondary		E	ind Date			

The address has been added to the "Address" tab. Now proceed to the "Members" tab.

Household Info Addresse Members Fees Find New Address Household Location Editor Address Start Date End Date Mailing Secondary Private 100 Jaybird Lane 04/18/2012 X	Jaybird Household Phone: (573)659-1111		_			
Address End Date Mailing Secondary Private 100 Jaybird Lane 04/18/2012 X	Household Info Addre	esses Member	rs 💲 Fees			
Household Location Editor Address Start Date End Date Mailing Secondary Private 100 Jaybird Lane 04/18/2012 X	Sind New Address	-				
Address Start Date End Date Mailing Secondary Private 100 Jaybird Lane 04/18/2012 X X	Household Location Edit	or				
100 Jaybird Lane 04/18/2012 X	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".

Household Info A	ddresses Members \$ Fees	
Find New Address	Editor	
Address	Start Date End Date Mailing Secondary Private	
	Infinite Campus	×
	Add Address	
	Address Search Search for an address already tracked in Campus using the fields provided, required fields are in red. Select an address from the list or click on Create New Address.	
	House/P.O. # 100 Street Name Jaybird Street Tag Lane Apt# City Jefferson City Home Phone () - x Search	
	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".

ousehold Info 🛛	Addresses	Members	💲 Fees				
Save 🗙 Delete 🤇	Find New A	ddress					
House Location	n Editor			·			
Addre	Start D	ate En	nd Date	Mailing	Secondary	Private	
Household Locatio	n Detail						
Household Locatio	n Detail	_	_	_	_	_	
Household Locatio Address 100 Jaybird Lane	n Detail		-	_	_	-	
Household Locatio Address 100 Jaybird Lane *Start Date	n Detail	-	E	ind Date	-	-	
Household Locatio Address 100 Jaybird Lane *Start Date	n Detail	-	E	ind Date		-	
Household Locatio Address 100 Jaybird Lane *Start Date 04/18/2012	n Detail	-	Ē	ind Date			
Household Locatio Address 100 Jaybird Lane *Start Date 04/18/2012	n Detail Secondary		E	ind Date Private			

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

Jaybird Household Phone: (573)659-1111 Household Info Addr	esses Membe	rs 💲 Fees			
🔍 Find New Address	-				
Household Location Edi	tor				
Address	Start Date	End Date	Mailing	Secondary	Private
100 Jaybird Lane	04/18/2012		х		

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

Index Search Help	Jaybird Household
Malerie Hoover	Phone: (573)659-1111
🗄 👧 Student Information	Household Info Addresses Members \$ Fees
1 Instruction	C Find New Member
🗆 🚱 Census	Household Memb. Additor
🚔 My Data	Name (Start Date End Date Secondary Private
Request Processor	
People	
🔐 Households	
🚳 Addresses	
Add Person	
🚡 Add Household	
Add Address	
Staff Locator	
Census Wizard	
🛨 🗋 Reports	
🕀 🕵 Behavior	
🛨 🍞 Health	
∃ - ¼ Attendance	
🗄 🎒 Scheduling	
Feer	

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**".

Find New Member ousehold Member Editor iame Start Date End Date 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 Jirth Date Birth Date 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.	ousehold In	fo Addresses Mer	nbers 💲 Fees			
ousehold Member Editor iame Start Date End Date Secondary Private Infinite Image: Start Date Image: Start Date Image: Start Date Image: Start Date 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 Jaybird Image: Search Search Gender Image: Search Search Image: Search 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. Image: Search "Last Name Jaybird Image: Search Image: Search Gender Image: Search Image: Search Image: Search Search Image: Search Image: Search Image: Search Search Image: Search Image: Search Image: Search Search Image: Search Image: Search Image: Search Image: Search Image: Search Image: Search Image: Search Image: Search Image: Search Image: Search Image: Search	Find New Me	mber				
Anne start Date End Date secondary Private	ousehold Me	ember Editor	End Date	Consideration	Drivete	
Image: Construction of the second state of the second s	ame	Start Date	Elid Date	Secondary	Private	
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 Search Search		\sim				
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 Search Search		Infinite (2			×
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 Search Search		Deres See				
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 Search S		Person Sear	en			
student from the list or click on Create New Person. Last Name Jaybird First Name Birth Date Gender Search		Person Sea	rch	reaked in Comp	up uping the fields provided, res	wired fields are in red. Select a
*Last Name Jaybird First Name J Middle Name Birth Date Gender		student fr	om the list or click of	n Create New P	erson.	ulled lields are in red. Select a
First Name J Middle Name Birth Date Gender		the set Manage				
Middle Name Birth Date Gender		*Last Name	awhind			
Birth Date Gender		First Name	aybird			
Gender		First Name	laybird			
Search		First Name Middle Name Birth Date				
		First Name Middle Name Birth Date Gender				
		First Name First Name Middle Name Birth Date Gender	aybird I			
		First Name First Name Middle Name Birth Date Gender	aybird			
		First Name First Name Middle Name Birth Date Gender Search				
		First Name First Name Middle Name Birth Date Gender Search				
		First Name First Name Middle Name Birth Date Gender Search	aybird			
		First Name First Name Middle Name Birth Date Gender Search	aybird			
		First Name First Name Middle Name Birth Date Gender Search	aybird			
		First Name First Name Birth Date Gender Search	aybird			

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 <u>same name</u>, click on "**Details**" to view the information entered for that person.

Jaybird Hous Phone: (573)659-111	ehold						
Household Info	Addresses Memb er ber Editor Start Date	ers Fees	Secondary	Private			*
Person Person Sea stud	DUS Search In Search Inch for a person already dent from the list or click	y tracked in Campu on Create New Pe	s using the fiel	ds provided, requi	red fields are	in red. Select a	
*Last Na First Nar Middle N Birth Dat Gender Searc	me Jaybird ne J ame te T	Det Det Det Det	ails (2) Jaybir Person (D: 7 ails (2) Jaybir Person (D: 7 ails (2) Jaybir Person ails (2) Jaybir Person ails (2) Jaybir Person ails (2) Jaybir	rd, James 75914 rd, Janie J 75919 d, Jasper ID: 75921 d, Jayette ID: 75916 d, JC ID: 75915 d, JC	775551859M 261620291F M F M	06/23/1995 11/19/1997	* III
			Person PersonID: 7	ID: 75923 d, Julie J 75920		05/15/2006	- -

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 <u>sure</u> 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.

I Schools	•	Calendar All Calendars		•		
Jaybird Hous	ehold					
Phone: (573)659-111	1					
Household Info	Addresses Mer	mbers 🕺 💲 Fees				
Kent Find Infinite	pus				×	
Name Person	Search					
Perso	n Search					
Sea	Irch for a person alre dent from the list or cli	ady tracked in Campus using the lick on Create New Person.	e fields provided, re	quired fields are in red. Select	а	
*Last Na	me Jaybird	Details 🚱 Ja	aybird, James	775551859M 06/23/1995		
First Nar	ne J	Perso	nID: 75914 whird Janie J	2616202015 11/10/1007		
Middle N	ame	Perso	nID: 75919	2010202311 11/13/1337		
Birth Dat	ie 🗖	Details 🔂 Ja	aybird, Jasper	М		
Gender		personSummaryReport.	fop (applicatio	n/pdf Object) - Mozilla	a Firefox 📃 🗖	⊒ X)
Searc	:h	· · · · · · · · · · · · · · · · · · ·				
		jcps.k12.mo.us https://	/ic.jcps.k12.mc	.us/campus/core/pers	on/summary/personSu	immar, 🏠 📗
			Perso	on Summary Report		
		Jaybird, JC			Person ID: 75	915
		Gender: M Birth Date:		Student Number:		
		Staff Number:				
		Other Phone:		Pager:		_
		Work Phone: (573)659-3050 Cell Phone: (573)789-1234		Email: jojaybir Preferred Language:	rd@mascots.com	=
		Secondary Household:		Profettea Language.		
		Household Phone: Address(es):				
		Non-Household Relationships				_
		Race/Ethnicity Information				_
		Person Comments:		Contact Informatio	on Comments:	_
						-
	Ľ					

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

lousel lame	Campus Person Sea	s rch			
	Person Se Search student	earch for a person already trac from the list or click on C	exted in Campus using the fields provided, reate New Person.	required fields are in red. Select a	
	*Last Name First Name Middle Name Birth Date Gender Search	Jaybird J	Details Jaybird, James PersonID: 75914 Details Jaybird, Janie J PersonID: 75919 Details Jaybird, Jasper PersonID: 75921 Details Jaybird, Jayette Details Jaybird, JC PersonID: 75915 Details Jaybird, JC PersonID: 75923 Details Jaybird, JUlie J PersonID: 75920	775551859M 06/23/1995 261620291F 11/19/1997 M F M M 218349207F 05/15/2006	
				Create New Pers	

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**".

Jaybird House	hold				
Household Info	Addresses Membe	rs 💲 Fees			
Save X Delete	Find New Member				
House Membe	er Editor	End Data	Secondary	Drivata	
Name	Start Date	End Date	Secondary	Private	
Household Memb	er Detail				
Jaybird, JC					
Start Date		End Dat	e		
4/20/2012					
Secondary		Private			

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.

Jaybird Household Phone: (573)659-1111		
Household Info Addresses Members & Fees		
Household Memburgeditor	Secondary Private	
Jaybird, JC 04/20/2012	Secondary Filvate	

Defining Relationships in a Household

1) Once all members have been added to the household, the user will need to <u>define</u> 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**".

Index Search Help	Census Wizard
Yelerie Hoover ⊕ Student Information ⊕ Instruction ⊕ Census ∰ My Data	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, people or addresses. • 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 create and link in a new address into the household.
	Person Search Last Name Jaybird First Name JC Succent Number Birth Date Gender Midde Name Suffix Address Search HousePO. Number Street Name Apt Number City Household Search Household Search Household Name Home/Other Phone Search Clear Search Fields Continue - Step 2 s Clear 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".

Index Search Help	Census Wizard		
Search for a: Household Advanced Search >>	Step 1 - Assemble New or Select Household This wizard will walk you through the process of creating a n • To Edit a household, simply click on the Household nar • To Assemble a new household, select people and/or a If you enter a first and last name, you can create and link in a	iew household or editing an existing household. Start by searching for a hou me in the search results. addresses in the search results. new person into the household. If you enter a house number and street you	usehold, people or addresses. J can create and link in a new address into the household.
Census Wizard Search Results: 2 Jaybird (5 Johnson City Jaybird, Julk – 218349207 [05/15/2 Jaybird, Janie J #261620291 [11/19/ Jaybird, James #775551859 [06/23/ Jaybird, James #775551859 [06/23/ Jaybird, JC People not in Households Details Jaybird, JC Create a new Person Jaybird, JC	Person Search Last Name Jaybird First Name JC Student Number Birth Date Birth Date Gender Gender ✓ Middle Name Suffix Suffix ✓ Address Search House/P.O. Number Street Name Gender Apt Number Gender City Household Search Household Name Home/Other Phone Home/Other Phone) - x	Household Continue - Step 2 » Clear Household	

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.)

Index Search Help	Census Wizard		
Search for a: Household Advanced Search >>	Step 1 - Assemble I This wizard will walk • To Edit a hous • To Assemble a If you enter a first and	New or Select Household you through the process of creating a ni ehold, simply click on the Household nar a new household, select people and/or a last name, you can create and link in a	ew household or editing an existing household. Start by searching for a housel ne in the search results. addresses in the search results. new person into the household. If you enter a house number and street you ca
Census Wizard Search Results: 2	Person Search		Editing an Existing Household
100 Jaybird Lane , Jefferson City	Last Name	Jaybird	X 🚯 Jaybird
Daybird, Julie J #218349207 [05/15/2]	First Name	JC	X 100 Javbird Lane Jefferson City
Jaybird, Janie J #261620291 [11/19/	Student Number		X 🚯 Jaybird, Julie Jelena #218349207 [05/15/2006]
Jaybird, James #775551859 [06/23/	Birth Date		X 😡 Jaybird, Janie Jean #261620291 [11/19/1997]
Javbird, JC	Gender	•	X 🔛 Jaybird, James #775551859 [06/23/1995]
	Middle Name		🗙 😰 Jaybird, Jayette
People not in Households	Suffix	•	🗙 😰 Jaybird, JC
Details Jaybird, JC	Address Search House/P.O. Number		
Create a new Person	Street Name		
Jaybird, JC	Apt Number		
	City		
	Household Search		Continue - Step 2 » Clear Household
	Household Name		
	Home/Other Phone	() - x	
		Search Clear Search Fields	-

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

_	Index Search Help	Census Wizard - Edit H	lousehold Me	embership)					
	Search for a: Household	Step 2: Editing House Edit the attributes commo	hold Data on to the house	hold and ed	lit details specific to	each persor	and address			
	Go	Household								
	Advanced Search >>	Household Name (Overric	le)		Household Ph	one Number			Pr	ivate
	Census Wizard - Existing Househol	Jaybird			(573)659	- 1111 x				
	Step 1: Start Over Start Over	Household Locations								
	😡 Jaybird, Julie Jelena #218349207 [0	Address			Start	End	Privat	e Seco	ndary	Mailing
	Daybird, Janie Jean #261620291 [11] Jaybird, Janie Jean #261620291 [11]	100 Jaybird Lane , Jeffer	son City MO 65	109	04/23/2012					v
	Jaybird, Jayette									
	x suyond, so	Household Members								
		Name	Birthdate	Gender	Start	End		Private	Secor	ndary
		Jaybird, JC		М	04/20/2012					
		Jaybird, Jayette		F	04/20/2012					
		Jaybird, Janie Jean	11/19/1997	F	04/20/2012		-			
		Jaybird, James	06/23/1995	М	04/20/2012		-			
		Jaybird, Julie Jelena	05/15/2006	F	04/20/2012					
							Sav	e & Conti	nue - St	ep 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 <u>between</u> 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.

Relationships to Jaybi	rd, James	63											
Name B	Sirthdate	Gender	Relationship			Start Date	End Date	S	leg Guardian	Mailing	Portal	Messenge	r Private
Jaybird, Janie Jean 1	1/19/1997	F		•	B	-				E	E	17	100
Jaybird, Jayette		F	Mother			04/23/2012		-	1	V	FT		P
Jaybird, JC		м	Father			04/23/2012		-		1	m		P
Jaybird, Julie Jelena 0	6/15/2006	F		•	D								10
Relationships to Jaybi	rd, Janie .	Jean											
Name B	lirthdate	Gender	Relationship			Start Date	End Date	S	eq Guardian	Mailin	Portal	Messenger	Private
Jaybird, James 0	6/23/1995	м		•					17	1			E
Jaybird, Jayette		F	Mother	-		04/23/2012			1	1	P		T
Jaybird, JC		м	Father	-	R	04/23/2012		-		V	PT		P
Jaybird, Julie Jelena 0	6/15/2006	F			B			-	E		P	17	F
Relationships to Javbi	rd. Javette												
Name B	lithdate	Gender	Relationship			Start Date	End Date	s	eo Guardiar	Mailing	Portal	Messenge	er Privat
Jaybird, James 0	6/23/1995	м	Mother	•		04/23/2012		1					F
Jaybird, Janie Jean 1	1/19/1997	F	Mother			04/23/2012		-	V		Im		P
Jaybird, JC		м	200000		B	04/23/2012		-	1	m	m	[7]	in the
Jaybird, Julie Jelena 0	6/15/2006	F	Mother	-	D	04/23/2012		-	1	-	P		E
Relationships to Jaybi	rd, JC												
Name E	Irthdate	Gender	Relationship			Start Date	End Date	s	eq Guardian	Mailing	Portal	Messenge	r Private
Jaybird, James 0	6/23/1995	м	Father			04/23/2012	1	-	1		E		E
Jaybird, Janie Jean 1	1/19/1997	F	Father			04/23/2012		-					P
Jaybird, Jayette		F		•	B	04/23/2012		-		n	17	173	P
Jaybird, Julie Jelena 0	6/15/2006	F	Father			04/23/2012	1	-	V				F
Relationships to Jaybi	rd, Julie J	elena											
lame Bir	thdate C	Gender P	lelationship			Start Date E	ind Date	Se	q Guardian	Mailing F	Portal N	lessenger	Private
laybird, James 06	/23/1995 N	4		•							0		E
Jaybird, Janie Jean 11	19/1997 F			•	B						0		E
Jaybird, Jayette	F	8	Mother	•		04/23/2012		-	V	V	121	1	E

Notice as the information is entered on the parent/legal guardian members, it will populate that information into the <u>student</u> member boxes as well. Once relationships between parent/legal guardians <u>and</u> 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.

Edit the relationships b	etween the	family m	embers.										
Deletionships to lad	aird Ismaa												
Relationships to Jay	Didbdata	Candar	Deletiseshie			Chard Date	End Date	C	- 0t		Destal		
Jaybird, Janie Jean	11/19/1997	F	Sibing		k	04/23/2012	End Date	56	g Guarda	n Manng	Portal	Messenger	Privat
Jaybird, Jayette		F	Mother			04/23/2012	<u> </u>			E	-	000	100
laybird IC		M	Eathas			04/23/2012			V				1
laubird Julia Jelena	05145/2006		rather		E	04/23/2012		-			1		1
Jayon G, June Jelena	05/15/2000	· 1	Sibing	-	13	04/23/2012		-					-
Relationships to Jayl	oird, Janie .	Jean											
Name	Birthdate	Gender	Relationship			Start Date	End Date	Se	q Guardia	n Mailin	Portal	Messenger	Private
Jaybird, James	06/23/1995	м	Sibling	•	B	04/23/2012	-	-					E
Jaybird, Jayette		F	Mother	•		04/23/2012		-	1	<	E	V	E
Jaybird, JC		м	Father	•	B	04/23/2012			V	~	E		E
Jaybird, Julie Jelena	05/15/2006	F		•								E	E
Relationships to Jayl	oird, Jayett	e											
Name	Birthdate	Gender	Relationship			Start Date	End Date	Se	q Guardia	n Mailing	Portal	Messenger	Priva
Jaybird, James	06/23/1995	M	Mother	•		04/23/2012		-	1	~			1
Jaybird, Janie Jean	11/19/1997	F	Mother	•		04/23/2012			V	<			E
Jaybird, JC		м		•	B	04/23/2012		-					E
Jaybird, Julie Jelena	05/15/2006	F	Mother	•	B	04/23/2012			V	<			E
Relationships to Jayl	bird, JC	0	Deletionethic			01-10-1-							
lavbird. James	Birthdate 06/23/1995	Gender	Father			Start Date	End Date	50	q Guarda	n Maling	Portal	Messenger	Private
laubird, Janie Jean	44/40/4007		Father			04/23/2012	-	-			E11		5
Jaybird, Jame Jean	The last	2	rather	•	E	04/23/2012							1
Jaybird, Jayette				•		04/23/2012	_	-					Ľ
Jaybird, Julie Jelena	05/15/2006	F	Father	•	B	04/23/2012			~	1			12
Relationships to Jayl	oird, Julie J	elena											
Name E	Birthdate (Gender I	Relationship		1	Start Date E	nd Date	Seq	Guardian	Mailin; F	Portal M	lessenger F	rivate
Jaybird, James	6/23/1995	N	Sibling	•	3	04/23/2012		0		1	[77]		P
Jaybird, Janie Jean 1	1/19/1997 F			-	By			-	101	F	13	E	P
Jaybird, Jayette	,		Mother	• i	3	04/23/2012					m		P
Jaybird, JC		N	Father	-	BY	04/23/2012				1	m		P ^r
									(Samuel			<u></u>	

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

Relationships to Jaybin	d, James												
Name Bi	rthdate	Gender	Relationship			Start Date	End Date	Seq	Guardian	Mailing	Portal	Messenger	Privat
Jaybird, Janie Jean 11	/19/1997	F	Sibling	•	B	04/23/2012			E1	0			P
Jaybird, Jayette		F	Mother	•	B	04/23/2012		-		~	m		17
Jaybird, JC		м	Father	•	B	04/23/2012		-		-	1		P
Jaybird, Julie Jelena 05	5/15/2006	F	Sibling	•	B	04/23/2012							Ľ
Relationshins to Javbin	d Janie J	ean											
Vame Bi	rthdate	Gender	Relationship			Start Date	End Date	Seq	Guardian	Mailin	Portal	Messenger	Private
Jaybird, James 06	5/23/1995	м	Sibling	•		04/23/2012			[77]	177	1	F	P
Jaybird, Jayette		F	Mother	•		04/23/2012					PR .	101	1
Jaybird, JC		м	Father	•		04/23/2012					EP1		1
Jaybird, Julie Jelena 05	5/15/2006	F	Sibling	-		04/23/2012					m		
													25
Relationships to Jaybin Name Bi	d, Jayette rthdate	e Gender	Relationship		-	Start Date	End Date	Seq	Guardian	Mailing	Portal	Messenger	Priva
laybird, James 06	5/23/1995	м	Mother	•	B	04/23/2012		-	V	-	1		1
laybird, Janie Jean 11	/19/1997	F	Mother	•	B	04/23/2012				~	[7]		
Jaybird, JC		м	1	•	B	04/23/2012	1		17	1	[7]	177	1
Jaybird, Julie Jelena 05	5/15/2006	F	Mother	-	B	04/23/2012	1	0		~	17		1
Deletionebing to Jawbic	4.10										10000		
Vame Bi	rthdate	Gender	Relationship		-	Start Date	End Date	Seq	Guardian	Mailing	Portal	Messenger	Privat
Jaybird, James 06	5/23/1995	м	Father	•	B	04/23/2012		-			[7]		E
Jaybird, Janie Jean 11	/19/1997	F	Father	•	B	04/23/2012	1	-		~	[77]		I
Jaybird, Jayette		F		•	B	04/23/2012	-		171	n	m	[P]	F
Jaybird, Julie Jelena 05	5/15/2006	F	Father	-		04/23/2012					P		ī
					-						2		
Relationships to Jaybin	d, Julie J	elena							0		la del 4		
Vame Birt laybird lames 060	hdate G	ender F	Relationship	- 6		Start Date E	End Date	Seq	Guardian	ingenog a	Portal N	lessenger i	rivate
laybird, Janie Jean 41/	10/4007 E		Obling		y	04/23/2012							5
laubird, Jaune Sealt 11/1	e la la al la a		Siding	•	N N	04/23/2012	_	-				1270	1
laubird, Jayette	F		Mother	- L	B	04/23/2012	_						E
Jaybird, JC			Father	• [B	04/23/2012							5
									-				

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".

Index Search Help	Census Wizard - Edit	Relations	hips										
Search for a: Household	Step 3 - Edit Relationships of Household Members Edit the relationships between the family members.												
Go	Relationships to Jayb	oird, James	\$										
Advanced Search >>	Name	Birthdate	Gender	Relationship		Start Date	End Date	Seq	Guardian	Mailing	Portal	Private	
Census Wizard - Existing Househol	Jaybird, Janie Jean	11/19/1997	F	Sibling	▼ 🖹	04/23/2012	1	-					
Step 1: Start Over	Jaybird, Jayette		F	Mother	▼ 🖹	04/23/2012			V				
Step 2: Edit Household Data	Jaybird, JC		м	Father	▼ 🖹	04/23/2012			V	V			
100 Jaybird Lane , Jefferson City	Jaybird, Julie Jelena	05/15/2006	F	Sibling	▼ 🖹	04/23/2012							
Jaybird, Julie Jelena #218349207 [l Enroll as student]													
Jaybird, Janie Jea 61620291 [11	Relationships to Jaybird, Janie Jean												
Daybird, James #775551859 [06/23/	Name	Birthdate	Gender	Relationship		Start Date	End Date	Seq	Guardian	Mailing	Portal	Private	
Enroll as student	Jaybird, James	06/23/1995	м	Sibling	▼ 🖹	04/23/2012		—					
Enroll as student	Jaybird, Jayette		F	Mother	▼ 🖹	04/23/2012		-		V			
Jaybird, JC Enroll as student	Jaybird, JC		м	Father	▼ 🖹	04/23/2012		-					
	Jaybird, Julie Jelena	05/15/2006	F	Sibling	▼ 🖹	04/23/2012							
	Relationships to Jayb	oird, Jayett	е										
	Name	Birthdate	Gender	Relationship		Start Date	End Date	Seq	Guardian	Mailing	Portal	Private	
	Jaybird, James	06/23/1995	м	Mother	▼ 🖹	04/23/2012		—	V	V			
	Jaybird, Janie Jean	11/19/1997	F	Mother	▼ 🖹	04/23/2012	1	-					
	Jaybird, JC		м	_	▼ 🖹	04/23/2012	1						
	Javbird, Julie Jelena	05/15/2006	F	Mother	- P4	04/22/2012	1	-					

2) This will go to that student's Demographic tab. Click "Relationships" tab.

Index Search Help	Jaybird, Jul	ie J					
Search for a:	Grade:K #218349	207 DOB:05	/15/2006 Gen	der:			
Household	Demographic	s Identitie	s Househo	lds Relationsh	nips /Enroll	ments 🛛 🕻)istrict Employmen
	Save 🗙 Dei	ete 🖓 Persou	Summary Rer	ort ADemogram	huc Thata		
Go	Care A bei		r oaninary ive,	Join Cybelliograp	and to baca		
Advanced Search >>	Person Inform	ation					
	PersoniD	75920					
Census Wizard - Existing Househol	*Last Name	*First Name		Middle Name	Suffix		
Step 1: Start Over	Jaybird	Julie		Jelena	-		
A Jaybird	*Gender	*Birth Date (/	Age: 5)	Soc Sec Number	r		
Step 2: Edit Household Data	Female 🔻	05/15/2006	TH	535 - 35 - 3535	Ē.		
Step 3: Edit Relationships	Dace/Ethnicity	(Edit)				No J	mage Available
100 Jaybird Lane Jefferson City	Race/Lumicity	Luit)					
Invoird Julie Jelena #218349207 [0	State Race/Ethn	licity:	vv:vvnite				
Enroll as student	Federal Designa	ition:	6:White				
S lavbird Janie Jean #261620291 [1]	Race(s):		White				
Enroll as student	Hispanic/Latino		N:No				
Javbird James #775551859 [06/23/	Departmentation 5			127-1			
Enroll as student	Race/Ethnicity L	etermination:	01:Parent Iden	tified			
Javbird Javette							
Enroll as student	Birth Country						
S lavbird IC				-			
Enroll as student	Date Entered US	Date Entered	US School				
Linoi as student							
		Date Entered	State School	Birth Verification			
		Bate Entered		B: Birth Cartifics	ata 📼		
				D. Dirut Cerunica	ne 🕶		
	Nickname						

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

Demographics	Identi Non-Hou	ties Households sehold Relationship	Rela	tionships	Enrollments	District Er	nployment	District	Assignme	nts	School
Relationships wi	ithin the	Jaybird **Prima	ouse	hold Relati	onships						
Name	Gender	Relationship 🐂		Start Date	End Date	Emerg	ency Priority (Guardian M	ailing Portal	Private	
Jaybird , James	М	Sibling	▼ 🖹	04/23/20	12 💼						
Jaybird , Janie J	F	Sibling	▼ ₿	04/23/20	12 💼						
Jaybird , Jayette	F	Mother	▼ 🖺	04/23/20	12 💼	-		V	✓ 📃		
Jaybird , JC	м	Father	▼ 🖹	04/23/20	12 💼			V	✓ □		
Non-Household F Name Gender Rela	Relation tionship (ships Start Date End Date Er	mergen	cy Priority G	uardian Mailing F	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 Gradetk #218349207 DOB:05/16	5/2006 Gender F
Demographics Identities	Households Relationships Enrollments District Employment District Assignments School Choice C
Save 🔍 New Non-Househol	ld Relationship
Relationships within the Jayt Name Gender Relati Jaybird , James M Siblin Jaybird , Janie J F Siblin Jaybird , Jayette F Moth Jaybird , JC M Fath Non-Household Relationship Name Gender Relationship Start I	bird "Primary Household Relationships inship Start Date End Date Emergency Priority Guardian Mailing Portal Private ing U4/23/2012 U U U U U U U U U U U U U U U U U U U
	Create New Person

5) If more than one person is listed with the <u>same name</u>, 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 <u>sure</u> 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.

Jaybird, Julie J Grade:K #218349207 DOB:05/15/2006 Gender:F		
Demographics Identities Households Rela	ationships Enrollments District Employment District Assignments School Choice Credentials Ove	rrides
🔚 Save 💁 New Non-Household Relationship		
Relationships within the Jaybird **Primary House Name Gender Relationship Jaybird , James M Sibling Jaybird , Janie J F Sibling Jaybird , Janie J F Sibling Jaybird , Jayette F Mother Jaybird , JC M Father Person Sear Search for Student for Name Gender Relationship Start Date *Last Name	ehold Relationships Start Date Emergency Priority Guardian Mailing Portal Private 04/23/2012 Image: Comparison of the start	
First Name Middle Name Birth Dat Gender Searc	Jasper PersonID: 75921 personSummaryReport.fop (application/pdf Object) - Mozilla Firefox jcps.k12.mo.us https://ic.jcps.k12.mo.us/campus/core/person/summary/personSummar	≤
	Person Summary Report Jaybird, Jasper Person ID: 75921 Gender: M Birth Date: Student Number: Staff Number: Email: Contact Information: Pager: Work Phone: Email: Cell Phone: Preferred Language: Secondors Marschold: Secondors Marschold:	•
	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.

Jaybird, Julie Grade:K #2183492	J	05/15/2006	Gender:F						
Demographics	Identi	ties Hou	seholds Re	lationships	Enrollments	District Employment	District Assignments	School Choice	Cred
🔛 Save 🔍 New	Non-Hous	sehold Rela	tionship						
Relationships w Name	ithin the Gender	Jaybird * Relationshi	*Primary Hous P	sehold Relati Start Date	onships End Date	Emergency Priority (Guardian Mailing Portal Priva	ite	
Jaybird , James	м	Sibling	•	04/23/20	12 🔤				
Jaybird , Janie J	F	Sibling	Infinite	2					×
Jaybird , Jayette	F	Mother	Campu	5					
Jaybird , JC	м	Father	Person Sea	arch					
Non-Household Name Gender Rela	Relation tionship \$	ships Start Date B	Person S Search student *Last Name First Name Middle Name Birth Date Gender Search	earch for a person a t from the list o Jaybird Jasper	already tracked in r click on Create	Campus using the fields p New Person.	aspen M 5921	in red. Select a	

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.

Jaybird, Julie	J 7. DOB:0	5/15/200	6 Gender:F							
Demographics	Identiti	ies Ho	useholds	Relationshi	ps Enroll	ments Distri	ict Employmen	t District A	ssignments	School Choice
Save 🔍 New N	Ion-Hous	ehold Re	lationship							
Relationshins wit	thin the	lavhird	**Primary Ho	ousebold Re	ationshing	e				
Name (Gender R	lelations	nip	Start	Date E	nd Date E	Emergency Priority	y Guardian Ma	iling Portal Priva	te
Jaybird , James	M	Sibling	•	 Ø4/23 	3/2012 💼					
Jaybird , Janie J I	F	Sibling	•	 Ø4/23 	3/2012					
Jaybird , Jayette I	F	Mother	•	 B 04/23 	3/2012		_			
Jaybird , JC	м	Father	•	 04/23 	3/2012					
Neg Ususahald D	-1-4:	h in a								
Non-Household R	Gende	inips er Relatio	nehin		tart Date	End Date	Emergency P	riority Guardia	n Mailing Portal I	Drivate
🗙 Jaybird, Jasp	er		Infinite	\geq						×
			Campu	JS						
	_	ł	Person Se	arch						7 m
			Person S	Search						_
			studen	n for a perso nt from the lis	n aiready tra t or click on (Create New Pers	using the fields p son.	rovided, requi	red fields are in	red. Select a
			*Last Name	lavhird		Deta	ils 🕜 Javbird, J	asper	м	
			First Name	Jaener		0010	PersonID: 7	75921		
			Middle Nam	le	-					
			Birth Date							
			Gender		-					
			Search	1						

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**".

Save New No	a blaue				Construction of the			Distinc		. Distin			
	n-nous	ehold Relationship											
ine ips with	in the ender R	Jaybird "Priman Relationship	Hou	seh	old Relation	nshi	End Date	En	nergency Priority	Guardian	Mailing	Portal P	ivate
ybird , James M		Sibling	•	B	04/23/201	2 🗐	1						
ybird , Janie J F		Sibling	•	B	04/23/201	2 -	1						
ybird , Jayette F		Mother	•	B	04/23/201	2 0		0			~		
ybird , JC M		Father	•	B	04/23/201	2 1	1	-					7
on-Household Re	lations	ihips											
Name	Gende	er Relationship			Start [ate	End D	ate	Emergency Pr	riority Gua	rdian Ma	iling Por	tal Priva
Jaybird, Jasper		Grandparent		•	3 04/23	/2012	2		<u> </u>			1. E	100

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 Grade:K #21834920	J 7 DOB	:05/15/2006 Gender:1	F							
Demographics	Identi	ities Households	Relati	ionships	Enrollments	District	Employment	Distric	t Assignments	School (
🔚 Save 🔍 New 1	Non-Hou	sehold Relationship								
Relationships wi	thin the Gender	Pelationshin	ouseh	old Relatio	End Date	Eme	raency Prinrity	Guardian	Mailing Portal Priv	/ate
Jaybird , James	M	Sibling	- 🗗	04/23/201	2 💼		a geney i honry			
Jaybird , Janie J	F	Sibling	▼ 🖹	04/23/201	2 💶					
Jaybird , Jayette	F	Mother	▼ 🖹	04/23/201	2 💶	-		V		
Jaybird , JC	м	Father	▼ 🖹	04/23/201	2 💶	-		V		
Non-Household F	Relation	ships								
Name	Gen	der Relationship		Start D	ate End D	ate	Emergency Prio	rity Guard	lian Mailing Portal	Private
🗙 Jaybird , Jası	per M	Grandparent	•	04/23/	2012 💼					

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

ate
al Private
]

11) Once Non-Household relationships for the first student have been created in the household, you will need proceed and do the same for <u>each</u> 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.

earch for a.	Demographics	Identitie	E Householde	Relatio	nching	Enrollmon	te Distai	ict Employment	District Ar	signmente	School Ch
lousehold 🔻		Identitie	s nousenoius	Relatio	- cquirent	Enronnen		ice employment	District As	signments	School ch
Go	Save Knew N	lon-Househ	old Relationship								
Advanced Search >>	Relationships wit	thin the Ja	ybird **Primary H	louseho	ld Relati	onships					
	Name	Gender Rel	ationship		Start Date	End D	ate E	Emergency Priority	Guardian Maili	ng Portal Priv	ate
ensus Wizard - Existing Househol	Jaybird , James	M Si	bling	▼ 🖹	04/23/20	12 📷	-				
Jaybird	Jaybird , Janie J	F Si	bling	▼ 🖹	04/23/20	12 📧					
Step 2: Edit Household Data	Jaybird , Jayette	F Mo	other	▼ 💱	04/23/20	12 🔤			V V		
Step 3: Edit Relationships 100 Jaybird Lane Jefferson City	Jaybird , JC	M Fa	ther	▼ 🗗	04/23/20	12 🔲					
Javbird, Javette											
Enroll as student											
Jaybird, JC	Non-Household R	elationshi	ips								
Enroll as student	Name	Gend	er Relationship		Star	t Date	End Date	Emergency Pr	iority Guardia	n Mailing Port	al Private
Jaybird, Julie Jelena #218349207 [0	🗙 Jaybird , Jasp	er M	Grandparent	•	B 04/	23/2012 🛅		-			
Jaybird, Janie Jean #261620291 [11	🗙 Jaybird , June	e F	Grandparent	•	04/	23/2012 💼					
Enroll as student	🗙 Cardinal , Red	lbird M	Friend/Neighbor	•	B 04/	23/2012		-			
Enroll as student											
-											

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.

AdHoc Rep	ports W	aiver	🗅 A Plus (DLD Records	Transfer 🛛 🕻	Misc	🗅 ER 911	1 DLEP
Summary	Enrollm	ents	Schedul	e 🏨 Attenda	nce Progra	ms 🛛 🛃	Grades	Transcript
Person Sum	mary Repo	rt 🗇 Pe	erson Summa	ry Report w/ Pictu	ire			
Person Inform	nation	_						
PersonID								
75920								
Name		Nicknam	e					
Jaybird,								
Gender	.a.	Dace Eti	nicity					
F		State D	ace/Ethnicity	MaMhita				
-		State R	ace/Ethnicity.	Wiwhite		NO I	Image AV	allable
		Federa	Designation:	6:White				
		Race(s	a):	White				
		Hispani	ic/Latino:	N:No				
		Race/E	thnicity	01:Parent	;			
		Determ	ination:	Identifie	d			
Birth Date (Age:	5)							
05/15/2006								
Student Number		state ID						
Person GUID								
		_1000.	-090207083					
183441BA-DE	310-499B	-W220.	000207055	CEND .				
183441BA-DE Comments	310-499B	-A330	000207021	TAJ				
183441BA-DE Comments	310-499B	-A330	00020703					
183441BA-DE Comments	310-499B	-4330	00020708	- N	fodified by: He	oover, Va	alerie 04/17/	/2012 12:54
183441BA-DE Comments	310-499B	-A336	03020702	- N	fodified by: He	oover, Va	alerie 04/17/	/2012 12:54
183441BA-DE Comments Mailing Addre	310-499B sses s 10	0 JAY	SIRD LANE	- A	Nodified by: Ho	oover, Va	alerie 04/17/ Map	/2012 12:54
183441BA-DE Comments Mailing Addre Primary Address	310-499B sses s 10	0 JAYI	SIRD LANE	- M , JEFFERSON	Nodified by: He	5109	alerie 04/17/ Map	/2012 12:54
183441BA-DE Comments Mailing Addre Primary Address Jaybird **Prim	sses s 10	0 JAY	BIRD LANE	- M , JEFFERSON	Nodified by: He	oover, Va	alerie 04/17/ Map	/2012 12:54
183441BA-DE Comments Mailing Addre Primary Address Jaybird **Prim Household	2310-4998 25585 5 10 1ary (573)65	0 JAY	SIRD LANE	- A , Jefferson	Nodified by: Ho	5109	alerie 04/17/ Map	/2012 12:54
183441BA-DE Comments Mailing Addre Primary Address Jaybird **Prim Household Phone Address	2310-4998 25585 5 10 1817 (573) 65 100 JA	0 JAYI	SIRD LANE	- A , JEFFERSON	Nodified by: Ho CITY MO 6	5109 Map	alerie 04/17, Map	/2012 12:54
183441BA-DE Comments Mailing Addre Primary Address Jaybird **Prim Household Phone Address Name	2310-4998 25585 5 10 1ary (573) 65 100 JA Relations)	0 JAYE	SIRD LANE	- M , JEFFERSON FFERSON CITY grade)	CITY MO 6	5109	alerie 04/17/ Map Email	/2012 12:54
183441BA-DE Comments Mailing Addree Primary Address Jaybird **Prim Household Phone Address Name Jaybird,	esses s 10 hary (573) 65 100 JA1 Relationsh Sibling	0 JAYA 59-111 YBIRD	I LANE , JE Enrollment (11-12 Jeffer	- N , JEFFERSON FFERSON CITY grade) son City High	Nodified by: He CITY MO 6 MO 65109 Phone(s)	5109 Map	alerie 04/17/ Map Email	/2012 12:54
183441BA-DE Comments Mailing Addree Primary Address Jaybird **Prim Household Phone Address Name Jaybird, James	sses s 10 iary (573) 65 100 JA Relationst Sibling	0 JAYI 59-111 YBIRD	I LANE , JE Enrollment (11-12 Jeffer Scho (10)	- N , JEFFERSON FFERSON CITY grade) son City High	Nodified by: He CITY MO 6 MO 65109 Phone(s)	5109 Map	alerie 04/17/ Map Email	/2012 12:54
183441BA-DE Comments Mailing Addres Primary Address Jaybird **Prim Household Phone Address Name Jaybird, James Jaybird, Janie	sses s 10 (573) 65 100 JA Relationsh Sibling Sibling	0 JAYI 59-111 YBIRD	I LANE , JE Enrollment (11-12 Jeffer Scho (10) 11-12 Thom	- M , JEFFERSON FFERSON CITY grade) rson City High vas Jefferson	Nodified by: He CITY MO 6 MO 65109 Phone(s)	5109 Map	alerie 04/17/ Map Email	/2012 12:54
183441BA-DE Comments Mailing Addre Primary Address Jaybird **Prim Household Phone Address Name Jaybird, James Jaybird, Janie J	sses s 10 (573) 65 100 JA Relationst Sibling Sibling	0 JAYI 59-111 YBIRD hip	I LANE , JE Enrollment (11-12 Jeffer Scho (10) 11-12 Thom Middle (08)	- M , JEFFERSON FFERSON CITY grade) rson City High has Jefferson	Nodified by: He CITY MO 6 MO 65109 Phone(s)	5109 Map	alerie 04/17/ Map Email	/2012 12:54
183441BA-DE Comments Mailing Addree Primary Address Jaybird **Prim Household Phone Address Name Jaybird,	esses s 10 (573) 65 100 JA1 Relationsh Sibling Sibling Mother(gu	0 JAYI 59-111 YBIRD hip	I LANE , JE Enrollment (11-12 Jeffer Scho (10) 11-12 Thom Middle (08)	- M , JEFFERSON FFERSON CITY grade) 'son City High 'as Jefferson	Nodified by: He CITY MO 6 (MO 65109 Phone(s) Wk:(573)65	5109 Map	alerie 04/17/ Map Email	/2012 12:54
183441BA-DE Comments Mailing Addree Primary Address Jaybird **Prim Household Phone Address Name Jaybird, Jaybird, Jaybird, Jaybird, Jaybird, Jaybird, Jaybird, Jaybird,	esses s 10 (573) 65 100 JA1 Relationst Sibling Sibling Mother(gu	0 JAYI 59-111 YBIRD Nip	I LANE , JE Enrollment (11-12 Jeffer Scho (10) 11-12 Thom Middle (08)	- M , JEFFERSON FFERSON CITY grade) 'son City High 'as Jefferson	Modified by: He CITY MO 6 (MO 65109 Phone(s) Wk:(573)65 (; (573)65	5109 Map	Alerie 04/17/ Map Email	/2012 12:54
183441BA-DE Comments Mailing Addree Primary Address Jaybird **Prim Household Phone Address Name Jaybird, Jaybird, Jaybird, Janie J Jaybird, Janie J Jaybird, Janie	esses s 10 (573) 65 100 JA Relationsh Sibling Sibling Mother(gu	0 JAYE 59-111 YBIRD Nip	I LANE , JE Enrollment (11-12 Jeffer Scho (10) 11-12 Thom Middle (08)	- M , JEFFERSON FFERSON CITY grade) 'son City High has Jefferson	Modified by: He CITY MO 6 (MO 65109 Phone(s) Wk:(573)65 C: (573)95	5109 Map	Alerie 04/17/	/2012 12:54
183441BA-DE Comments Mailing Addree Primary Address Jaybird **Prim Household Phone Address Name Jaybird, JC	esses s 10 (573) 65 100 JA2 Relationsh Sibling Sibling Mother(gu Father(gu	0 JAYE 59-111 YBIRD Nip Jardian)	1 LANE , JE Enrollment (11-12 Jeffer Scho (10) 11-12 Thom Middle (08)	- N , JEFFERSON FFERSON CITY grade) 'son City High las Jefferson	Modified by: He CITY MO 6 MO 65109 Phone(s) Wk:(573)65 C: (573)95 Wk:(573)65	5109 Map	alerie 04/17, Map Email rahrahhbiro	/2012 12:54 ds@gmail.com mascots.com
183441BA-DE Comments Mailing Addres Primary Address Jaybird **Prim Household Phone Address Name Jaybird, Jaybird, Jaybird, Janie J Jaybird, Janie J Jaybird, Janie J Jaybird, JC	sses s 10 (573) 65 (573) 65 100 JA Relationsh Sibling Sibling Mother(gu Father(gu	0 JAYE 59-111 YBIRD Nip Jardian)	1 LANE , JE Enrollment (11-12 Jeffer Scho (10) 11-12 Thom Middle (08)	- N , JEFFERSON FFERSON CITY grade) rson City High has Jefferson	Modified by: He CITY MO 6 MO 65109 Phone(s) Wk:(573)65 C: (573)65 C: (573)76	5109 Map 99-9999 99-6666 59-3050 89-1234	alerie 04/17/ Map Email rahrahhbiro	/2012 12:54 ds@gmail.com mascots.com
183441BA-DE Comments Mailing Addree Primary Address Jaybird **Prim Household Phone Address Name Jaybird, Janie J Jaybird, Janie J Jaybird, Janie J Jaybird, Janie J Jaybird, JC Jaybird, Julie J	sses s 10 (573) 65 (573) 65 (575) 65 (5	0 JAYI 59-111 YBIRD Nip vardian)	1 1 1 1 1 1 1 1 1 1 1 1 1 1	- N , JEFFERSON FFERSON CITY grade) 'son City High has Jefferson e Gordon (K)	Modified by: He CITY MO 6 MO 65109 Phone(s) Wk:(573)65 C: (573)65 C: (573)76	5109 Map 59-9999 99-6666 59-3050 89-1234	alerie 04/17/ Map Email rahrahhbiro jcjaybird@r	/2012 12:54 ds@gmail.com mascots.com
183441BA-DE Comments Mailing Addres Primary Address Jaybird **Prim Household Phone Address Name Jaybird, Janie J Jaybird, Janie J Jaybird, Janie J Jaybird, Janie J Jaybird, Julie J	sses s 10 (573) 68 (573) 68 (5	0 JAYE 59-111 YBIRD Nip Jardian)	1 LANE , JE Enrollment (11-12 Jeffer Scho (10) 11-12 Thom Middle (08)	- N , JEFFERSON FFERSON CITY grade) rson City High ras Jefferson e Gordon (K)	Modified by: He CITY MO 6 MO 65109 Phone(s) Wk:(573)65 C: (573)65 C: (573)75	59-9999 59-6666 59-3050 89-1234	alerie 04/17/ Map Email rahrahhbiro jcjaybird@l	/2012 12:54
183441BA-DE Comments Mailing Addres Primary Address Jaybird **Prim Household Phone Address Name Jaybird, Janie J Jaybird, Janie J Jaybird, Janie J Jaybird, Janie J Jaybird, Julie J Mon-Househo	sses s 10 (573) 65 (573) 65 (575) 65 (5	0 JAYE 59-111 YBIRD Nip Vardian) vardian)	1 LANE , JE Enrollment (11-12 Jeffer Scho (10) 11-12 Thom Middle (08)	- M , JEFFERSON FFERSON CITY grade) rson City High ras Jefferson e Gordon (K)	Modified by: He CITY MO 6 MO 65109 Phone(s) Wk:(573)68 C: (573)99 Wk:(573)68 C: (573)78	59-9999 99-6666 59-3050 89-1234	alerie 04/17/ Map Email rahrahhbiro	/2012 12:54
183441BA-DE Comments Mailing Addres Primary Address Jaybird **Prim Household Phone Address Name Jaybird, Janie J Jaybird, Janie J Jaybird, Janie J Jaybird, Janie J Jaybird, Julie J Non-Househo Name	sses s 10 (573) 65 (573) 65 (575) 65 (5	0 JAYI 59-111 YBIRD hip vardian) ardian)	1 LANE , JE Enrollment (11-12 Jeffer Scho (10) 11-12 Thom Middle (08)	- M , JEFFERSON FFERSON CITY grade) rson City High has Jefferson be Gordon (K)	Modified by: He CITY MO 6 MO 65109 Phone(s) Wk:(573)68 C: (573)99 Wk:(573)68 C: (573)76 C: (573)76 Mk:(573)68 C: (573)76	59-9999 59-9999 99-6666 59-3050 89-1234	alerie 04/17/ Map Email rahrahhbiro	/2012 12:54
183441BA-DE Comments Mailing Addres Primary Address Jaybird **Prim Household Phone Address Name Jaybird, Janie J Jaybird, Janie J Jaybird, Janie J Jaybird, Janie J Jaybird, Janie J Jaybird, Julie J Non-Househo Name Cardinal, Redb	sses s 10 (573) 65 (573) 65 100 JA (573) 65 100 JA Relationsh Sibling Sibling Mother(gu Father(gu Self Id Relation	0 JAYI 59-111 YBIRD hip Jardian) ardian)	1 LANE , JE Enrollment (11-12 Jeffer Scho (10) 11-12 Thorr Middle (08) 11-12 Thorr Elementary Relationship Friend/Neig	- M , JEFFERSON CITY grade) 'son City High has Jefferson (K)	Modified by: He CITY MO 6 MO 65109 Phone(s) Wk:(573)68 C: (573)98 Wk:(573)68 C: (573)78 Phone(s)	59-9999 59-9999 99-6666 59-3050 89-1234	alerie 04/17/ Map Email rahrahhbiro jojaybird@r	/2012 12:54
183441BA-DE Comments Mailing Addree Primary Address Jaybird **Prim Household Phone Address Name Jaybird, Janie J Jaybird, Janie J Jaybird, Janie J Jaybird, Janie J Jaybird, Janie J Jaybird, Janie J Mon-Househo Name Cardinal, Redb Jaybird, Jaspe	sses s 10 (573) 65 (573) 65 (575) 65 (5	0 JAYI 59-111 YBIRD Nip Jardian)	1 LANE , JE Enrollment (11-12 Jeffer Scho (10) 11-12 Thorp Middle (08) 11-12 Thorp Elementary Relationship Friend/Neig Grandparen	- M , JEFFERSON FFERSON CITY grade) 'son City High has Jefferson (K) hbor t	Modified by: He CITY MO 6 MO 65109 Phone(s) Wk:(573)65 C: (573)95 Wk:(573)65 C: (573)75 Phone(s) Oth:(573)4	59-9999 59-9999 99-6666 59-3050 89-1234	alerie 04/17/ Map Email rahrahhbird jcjaybird@u	/2012 12:54
183441BA-DE Comments Mailing Addree Primary Address Jaybird **Prim Household Phone Address Name Jaybird, Janie J Jaybird, Janie J Jaybird, Janie J Jaybird, Janie J Jaybird, Julie J Jaybird, Julie J Non-Househo Name Cardinal, Redb Jaybird, Jaspe Jaybird, Jaspe	sses alo-4998 esses alo (573) 65 (573) 65 (575)	0 JAYI 59–111 YBIRD Jardian) ardian)	IRD LANE I LANE , JE Enrollment (11-12 Jeffer Scho (10) 11-12 Thorn Middle (08) I1-12 Thorp Elementary Relationship Friend/Neig, Grandparen Grandparen	- M , JEFFERSON FFERSON CITY grade) 'son City High 'as Jefferson (K) hbor t	Modified by: He CITY MO 6 (MO 65109 Phone(s) Wk:(573)65 C: (573)95 Wk:(573)65 C: (573)75 Phone(s) Oth:(573)4 C: (573)4	5109 59-9999 99-6666 59-3050 89-1234 445-7878 99-9999	alerie 04/17/ Map Email rahrahhbird jcjaybird@l	/2012 12:54

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 OL	D Records	s Transfer	- Misc	ER 911	
Summary Enro	liments	Schedule	Attend	ance Pro	grams	mades 1	ranscript
Person Summary R	eport 合 P	erson Summary I	Report w/ Pic	ture		0	
Person Information PersonID 75920 Name Jaybird, Julie Jelena	Nicknan	ne					
Gender F	Race Et State F Federa	hnicity Race/Ethnicity: al Designation:	W:White 6:White		No) Image Avai	lable
	Race(s Hispan	s): iic/Latino:	White N:No				
Birth Date (Age: 5)	Detern	ination:	01:Paren Identifi	ed			
05/15/2006 Student Number 218349207 Person GUID	State ID	1					
183441BA-DB10-49 Comments	99B-A998	-090207CE2F1	-	Modified b	y: Hoover,	Valerie 04/17/2	012 12:54
Mailing Addrosses							
Primary Address	100 JAY	BIRD LANE ,	JEFFERSON	I CITY M	0 65109	Мар	

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".



3) If this is a High School student who has a 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.

Jaybird, James Nickname: JJ Grade:10 #775551859 DOB:06/23/1995 Gender:M 🗐 Summary Enrollments 🎢 Schedule 👯 Attendance Programs 🐴 Gr 🖾 AdHoc Reports | Waiver | 🗅 A Plus OLD | Records Transfer | 🗅 Misc Save 🗙 Delete All misc 🥖 Media R Tech Agreement **Bullying Prevention Form** FERPA \checkmark Legal Age Parent Release Elementary SS Special Permission MS SumSch Military Opt Out Student Council ~ Counselor SI Counselor Sending School •

4) Click "Save".