

# Census Best Practice

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## What Constitutes a Household

We realize that the term “household” has many meanings. In Infinite Campus, this naming convention is simply an administrative way of organizing information in the system. Because of this, a household includes those people who are legally tied to the student - the parents (including step-parents) or legal guardians, and siblings if they are enrolled in school.

Step-parents are included in the household because they have a legal connection to the guardian of the student. Significant others of the guardian are NOT included in the household because they do NOT have a legal connection.

**Rule of Thumb**—Household members do not generally change unless:

1. Another sibling enrolls in school—that sibling would be added to the household.
2. A guardian gets married—a step-mother or step-father would be added to the household. If the step-mother or father has children, combine the households.
3. A household member passes away—that member would be end-dated in the household.
4. Parents get divorced—one parent is end-dated from the primary household and a secondary household is created (as long as both parents still have legal rights to the student).
5. A parent or guardian loses all rights to the student—that parent or guardian would be end-dated in Infinite Campus.

### Preventing Duplicate Households

**BEFORE** creating a new household, make a habit of searching first. **Do several searches** to ensure that you are not creating a duplicate person or household.

- Search by household name.
- Search by last name.
- Search by partial last name/first name.
- Ask the family if they have any other children in the district. If they do, it is likely a household may already be created for them.

**IMPORTANT!** If a person has a checkmark in the Guardian Checkbox, their relationship on the drop-down menu should be specific. For example, if the guardian is a caseworker, choose caseworker from the drop-down. If the guardian is a foster parent, choose foster parent, etc.

## Addresses

**IMPORTANT!** Several households could potentially have the same address.

An **address** is typically not marked as secondary. Instead, if a student spends time at two different households, their **membership in one of the households is marked as secondary**. We do not mark the actual address itself as secondary, because to other members in the household, that address would be the primary address.

Note: When you mark a student’s membership in a household as secondary, Infinite Campus automatically calls the addresses associated with those households primary and secondary. This does not mean that the actual address was marked as secondary.

If a parent wants to receive mail at a P.O. Box, they must also provide a physical address for boundary purposes **unless the family lives at a safe house or is homeless and is designated as unsheltered**. Having a physical address in addition to a P.O. Box will also help for busing purposes. When we pull addresses for First Student, and the only address listed is a P.O. Box, we don’t have an appropriate address to give them. **One household can have two current addresses—you would mark the P.O. Box as *mailing* and *secondary*, but not mark anything for the physical address.**

## Household Examples

### Example 1

Jay Bird is a sophomore at JCHS. His father's significant other has moved into the same house and his father would like to add her name to his son's account. Because his father and significant other do not have a legal connection to each other (they are not married), **the significant other would need to be added as a non-household contact**. Just because she lives at the same *address*, it does not mean that she is part of the *household*.

### Example 2:

Jasper Jaybird is enrolled at Thomas Jefferson. Jasper, along with his mother, father, and two siblings, live with their grandmother. Their grandmother owns the home. If Jasper's parents want the grandmother to be a point of contact, the **grandmother would need to be added as a non-household contact**. Even though the grandmother lives in the home with them, and in fact owns the home, she is not part of Jasper's household—she simply resides at the same **address**.

### Example 3:

Jayette lives with her grandmother who happens to be a **legal guardian** according to a court document that the grandmother provided upon enrollment. Jayette's grandmother would be part of her household.

### Example 4:

JC Jaybird, a fifth grader, and his family live in the same home with his cousin Jasper Jay, a sophomore, and his family. Although these two families live under the same roof at the same **address, in Infinite Campus, two separate households should be created**. At any time, one of the families could move away from that address, causing a problem if everyone was entered in the same household in Infinite Campus. Furthermore, Jasper's parents do not have a legal connection to JC, and JC's parents do not have a legal connection to Jasper. Because there is no legal connection, they should not be in the same household.

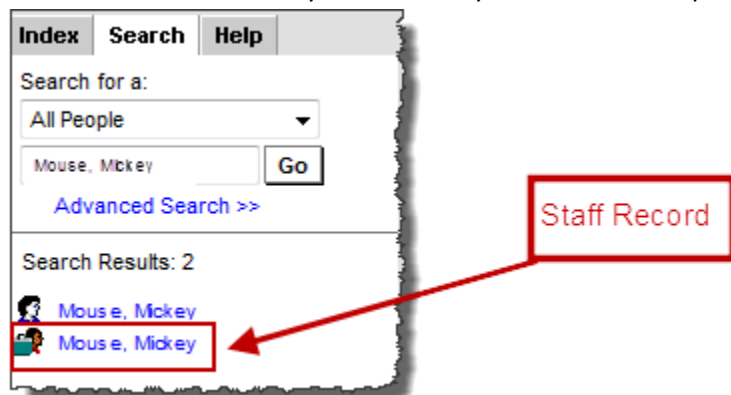
### Example 5:

Jay's parents get divorced. In his **primary** household, **end-date** the membership of the parent for whom you will create a **secondary** household. **DO NOT DELETE!** Create another household and add the appropriate parent and student. **Mark the student's membership in this household as secondary**. On the Student Information—General Summary Tab, Jay will now show a primary and a secondary household.



# Procedures for Entering Staff and Students in Households

## Staff Records

- Staff records are identified by a briefcase symbol next to the person



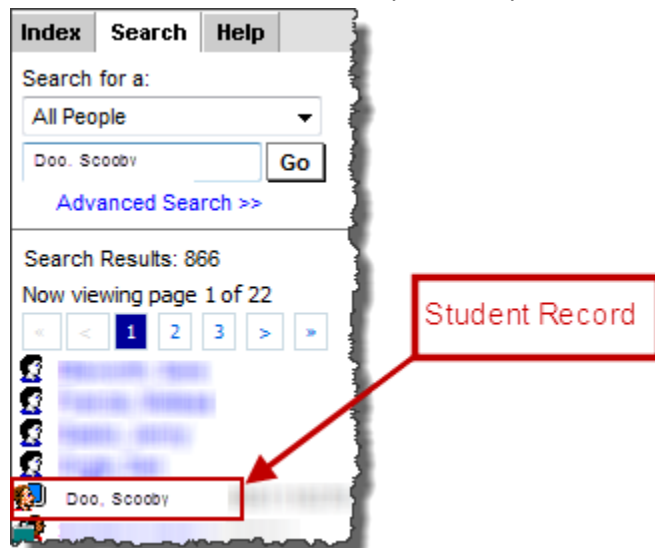
- Staff records should NOT be used when creating households. For example – staff records should not be used as a guardian record or an emergency contact record.
- If a staff person is the parent of a student, a new “person” should be made in Infinite Campus for that parent, if there is not one already.

**EX:** If Mickey Mouse’s daughter were to attend JCPS, you would not use Mickey Mouse’s staff account as a parent record. Instead, you would create an additional person record for Mickey Mouse. This creates a duplicate person, one staff record (  ) and one person record (  ), but in instances such as this that is okay.

- This is to ensure that staff and personal accounts are completely separate.

## Student Records

- Student records are identified by a book symbol next to the person



- Parents who were once students in our district are beginning to have their own children enroll in school. If the parent already has a student record in Infinite Campus, their student record should NOT be used as a parent record.
- A new person record should be created for those parents. This ensures that the data when the parent was a student in our district is not modified.
- On the same note, student records should also not be used for non-household emergency contacts.

## Creating a Household for an Independent Student

When a student is an independent student, follow the steps below to set up their household. An Independent student form must be filled out by the student, with the exception of “Adult” students at the Nichols Career Center, before the household is created.

*\*NOTE: This only pertains to Jefferson City High School, Jefferson City Academic Center, and Nichols Career Center*

### Step 1

Create a new household for that student. If they were previously listed in a household with other members, stop the student in that household and create a new one.

Name	Start Date	End Date	Secondary	Private
Sample, Senior	03/23/2012			

### **\*NOTE:**

**Student Information > General > Demographics Tab:** the student is not listed as a member in the household because you are currently looking at the student’s record. If a student is his own guardian, there should not be any other members listed in the household. All other relationships will be listed as a “non-household” contact.

Start Date	End Date	Secondary	Private
03/23/2012			

Household Phone & Address(es)

Phone	Address	Start Date	End Date
(555)555-5555	555 Sample St, Jefferson City, MO 65109	03/23/2012	

Members: None other than Current Person

### Step 2

**Census>People>Relationships Tab:** Add the student as a “non-household” relationship to him/herself. Mark “Guardian” and “Mailings”.

Name	Gender	Relationship	Start Date	End Date	Emergency	Priority	Guardian	Mailing	Portal	Private
Sample, Senior			03/23/2012				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Step 3

**Student Information>General>Summary Tab:** The student should now be showing as his own guardian with a mailing address.

**Sample, Senior**  
#774641883 DOB:01/17/1993 Gender:F

**Behavior** **Transportation** **Fees** **Lockers** **Graduation**  
**Misc** **ER 911** **LEP** **Services** **A Plus** **Report Comm**  
**Summary** **Enrollments** **Schedule** **Attendance** **Program**

Person Summary Report Person Summary Report w/ Picture

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**Person Information**

PersonID  
67557

Name  
Sample,  
Senior

Nickname

Gender  
F

Race Ethnicity

State Race/Ethnicity: W:White

Federal Designation: 6:White

Race(s): White

Hispanic/Latino: N:No

Race/Ethnicity Determination:

Birth Date (Age: 19)  
01/17/1993

Student Number  
774641883

State ID  
5068121428

Person GUID  
077C68F4-28F6-4094-B4D4-B09D749650DF

Comments

- Modified by: Brown, Barb 09/14/2010 07:41

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**Mailing Addresses**

Primary Address 555 SAMPLE ST , JEFFERSON CITY MO 65109 [Map](#)

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**Sample \*\*Primary**

Household Phone (555) 555-5555

Address 555 SAMPLE ST , JEFFERSON CITY MO 65109 [Map](#)

Name	Relationship	Enrollment (grade)	Phone(s)	Email
Sample, Senior	null(guardian)			

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**Non-Household Relationships**

Name	Relationship	Phone(s)	Email
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**District Defined Elements**

Place of Employment