Adding/Changing Addresses

Adding an Address

- Add an address if the address has been thoroughly searched for, but it is not found in Infinite Campus.
- 1. Under Index, click "Add Address"



- Infinite Campus will prompt you to search for the address, even if you have already done so. Go ahead
 and search just to make sure you are not creating a duplicate address. It is important to search using
 different criteria and possibly different spellings.
 - a. Example 1: Search for 1234 Jay Bird Ln. In the search criteria fields, type in the street name to see if we can find it. Sometimes, using less criteria to find an address yields more results than entering the exact information. This is helpful in case something has been entered incorrectly into Infinite Campus. Click Search.

Add Address	
Address Search	
Search for an address already tracked in Campus u	sing the fields provided, required fie
	1
	1
	3
House/BO #	Address
Street Name	Address
Street Name Jay Bird	
Street lag	1
Apt#	1
City	1
Home Phone () - x	1 1
Search	

Below, you can see that this address is already in Infinite Campus. The word "Jaybird" is spelled out as one word rather than two, like we searched for it. You will need to determine which is the correct way. You should not create a duplicate address just because the word is formatted differently.

Add Address	
Address Search	
Search for an address already tracked in Campus u	using the fields provided, required fields are in red. Select an addres
	-
	1
House/P.O. #	Address
Street Name Jay Bird	1234 Jaybird Ln Jefferson City 65109
Street Tag	
Apt #	
City	
Home Phone () - x	
Search	

To determine proper address format, visit <u>www.usps.com</u> and click on "Look Up a ZIP Code"

USPS.COM	ľ
ALERT: Customers be aware	e of fr
Quick Tools	^
Always a Click Away Roll over the tools menu across site to access quick, handy tools	the
Track & Confirm	7
Find Locations	7
Calculate a Price	7
ZIP Look Up a ZIP Code™	R

Type in the address that has been given to you and click Find.

ZIP Look Up a ZIP Code™	C
Look up ZIP Codes [™] by street address, city, and state. Or, find all ZIP Codes [™] within a city and state. You can also enter a street address and ZIP Code [™] to get a standardized version of the address. * indicates either a city and state OR street address and ZIP Code [™] combination are required Enter only English in all fields	والمراجع وال
*Street Address	3
315 East Dunklin Street	
Apt / Suite / Other	
*City	
Jefferson City	
*State	
MO - Missouri 🗸 🗸	
*ZIP Code™	
65101	4
Go to full-page version > More lookup options 🗢 Find	

The website will then give you the appropriate address format with standard abbreviations. NOTE – you do not have to include the full nine-digit zip code in campus. The five-digit zip code will suffice.



If the address in Infinite Campus is the address you want to use, simply click on the address and it will take you to another editing window. If you need to change the way the address is formatted, you may do so in this window.

Add Address	
Address Search	
Search for an address already tracked in Campus u	sing the fields provided, required fields are in red. Select an adi
	4
	1
House/P.O. #	Address
Street Name involved	1234 Jaybird Ln Jefferson City 65109
Street Tag	
Ant#	
City	1
Home Dhone	
nomernone () - x	L]
Search	

1234 Ja Jefferson (ybird Ln City, MO 65109	Map this add	ress				
Address Info Households Schools Overrides Save Delete Address Information P.O. Box Number Prefix Street Tag Direction Apt 1234 Jaybird Ln Church Caupty Leasting Code							
Jefferson Latitude Comments	n City	MO Longitude	65109 -		Cole Tract	•	Block
District	offerson City D	ublic Schools		_			.#L
026006:J	efferson City P		S	- Modifi	ied by:		

If the street field really should be "Jay Bird" instead of "Jaybird," you can make that change in this window. Click Save.

1234 Jaybird Ln Jefferson City, MO 65109	Map this add	Iress			
Address Info Hou	seholds So	chools Overri	des		
🔚 Save 🗙 Delete					ŧ
Address Information	1				
P.O. Box Number	Prefix	Street	Tag	Direction	Apt
1234		Jay Bird	Ln		
City	State	ZIP	County		Location Code
Jefferson City	MO	65109 -	Cole	•	
Latitude	Longitude		Tract		Block
		<u> </u>			
Comments					
District					
026006:Jefferson City	Public School	s	•		
			- Modified by:		

b. Example 2: Search for 9876 Jay Bird Ln. In the search criteria fields, type "Jay Bird" in the Street Name field and click Search.

Add Address	
Address Search	
Search for an address already tracked in Campus us	sing the fields provided, required fields are in red. Select an addre
	1
House/P.O. #	Address
Street Name Lav Bird	1234 Jay Bird Ln Jefferson City 65109
Street Tag	
Apt#	
City	
Home Phone /	
Search	

As you can see, the only address that comes up with Jay Bird Ln is not the correct one. We will try to search by some other criteria now.

Add Address	
Address Search	
Search for an address already tracked in Campus	using the fields provided, required fields are in red. Select an
House/P.O. # 9876	Address
Street Name	
Street Tag	
Apt #	
City	
Home Phone () - x	
Search	[]

This search yielded no results.

You should also try to search for the address several other ways just to ensure that you will not create a duplicate address.

Once you have exhausted all search criteria, and you still have not found the address, click on "New Address" in the bottom right-hand corner of the page.

Add Address	
Address Search	
Search for an address already tracked in Campus us	sing the fields provided, required fields are in red. Select an address from the list or click on Create New Address.
House/P.O. # 9876	Address
Street Name Jay Bird	
Street Tag Ln	
Apt #	
City	
Home Phone () - x	
Search	
manual gal and a set	and the second second and the second se
-	
	mentioned and the second s
	New Address

This will take you to a screen where you can enter more detail about the address. Once you have entered all address information, including County and District, click save at the bottom.



If there is still information that needs to be entered, Infinite Campus takes you to this screen to make any changes. If everything is correct, click save.

9876 Ja	y Bird Ln	Map this add	iress				
Address Info Households Schools Overrides							
	X Delete						
Address						_	
P.O. Box	Number 9876	Prefix	Street Jay Bird	Tag	Direction	Apt	
City Jefferson	n City	State MO	Zip 65109 -	County Cole	•	Location Code	
Latitude	Q	Longitude	Q,	Tract	-	Block	
Comments	1						
District							
026006:J	efferson City P	ublic School	S	 Modified by: 			

This address is now a part of Infinite Campus and can be added to a household.

Changing a Household's Address

- Change an address for a household if a family moves.
- NEVER delete an address from a household. We need to keep address history for each student, so it is important that addresses are END DATED, rather than deleted.
- 1. To change an address for a student and the student's household, search for the student. Once you have found the student, click on the "Households" tab, and then click on the blue phone number.

Jaybird, Jasper #244358418 DOB:09/07/1997 Gender:M							
District Assignments School Choice Credentials Overrides \$ Fees							
Demographics Identities Households Relationships Enrollments District Employment							
🔍 New Househo	old Membership						
Jaybird Housel	hold **Primary						
Household Memb	ership						
Start	Date			End Date	Secondary	Private	
Edit 07/10	5/2012						
Household Phone	& Address(es)						
					Start Date	End Date	
Phone (555)555-5555						
Address 1234	Jay Bird Ln, Jet	ferson City, MO	65109	Мар	07/16/2012		
Members	Members						
Name	Relation	nship	Enrollment (grade)		Phone(s)	Email	
Jaybird , Mom Mother							
~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~		······		~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~			

2. Next, click on the "Addresses" Tab

lousehold Info	Addresses	Members 💲 Fees		
🚽 Save 🗙 Delete				
Household Inform	nation			
lame		Phone Number		Private
Jaybird		(555)555 - 5555 x		
Comments				
			_	
		- Modified by:	-	1000

3. Click on the "Find New Address" button

Jaybird Household Phone: (555)555-5555											
Household Info Addresses Members 💲 Fees											
Sind New Address											
Housenoid Location Edite	or					1					
Address	Start Date	End Date	Mailing	Secondary	Private						
1234 Jay Bird Ln	07/16/2012		Х								
						Ĩ					
						1					
						3					
						2					

4. Search for the new address. Once you find the address, click on it and it will automatically take you to the next screen. NOTE – if the address is not already in Infinite Campus, you will need to follow the steps at the beginning of this documentation to add an address.

Infinite Campus	×
Add Address	
Address Search Search for an address already tracked in Campus u an address from the list or click on Create New Add	sing the fields provided, required fields are in red. Select ress.
House/P.O. # 9876	Address
Street Name	9876 Jay Bird Ln Jefferson City 65109
Street Tag	
Apt #	
City	
Home Phone ( ) - x	
Search 2	
	New Address

5. Make sure you enter a start date and that the "Mailing" box is checked.

Jaybird House Phone: (555)555-555	ehold						
Household Info	Addresses	Members	💲 Fees				
🔚 Save 🗙 Delete	🧟 Find New A	Address					
Household Locat	ion Editor						
Address	Start [	Date E	nd Date	Mailing	Secondary	Private	
1234 Jay Bird Ln	07/	16/2012		Х			
Household Locat	tion Detail						
Address	lion betan						
9876 Jay Bird Ln							
*Start Date			En	d Date			
07/16/2012					•		
Mailing	Secondary		Pri	ivate	_		
	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	~~~~~~		~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	~~~~~~	

6. Click Save.

7. Once you click Save, you will receive the following warning:

is a 2	Warning! This will end date the current primary address and create a new one. If you are trying to en must be marked Secondary. Continue?	nter a mailing address only, it
		OK Cancel

- 8. Click OK. The warning is just telling you that Infinite Campus is going to end-date the previous address and make the new address active.
- 9. As you can see below, the 1234 Jay Bird Ln address has been end-dated, and the 9876 Jay Bird Ln address has been added.

Jaybird Household Phone: (555)555-5555										
Household Info Addresses Members \$ Fees										
S Find New Address										
Household Location Editor										
Address	Start Da	ate Ei	nd Date	Mailing	Secondary	Private				
9876 Jay Bird Ln	07/1	6/2012		Х						
1234 Jay Bird Ln	07/0	9/2012	07/15/2012	Х						

10. On the student's "Enrollment" tab, there is a field for "Residing County". This field needs to accurately denote which county the student's primary address is in. Double check the "Residing County" field to make sure that the county entered in that field is still accurate. Make changes as necessary.

Gra	duation Athle	tics 🔟	AdHoc Lette	ers Waiver	- Misc	BER 911		Services	Report Co	omments
-	Summary Enr	ollments	Schedu	le 📜 🂢 Atten	dance Fla	gs AtGra	ades Tr	anscript Cred	lit Summary	Assessmen
	Save 🗙 Delete 🦨	3Print En	ollment Histo	New New	New Enroll	ment History	,			
Enr	ollment Editor					,				
Edit	t Grade Typ	e Cale	ndar			Sta	rt Date	End Date		
17	05 P	13-14	North Eleme	ntary School		08/15	/2013		A	
3	04 P	12-13	North Elemer	ntary School		08/16	/2012	05/21/2013	=	
3	03 P	11-12	North Elemer	tary School		08/18	/2011	05/21/2012		
2	02 P	10-11	North Elemer	tary School		08/17	/2010	05/27/2011	-	
	E Conoral Enr	ulmont In	formation							
	Calendar	Jiment m	ormation	Schedule (re	ad only)	*Grade	_	Class Rank F	Exclude	
	13-14 North Eler	nentary S	chool	Main -		05 -				
	*Start Date		lo Show	End Date		End Action		*Service Type		
	08/15/2013						-	P: Primary	•	
	*Start Status					End Status	;			
	R101: Remained	: Advance	d	-					•	
	Transfer To Distri	ct				Transfer To	School			
			•							
	Start Comments					End Comm	nents			
	E Future Enrol	ment								
	Next Calendar					Next Sche	dule Struc	ture	Next Gra	de
			•			-			-	
	State Report	ing Fields								
	State Exclude	Homeless	B HomeSch	nooled Migra	ant Indicator					
		NH		NM:	NOT MIGR	ANT			-	
	Immigrant		Gift	ed/Talented				1	Title1 Title3	
	NIM: Not Immig	rant	▼ NI:	Not Identified				-	NE: Not f	Eligible 👻
	Percent Enrolled	(Out Of 10	0) Part T	ïme Student	A+ Studer	t S	ection 504	MO Option Pr	og 8th Tech L	it
	100				N: No	•				<u> </u>
			Residing Dis	trict			Residing	School *Re	siding County	
			A.U. 11 D.		•		A.1. F	Ca	illaway(14)	-
	*First Date In Dis	strict	Attending Di	strict			Attending	School		
	08/18/2008		Dec Oli	u la Ouri	- Decod				Des 1	al I anna
	State Aid		Res 2 H	rs in Session	Regular	Hours Attend	ted R	egular Hours Abs	ent Remed	al Hours
	R1: Resident I	-	0.0000		0.0000		0	.0000	0.0000	

Office of Student Information, Planning and Assessment