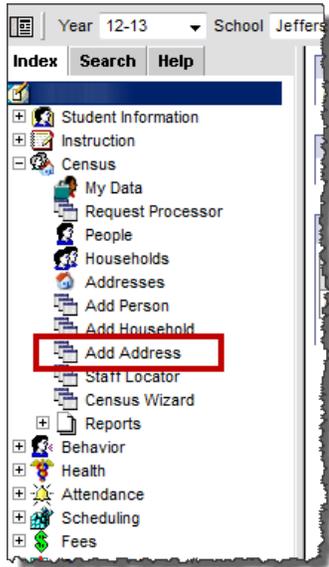


# Adding/Changing Addresses

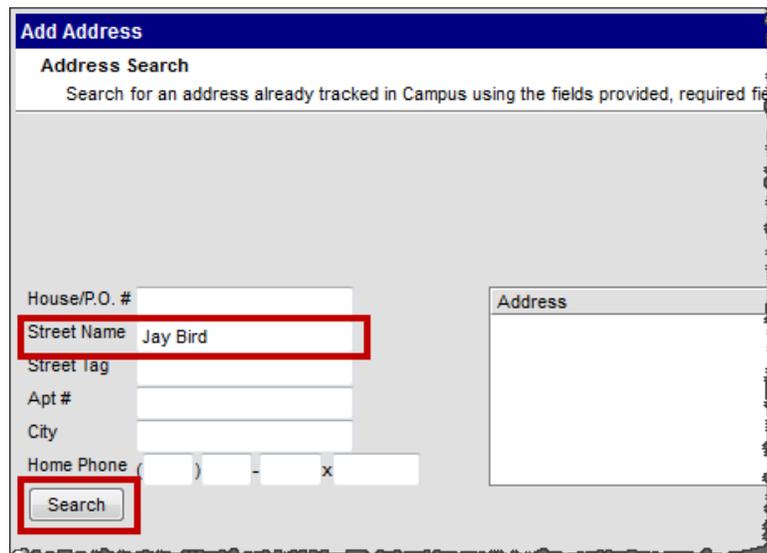
## Adding an Address

- 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”



2. 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.

A screenshot of the 'Add Address' search form. The title bar reads 'Add Address'. Below it, the section is titled 'Address Search' with a subtitle: 'Search for an address already tracked in Campus using the fields provided, required fields are marked with an asterisk'. The form contains several input fields: 'House/P.O. #', 'Street Name' (containing 'Jay Bird'), 'Street Tag', 'Apt #', 'City', and 'Home Phone ( ) - x'. A 'Search' button is located at the bottom left. The 'Street Name' field and the 'Search' button are highlighted with red rectangular boxes. To the right of the input fields is a large empty text area labeled 'Address'.

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 using the fields provided, required fields are in red. Select an address

House/P.O. #

Street Name

Street Tag

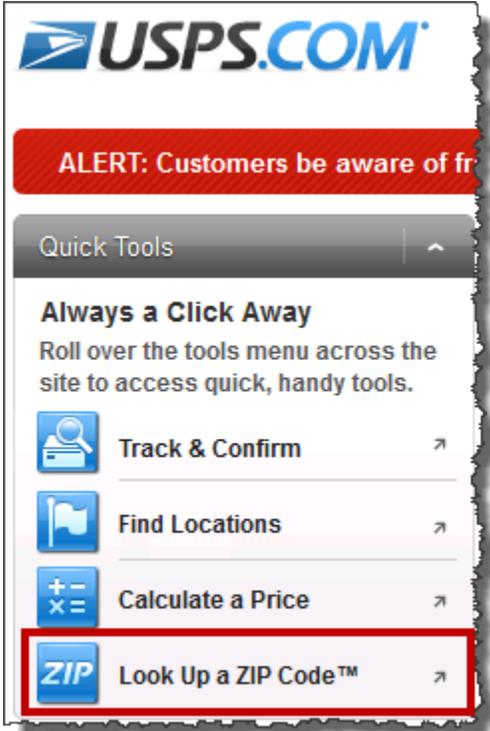
Apt #

City

Home Phone (  )  -  x

**Address**  
1234 Jaybird Ln Jefferson City 65109

To determine proper address format, visit [www.usps.com](http://www.usps.com) and click on “Look Up a ZIP Code”



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

**ZIP Look Up a ZIP Code™**

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

\*Street Address

Apt / Suite / Other

\*City

\*State

\*ZIP Code™

[Go to full-page version >](#)  
[More lookup options >](#)

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.

**ZIP Look Up a ZIP Code™**

**You entered:**

315 EAST DUNKLIN STREET  
JEFFERSON CITY MO 65101

---

Here's the full address, using standard abbreviations and formatting...

315 E DUNKLIN ST  
JEFFERSON CITY MO 65101-3128

[More lookup options >](#)

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 using the fields provided, required fields are in red. Select an address

House/P.O. #

Street Name

Street Tag

Apt #

City

Home Phone (  )  -  x

**Address**  
 1234 Jaybird Ln Jefferson City 65109

**1234 Jaybird Ln** [Map this address](#)  
 Jefferson City, MO 65109

**Address Info** Households Schools Overrides

**Address Information**

| P.O. Box                 | Number               | Prefix               | Street  | Tag           | Direction | Apt |
|--------------------------|----------------------|----------------------|---------|---------------|-----------|-----|
| <input type="checkbox"/> | 1234                 |                      | Jaybird | Ln            |           |     |
| City                     | State                | Zip                  | County  | Location Code |           |     |
| Jefferson City           | MO                   | 65109 -              | Cole    |               |           |     |
| Latitude                 | Longitude            | Tract                | Block   |               |           |     |
| <input type="text"/>     | <input type="text"/> | <input type="text"/> |         |               |           |     |

Comments

District  
 026006:Jefferson City Public Schools

- Modified by: [User Name]

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** [Map this address](#)  
Jefferson City, MO 65109

**Address Info** Households Schools Overrides

**Address Information**

| P.O. Box                 | Number | Prefix | Street   | Tag | Direction | Apt |
|--------------------------|--------|--------|----------|-----|-----------|-----|
| <input type="checkbox"/> | 1234   |        | Jay Bird | Ln  |           |     |

City: Jefferson City State: MO Zip: 65109- County: Cole Location Code:

Latitude: Longitude: Tract: Block:

Comments:

District: 026006:Jefferson City Public Schools

- 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 using the fields provided, required fields are in red. Select an address.

House/P.O. #

Street Name

Street Tag

Apt #

City

Home Phone (  )  -  x

**Address**  
1234 Jay Bird Ln Jefferson City 65109

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.

The screenshot shows the 'Add Address' form with the following fields and values:

- House/P.O. #: 9876
- Street Name: (empty)
- Street Tag: (empty)
- Apt #: (empty)
- City: (empty)
- Home Phone: ( ) - x

The 'Address' field is empty. A 'Search' button is located at the bottom left of the form area.

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.

The screenshot shows the 'Add Address' form with the following fields and values:

- House/P.O. #: 9876
- Street Name: Jay Bird
- Street Tag: Ln
- Apt #: (empty)
- City: (empty)
- Home Phone: ( ) - x

The 'Address' field is empty. A 'Search' button is located at the bottom left of the form area. A 'New Address' button is located in the bottom right-hand corner of the page.

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.

**Address Creation**

**Address Creation**  
Fill in the fields below. This will create a new Address object in the database and then continue on to the next Process Step.

**Address Information**

| P.O. Box                 | Number    | Prefix | Street      | Tag           | Direction | Apt |
|--------------------------|-----------|--------|-------------|---------------|-----------|-----|
| <input type="checkbox"/> | 9876      |        | Jay Bird Ln |               |           |     |
| City                     | State     | Zip    | County      | Location Code |           |     |
| Jefferson City           | MO        | 65109- | Cole        |               |           |     |
| Latitude                 | Longitude | Tract  | Block       |               |           |     |
|                          |           |        |             |               |           |     |

Comments

District  
026006:Jefferson City Public Schools

Save

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 Jay Bird Ln** [Map this address](#)  
Jefferson City, MO 65109

**Address Info** Households Schools Overrides

Save Delete

**Address Information**

| P.O. Box                 | Number    | Prefix | Street      | Tag           | Direction | Apt |
|--------------------------|-----------|--------|-------------|---------------|-----------|-----|
| <input type="checkbox"/> | 9876      |        | Jay Bird Ln |               |           |     |
| City                     | State     | Zip    | County      | Location Code |           |     |
| Jefferson City           | MO        | 65109- | Cole        |               |           |     |
| Latitude                 | Longitude | Tract  | Block       |               |           |     |
|                          |           |        |             |               |           |     |

Comments

District  
026006:Jefferson City Public Schools

- 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 Household Membership

Jaybird Household \*\*Primary

Household Membership

|      | Start Date | End Date | Secondary | Private |
|------|------------|----------|-----------|---------|
| Edit | 07/16/2012 |          |           |         |

Household Phone & Address(es)

|         |  | Start Date | End Date   |
|---------|--|------------|------------|
| Phone   | (555)555-5555                              |            |            |
| Address | 1234 Jay Bird Ln, Jefferson City, MO 65109 | Map        | 07/16/2012 |

Members

| Name         | Relationship | Enrollment (grade) | Phone(s) | Email |
|--------------|--------------|--------------------|----------|-------|
| Jaybird, Mom | Mother       |                    |          |       |

2. Next, click on the "Addresses" Tab

**Jaybird Household**  
Phone: (555)555-5555

Household Info **Addresses** Members Fees

Save X Delete

Household Information

| Name    | Phone Number         | Private                  |
|---------|----------------------|--------------------------|
| Jaybird | ( 555 ) 555 - 5555 x | <input type="checkbox"/> |

Comments

- Modified by:

3. Click on the "Find New Address" button

**Jaybird Household**  
Phone: (555)555-5555

Household Info **Addresses** Members Fees

Find New Address

Household Location Editor

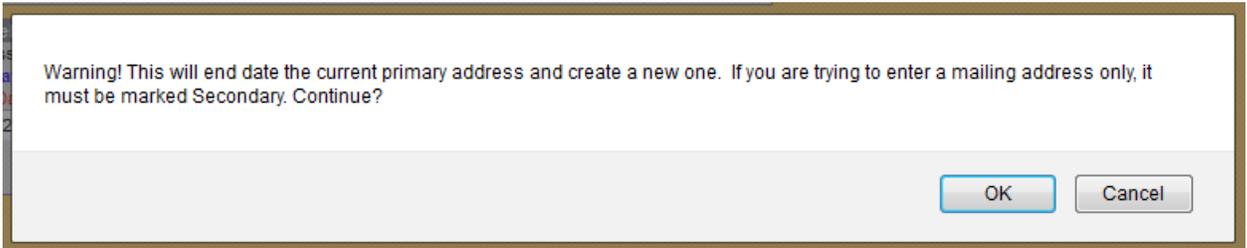
| Address          | Start Date | End Date | Mailing | Secondary | Private |
|------------------|------------|----------|---------|-----------|---------|
| 1234 Jay Bird Ln | 07/16/2012 |          | X       |           |         |

- 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.

- Make sure you enter a start date and that the “Mailing” box is checked.

- Click Save.

- Once you click Save, you will receive the following warning:



- 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.
- 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.



- 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.

