

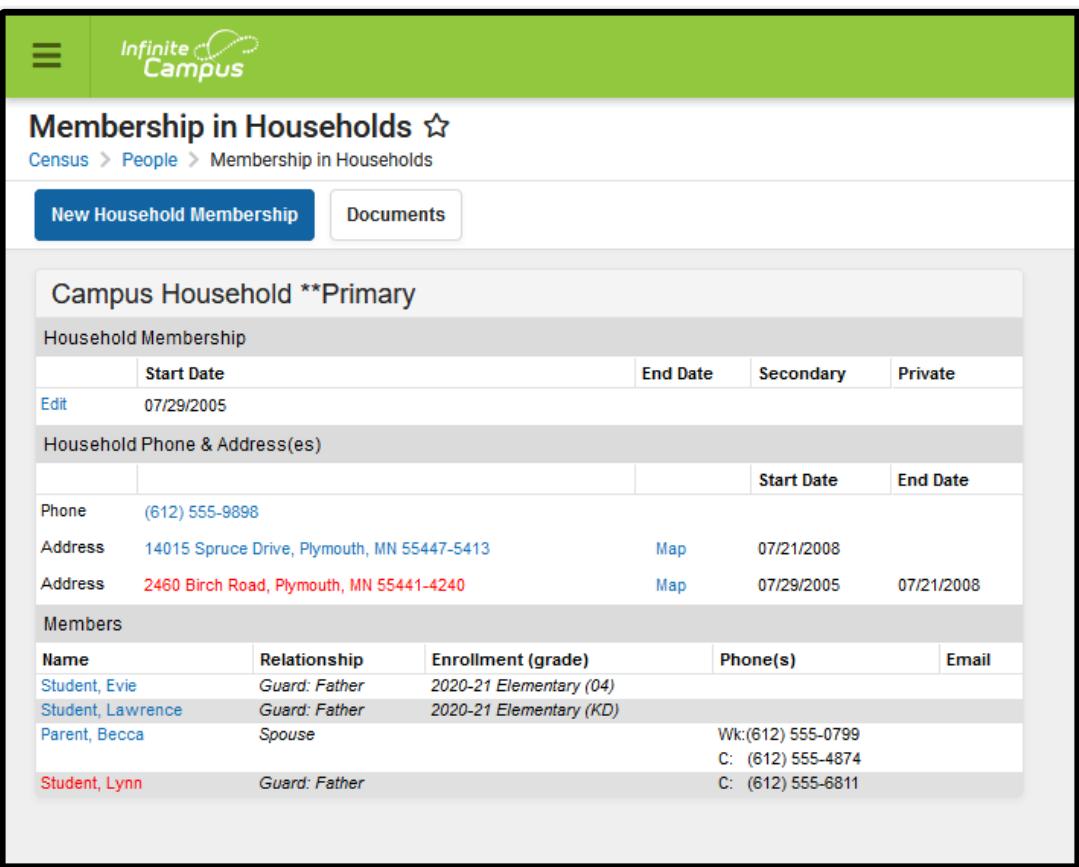
# Membership in Households

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Tool Search: Membership in Households

The Households tool lists all dwelling locations to which the person currently belongs and has in the past belonged. In the Members section Enrollment (grade) listed will show a student's most recent Primary Enrollment.



Membership in Households ☆

Census > People > Membership in Households

New Household Membership Documents

Campus Household \*\*Primary

Household Membership

	Start Date	End Date	Secondary	Private
Edit	07/29/2005			

Household Phone & Address(es)

		Start Date	End Date
Phone	(612) 555-9898		
Address	14015 Spruce Drive, Plymouth, MN 55447-5413	Map	07/21/2008
Address	2460 Birch Road, Plymouth, MN 55441-4240	Map	07/29/2005 07/21/2008

Members

Name	Relationship	Enrollment (grade)	Phone(s)	Email
Student, Evie	Guard: Father	2020-21 Elementary (04)		
Student, Lawrence	Guard: Father	2020-21 Elementary (KD)		
Parent, Becca	Spouse		Wk:(612) 555-0799 C: (612) 555-4874	
Student, Lynn	Guard: Father		C: (612) 555-6811	

Membership in Households

See the [Membership in Households Tool Rights](#) article for information about rights needed to use this tool.

Individuals who may live in two households will have a Primary household and a Secondary household. If the Primary household does not have an address defined, a message indicating such

displays where the address would appear. Addresses are assigned to households in the [Census Household](#) tool.

The screenshot shows the 'Membership in Households' page. At the top, there are tabs for 'New Household Membership' (which is selected) and 'Documents'. Below the tabs, the 'Allen Household' is identified as 'Primary'. The 'Household Membership' section shows a table with one row for '07/30/2005'. The 'Household Phone & Address(es)' section shows a table with one row for a phone number '(865)555-4693x419'. The 'Address' row contains the text 'This household has no current primary address.' which is highlighted with a red box. At the bottom, it says 'Members: None other than Current Person'.

*Household with no Primary Address*

## Change Additional Items on the People Households tab

The following items can also be modified from this tab:

- Click the Phone Number link to modify the [Household Information](#).
- Click the Address link to modify [Address Information](#) associated with the household.
- Click the Map link to locate the location of the household in Google Maps.

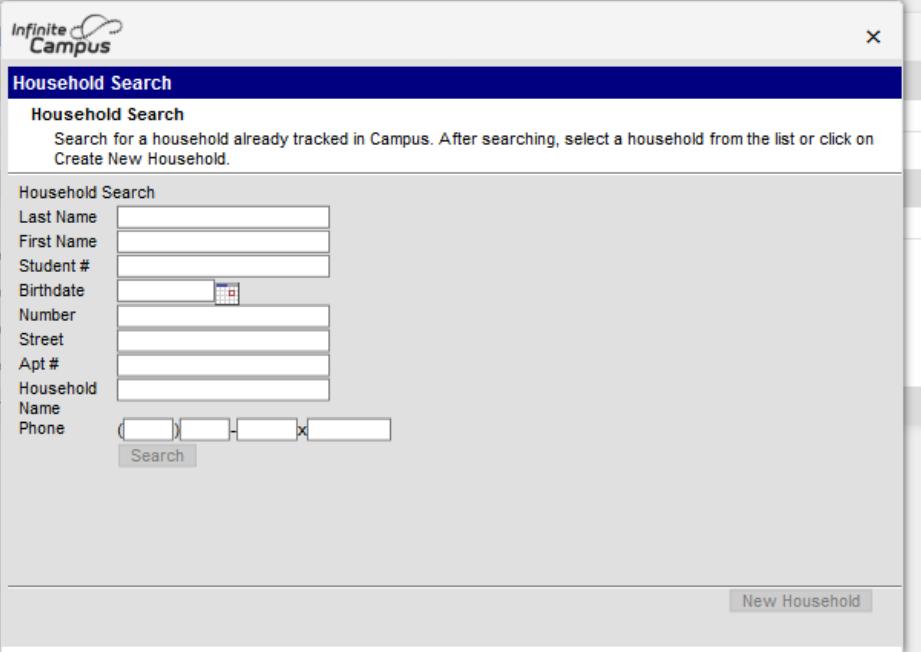
## Add a New Member to a Household that exists in Campus

1. Select the **New Household Membership** icon. A Household Search window displays.
2. Enter search fields for the household.
3. Click the **Search** button. Matching results will appear in the window to the right.
4. Select the correct household from the search results window. A **Household Membership** editor appears.
5. Enter the **Start Date** of this person in the new household.
6. Click the **Save** icon when finished.

**Membership in Households ☆**

Census > People > Membership in Households

**New Household Membership** **Documents**



Add a New Household Membership

To find an existing household that doesn't have any members yet, go to Search, select Household, then Advanced Search and search using the phone number entered for the household.

## Add a New Member to a Household that does not exist in Campus

Before creating the new household from the Person Household tab, a verification must be done by searching for the desired household. This eliminates duplicate households being created.

1. Select the **New Household Membership** icon. A Household Search window displays.
2. Enter search fields for the household.
3. Click the **Search** button. Matching results will appear in the window to the right.

4. Click the **New Household** button in the lower right corner of the **Household Search** window.
5. Enter the new **Household Name, Phone Number** and any **Comments**.
6. Click the **Save** button.
7. Enter the **Start Date** of this person in the new household.
8. Click the **Save** icon when finished.

## End a Household Membership

1. Select the **Edit** link next to the existing Household start date. A **Household Membership** editor displays.
2. Enter the **End Date** of when the person stopped being a member of the household.
3. Click the **Save** icon when finished. A **Household Relationships** window displays indicating the person has relationships to other individuals in the households. Select the appropriate option:
  1. **Keep the relationships (and manually end or delete the relationships at a later time)** - no changes will be made to the person's existing relationships to individuals within the household.
  2. **End the relationships by adding an End Date** - relationships to other household members will be ended with the End Date entered on the household.
  3. **Delete the relationships (this options leaves no historical record of the relationships)** - existing relationships to other household members will be completely removed.
4. Click **OK** when finished. The household information will display the start and end dates in red, indicating a dropped membership.

The screenshot shows the 'Membership in Households' page in the Infinite Campus system. The main navigation bar at the top includes 'Census', 'People', and 'Membership in Households'. Below this, a sub-navigation bar shows 'New Household Membership' and 'Documents'. The main content area displays a table for 'Campus Household \*\*Primary'. A specific row for 'Household Membership' is selected, with its details shown in a modal dialog. The modal dialog has tabs for 'Household Membership' and 'Household Relationships'. The 'Household Membership' tab is active, showing fields for 'Household Name' (Allen), 'Start Date' (07/30/2005), 'End Date' (04/20/2021), 'Secondary' (unchecked), and 'Private' (unchecked). The 'Household Relationships' tab contains a message: 'You are about to end the household membership for Thomas Anderson in this household. What would you like to do with the household relationships.' Three radio button options are provided: 'Keep the relationships.' (selected), 'End the relationships by adding an end date.' (04/26/2021), and 'Delete the relationships.' (Warning: this will leave no historical record of these relationships.). Buttons for 'Ok' and 'Cancel' are at the bottom of the modal.

End Memberships, End Relationships

## Manage Documents

To view documents, click the **Documents** button on the action bar. Users with the appropriate tool rights may also complete the following tasks.

- [Upload Documents](#)
- [Delete Documents](#)
- [Replace Documents](#)
- [Edit a Document Name or File Description](#)
- [Download Documents](#)