Members

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Tool Search: Household Members

The **Household Members** tool lists all persons who have ever lived in the selected household. Due to legacy issues, it is recommended that members be not deleted from the household but rather ended. Information on a particular member can be viewed by selecting that member from the **Household Member Editor** table.

The fields vary by state. Please see your state's <u>State Tools</u> articles for more information on household member procedures in your state.

Household Members 🏠 Censu	IS > Households > Household Members Related Tools V
Save O Delete Q Find New Member	Add Household
Household Member Editor End Date End Date Secondary Private Abego, Colton 05/30/2017 03/25/2018 Abego, Colton 04/30/2018 X	Census Wizard
Abegg, Glissa-Jean A 07/24/2013 Abegg, Harrison 07/24/2013 Abegg, Lilan 07/24/2013	Household Information
Abegg, Ryo W 07/24/2013 X	Household Addresses
	Household Fees
Household Member Detail Name Abegy, Harrison Start Date D7/24/2013 Secondary Private	Household Payments
Household Members	

See the <u>Household Members Tool Rights</u> article for information about rights needed to use this tool.

Household memberships are displayed on a student's Summary tab. If a household member is a student, the student's enrollment information is also listed (school of enrollment and grade level). The image below shows Primary household memberships; if a student were a member of a secondary household, that information would also display, as would non-household memberships.



Household Members Data Elements

Data Elements	Definitions
Name	Lists the individual who is a member of the household.
Start Date	Indicates the date on which the person became a member of the household.
End Date	Indicates the date on which the person was no longer a member of the household.
Secondary	Indicates the household is a secondary residence for the selected person (i.e., child who lives part time at this address and another address).
Private	Indicates the address details should be kept within school settings. Marking this checkbox does not remove the address from reports.
	Marking the Private checkbox also prevents the household member's information from appearing on <u>FRAM Online Applications</u> .

Find and Add a New Member Entered in Infinite Campus to add to the Household



- 1. Select the **Find New Member** icon from the action bar. A Person Search screen displays.
- Enter the Last Name of the individual who should be added to this household. Only the Last Name field is required; add additional information for a more focused search.
- 3. Click the **Search** button. Matching Search results displays in the box to the right.
- 4. Verify the correct person has been returned by selecting the **Details** link in the search results. This displays the Person Summary Report.
- 5. Select the appropriate person from the search results to add to the household by clicking on their name.
- 6. Enter a **Start Date** for the person.
- 7. If appropriate, enter an **End Date** for the person.
- 8. If this is a secondary household for that member, mark the **Secondary** checkbox.
- If information about this individual should remain private to school officials only, mark the **Private** checkbox, which indicates the information should be kept within school settings. Marking this checkbox does not remove data from reports. See the <u>Private Checkbox</u> <u>Information</u> article for more details.
- 10. Click the **Save** icon when finished.

Househo Census > Hou	Id Mem	bers ☆ ousehold Members						
Save	× Delete	Q Find New Member						
Household Me Name Parent, Alexis M Parent, Heather	Infinite Campus	2						×
	Person Sea	arch						
	Person S Search person	earch for a person already tracked in C from the list or click on Create Ne	ampus usii w Person.	ng the fields provided, requi	ired fields are	e in r	ed. Select a	
	*Last Name First Name	Student	Details	Student, John PersonID: 238158	856768	М	11/01/2005	^
	Middle Name		Details	Student Julia PersonID: 238306	856834	м	01/01/2001	
	Gender		Details	Student June PersonID: 238307	856835	F	02/02/2002	
Name Parent, Alexis Start Date 06/10/2015	Search		<u>Details</u>	😥 Student Jynger PersonID: 238308	856836	М	03/03/2003	ш
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Find and Add a New Member Not Entered in Infinite Campus to add to



the Household

- 1. Select the **Find New Member** icon from the action bar. A Person Search screen displays.
- 2. Enter the **Last Name** of the individual who should be added to this household. Only the Last Name field is required; add additional information for a more focused search.
- 3. Click the **Search** button. Matching Search results display in the box to the right.
- 4. If none of the results are for the desired person, or if no results display, click the **Create New Person** button.
- 5. Enter in the appropriate information for the new person, following district policy.
- 6. Click the **Save** button when finished. The new person displays in the New Person window.
- 7. Select the person from the **New Person** window. The new person is displayed in the Household Member Detail editor.
- 8. Enter a **Start Date** for the person.
- 9. If appropriate, enter an **End Date** for the person.
- 10. If this is a secondary household for that member, mark the **Secondary** checkbox.
- If information about this individual should remain private to school officials only, mark the **Private** checkbox, which indicates the information should be kept within school settings. Marking this checkbox does not remove data from reports. See the <u>Private Checkbox</u> <u>Information</u> article for more details.
- 12. Click the **Save** icon when finished. The new person is listed in the Household Member Editor.

Household	d Members ☆ eholds > Household Members	
🖺 Save 🛛	Delete Q Find New Member	_
Household Mer Name Parent, Alexis I Parent, Heather	Infinite Campus	×
	New Person Person Creation Fill out the form to create a new Person in Campus. Click save to create the person, afterwards, they will appear in the list below.	
	Person Information *Last Name *First Name Middle Name Suffix Student Jamie ✓ *Gender Birth Date Soc Sec Number F: Female ✓ Image: Control of the second se	^
Household Me Name Parent, Alexis Start Date 06/10/2015	Race/Ethnicity Is the individual Hispanic/Latino?	
Secondary	Select Values Is the individual from one or more of the these races? (check all that apply)	
	Asian Black or African American Si	v

End Household Membership

1. Select the appropriate member of the household to modify from the Household Member



Editor. Information displays in the Household Member Detail editor.

- 2. Enter a **Start Date** for the household member.
- 3. If appropriate, enter an **End Date** for the household member.
- 4. If this is a secondary household for that member, mark the **Secondary** checkbox.
- If information about this individual should remain private to school officials only, mark the **Private** checkbox, which indicates the information should be kept within school settings. Marking this checkbox does not remove data from reports. See the <u>Private Checkbox</u> <u>Information</u> article for more details.
- 6. Click the **Save** icon when finished.