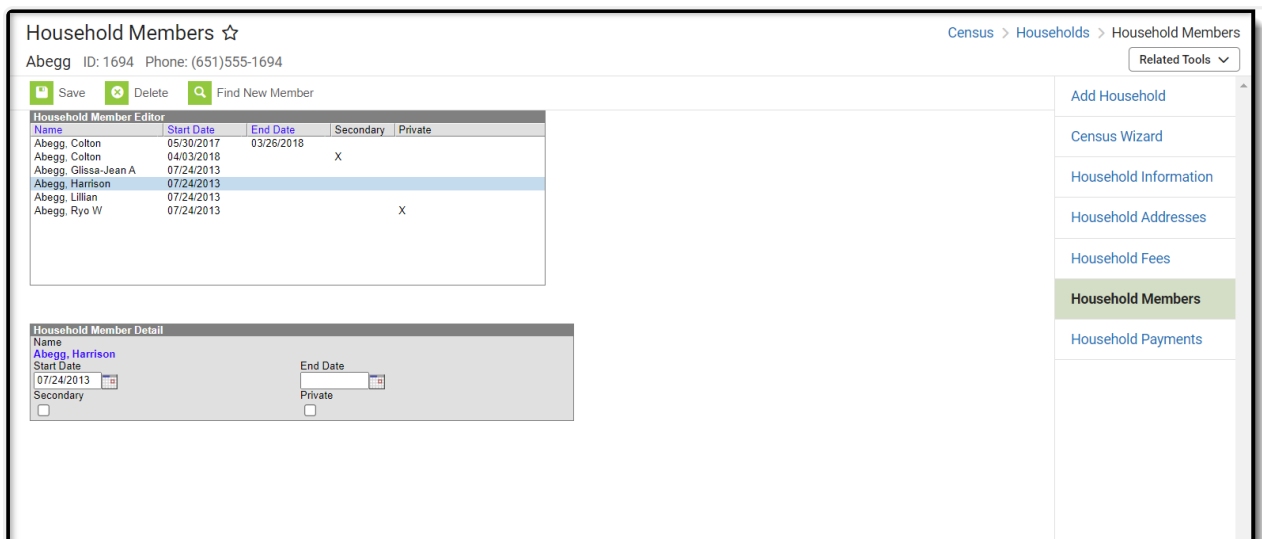# Members

Last Modified on 12/14/2025 8:45 pm CST

[Household Members Data Elements](#) | [Find and Add a New Member Entered in Infinite Campus to add to the Household](#) | [Find New Member Find and Add a New Member Not Entered in Infinite Campus to add to the Household](#) | [End Household Membership](#)

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 [State Tools](#) articles for more information on household member procedures in your state.

Household Members

> See the [Household Members Tool Rights](#) 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.
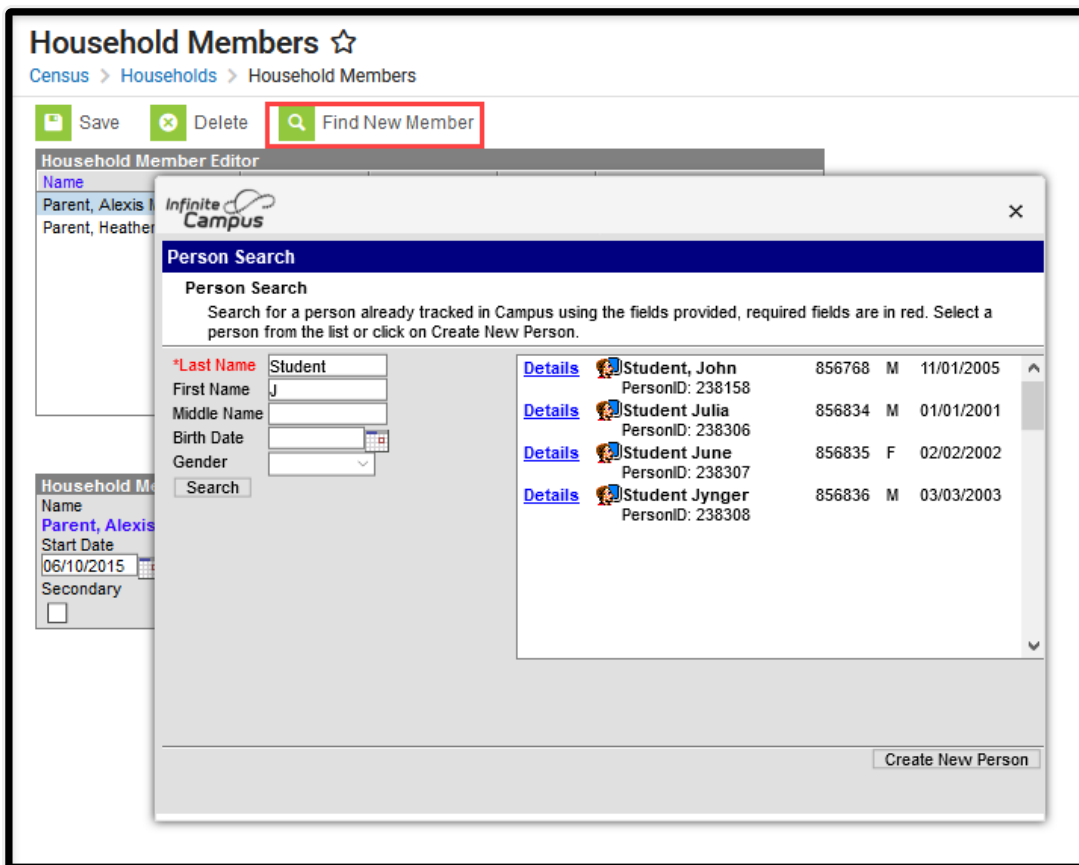
Household Information on Student Summary

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. See the Private Checkbox Information article for more details. Marking the Private checkbox also prevents the household member's information from appearing on FRAM Online Applications.

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.
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 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.
9. 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 Private Checkbox Information article for more details.
10. Click the **Save** icon when finished.

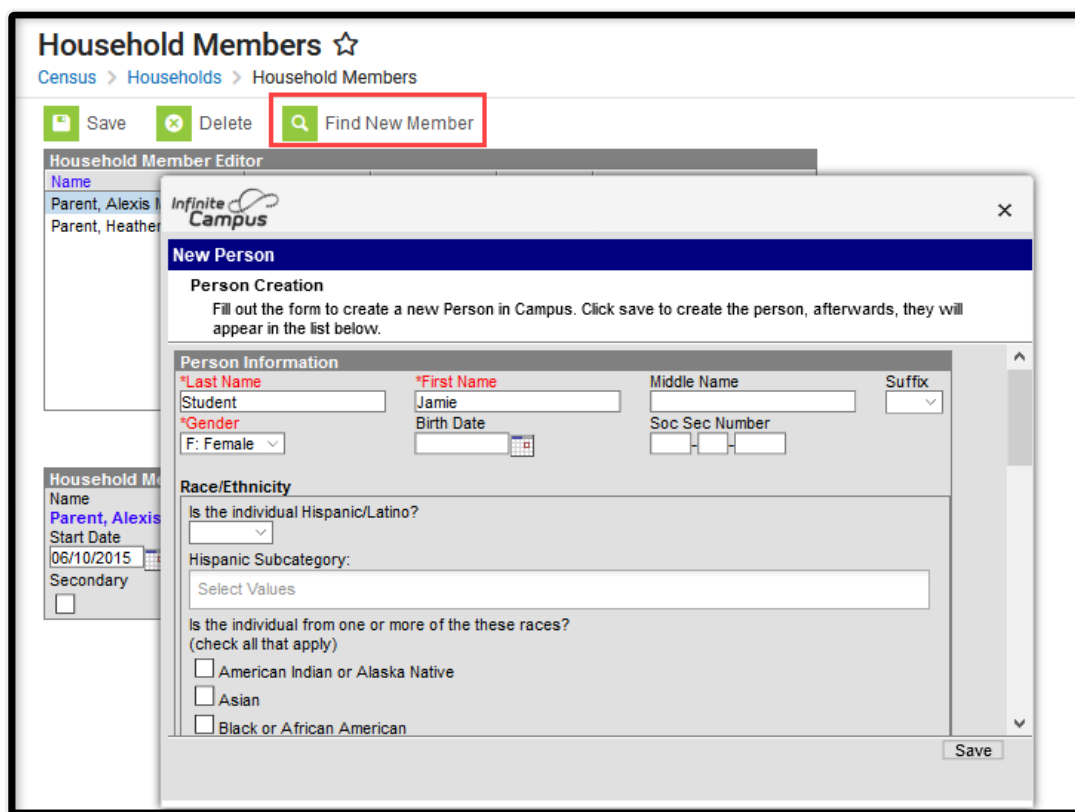*Find New Member*

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.
11. 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 Private Checkbox Information article for more details.
12. Click the **Save** icon when finished. The new person is listed in the Household Member Editor.

Add New Person to Campus and Household

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.
5. 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 Private Checkbox Information article for more details.
6. Click the **Save** icon when finished.