

Members

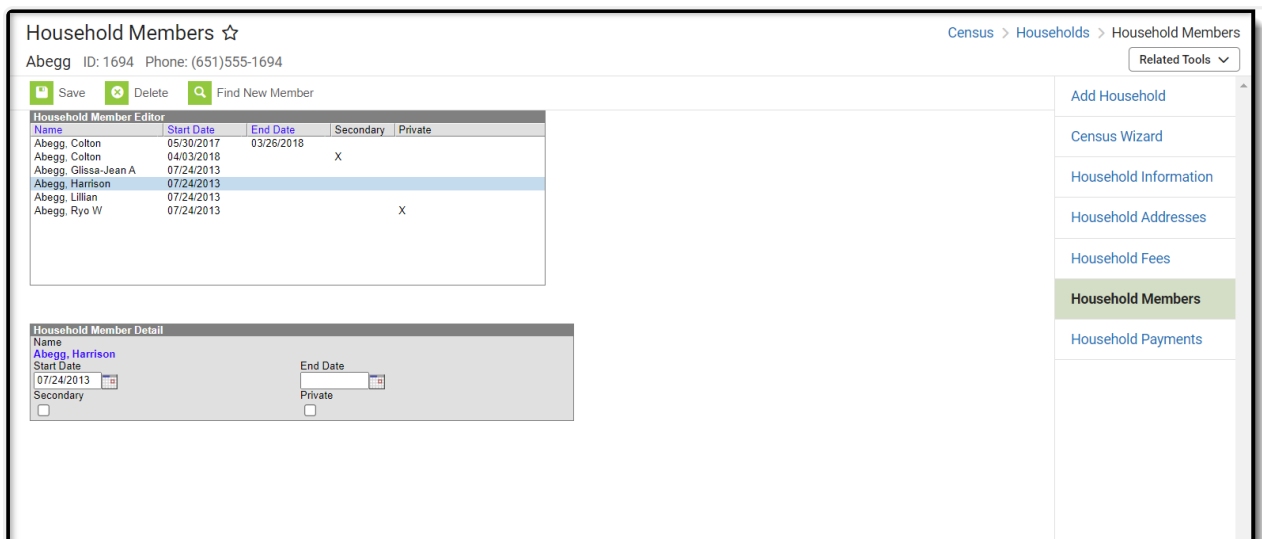
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[Household Members Data Elements](#) | [Find and Add a New Member Entered in Infinite Campus to add to the Household](#) | [Find New Member](#) [Find and Add a New Member Not Entered in Infinite Campus to add to the Household](#) | [End Household Membership](#)

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.



Name	Start Date	End Date	Secondary	Private
Abegg, Colton	05/30/2017	03/26/2018		
Abegg, Colton	04/03/2018		X	
Abegg, Glissa-Jean A	07/24/2013			
Abegg, Harrison	07/24/2013			
Abegg, Lillian	07/24/2013			
Abegg, Ryo W	07/24/2013			X

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.

Summary ☆

[Student Information](#) > [General](#) > [Summary](#)

Grade: 11 #740

Show More

Households

Parent

PRIMARY

Phone

612-555-3506

Household Address

10341 Main Street , Any Town , MN 55449

map

Guard: Other Family

Parent, Heather (Guardian)

Self

Parent, Alexis M

ENROLLMENT

2020-21 High School

Grade

11

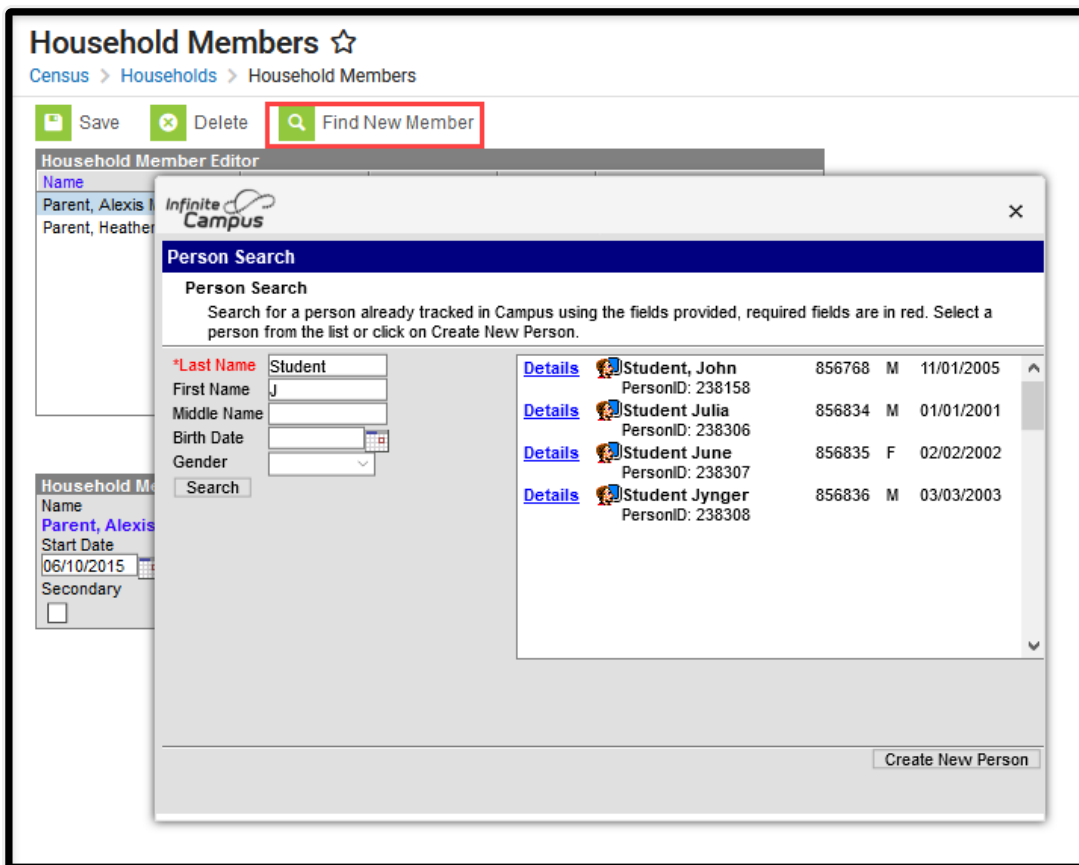
Household Information on Student Summary

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	<p>Indicates the address details should be kept within school settings. Marking this checkbox does not remove the address from reports.</p> <p>See the Private Checkbox Information article for more details.</p> <p>Marking the Private checkbox also prevents the household member's information from appearing on FRAM Online Applications.</p>

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.



Household Members ☆

Census > Households > Household Members

Save Delete **Find New Member**

Household Member Editor

Name
Parent, Alexis
Parent, Heather

Person Search

Person Search
Search for a person already tracked in Campus using the fields provided, required fields are in red. Select a person from the list or click on Create New Person.

*Last Name Student
First Name J
Middle Name
Birth Date
Gender
Search

Details Student, John 856768 M 11/01/2005
PersonID: 238158
Details Student Julia 856834 M 01/01/2001
PersonID: 238306
Details Student June 856835 F 02/02/2002
PersonID: 238307
Details Student Jynger 856836 M 03/03/2003
PersonID: 238308

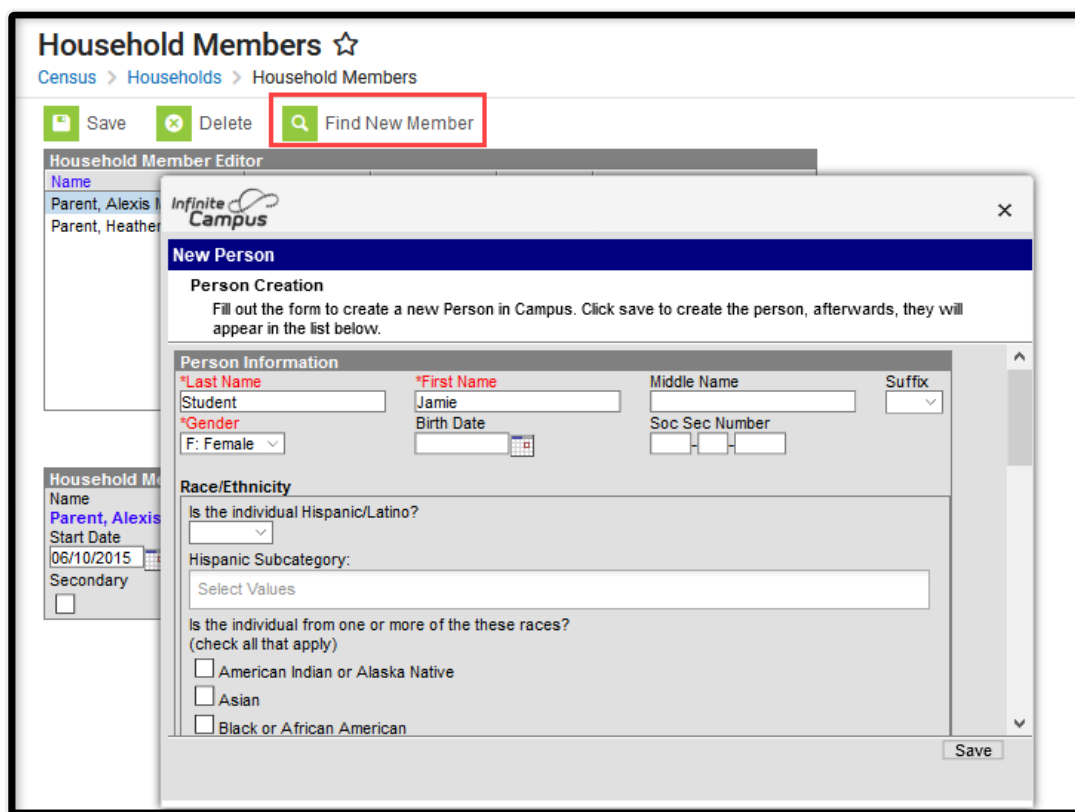
Create New Person

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.



Household Members ☆

Census > Households > Household Members

Save Delete Find New Member

Household Member Editor

Name
Parent, Alexis
Parent, Heather

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 Student *First Name Jamie Middle Name Suffix
*Gender F: Female Birth Date Soc Sec Number

Race/Ethnicity

Is the individual Hispanic/Latino?
Hispanic Subcategory:
Select Values

Is the individual from one or more of the these races?
(check all that apply)

☐ American Indian or Alaska Native
☐ Asian
☐ Black or African American

Save

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.
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