

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

Household Members ☆

Abegg ID: 1694 Phone: (651)555-1694

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 Member Detail

Name Abegg, Harrison	Start Date 07/24/2013	End Date <input type="text"/>	Secondary <input type="checkbox"/>	Private <input type="checkbox"/>
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[Household Members](#) **Household Members**

[Household Payments](#)

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 

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

Household Member Editor

Name
Parent, Alexis M
Parent, Heather

Household Member Editor

Name
Parent, Alexis

Start Date
06/10/2015

Secondary

Find New Member

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	First Name	Middle Name	Birth Date	Gender	Details	PersonID	Gender	Birth Date
Student	J				Student, John	238158	M	11/01/2005
					Student Julie	238306	M	01/01/2001
					Student June	238307	F	02/02/2002
					Student Jynger	238308	M	03/03/2003

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

Household Member Editor

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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