

Add People to a Household Application

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Tool Search: Household Applications

If a household member or student is missing from the member list on the Household Application editor, use the provided Search tools to locate them in Campus and add them to the Household Application. If an adult cannot be located using the People Search tool, the person may be added by using the Quick Add option.

Before adding a person to the application, perform a thorough search to verify the person does not have a record in Campus that you can associate with the application.

If a child will be enrolled in school at some point during the school year or at the start of the next school year, consider adding the child to the student section. Once the child is enrolled in the district, the eligibility will auto-populate for the child.

Adding Students

This scenario may apply to younger children in a household who have just started attending school and who do not currently appear as Student(s) in Household editor.

The screenshot shows the 'Household Applications' interface. At the top, it says 'Household Applications ☆' and 'Bolemer ID: 13044 Phone:'. Below this is a 'Student Details' section with a table:

1	CURRENT ELIGIBILITY	NAME	BIRTH DATE	GRADE	SCHOOL	STUDENT INDICATOR	ACTION
		Bolemer, Marco	5/11/09	10	Harrison High		<input type="checkbox"/> Remove Student 3

Below the table is a button 'Add Student from Census' highlighted with a red box and a '1'. To the right is a side panel titled 'Add Student from Census' with a search bar containing 'bolemer'. Below the search bar are search results:

- Bolemer, Eryn 04/01/2005 #4071 (SELECTED)
- Bolemer, Hugh
- Bolemer, Marco 05/11/2009 #4072 (ADDED)
- Bolemer, Octavia

At the bottom of the side panel is a button 'Add Students' highlighted with a red box and a '4', and a 'Cancel' button. At the bottom of the main panel are 'Next', 'Previous', and 'Cancel' buttons.

1. Click **Add Student from Census**.
2. In the side panel, search for the student.
3. Select the student from the search results
4. Click **Add Students** in the side panel.
5. Click **OK** in the confirmation dialog box.

Add Person From Census

1. Click the **Add Person from Census** button.
2. In the side panel, search for the person.
3. Select the person from the search results.
4. Click **Add People** to add the person to the household application.

Adding People using Quick Add

The Quick Add button does NOT add the person to Campus. They are only added to the application. People added via Quick Add cannot be added to the Student section of the application.

MEMBER INFORMATION	WORK INCOME	WELFARE, CHILD SUPPORT, OR ALIMONY INCOME	PENSION, RETIREMENT, OR SOCIAL SECURITY INCOME	OTHER INCOME	ACTION
Name: Gellenberg, Georgianna	Income: \$2,247 Frequency: (Required) Twice Per ...	Income: \$ Frequency:	Income: \$ Frequency:	Income: \$ Frequency:	<input type="checkbox"/> Remove Person
Name: Gellenberg, Marlys	Income: \$ Frequency:	Income: \$ Frequency:	Income: \$1,100 Frequency: (Required) Monthly	Income: \$ Frequency:	<input type="checkbox"/> Remove Person

1. Type the **First Name** and **Last Name** in the Household Income Details.
2. Click the **Quick Add** button.

