

Census Wizard

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Tool Search: Census Wizard

The **Census Wizard** is a three-step process that allows the user to assemble the household, add persons as members to that household and modify relationships.

- [Step 1: Enter Search Criteria](#)
- [Step 2: Assemble New or Select Existing Household](#)
- [Step 3: Edit Membership and Mailing Information](#)

The screenshot shows the 'Census Wizard' interface. At the top, there is a search bar with the text 'Search for a tool or student'. Below this, the page title is 'Census Wizard' with a star icon. The breadcrumb trail is 'Census > Households > Census Wizard'. On the left, there is a sidebar with 'Census Wizard Search Results: 32' and a list of members under 'Student (3 members)': '4567 Campus Drive, Anytown', 'Parent, Joe (guardian)', 'Student, John #856768 [11/01]', and 'Student, Charlotte J #848595 [11/01]'. The main content area is titled 'Census Wizard' and contains instructions for 'Step 1 - Assemble New or Select Household'. It includes a 'Person Search' section with fields for Last Name (filled with 'student'), First Name, Student Number, Birth Date, Gender, Middle Name, and Suffix. There is also an 'Address Search' section with fields for House/P.O. Number, Street Name, Apt Number, City, and Legal Description. A 'Household Search' section has fields for Household Name and Household Phone. At the bottom of the form, there are 'Search' and 'Clear Search Fields' buttons. To the right of the form is a large empty box labeled 'Household' and buttons for 'Continue - Step 2' and 'Clear Household'.

Census Wizard

Additional modifications to data may need to be done after completion of the Census Wizard (*i.e.*, enrollment records and non-household relationships may need to be modified).

Certain items in Campus can be marked Private. This means the address details or relationship details should be kept within school settings. Marking this checkbox does not remove the information from reports. See the [Private Checkbox Information](#) article for more details.

Read - Access and use the Census Wizard.

Write - Save changes made to the Household.

Add - N/A

Delete - N/A

The following subrights are also needed:

- **RW** to Census Wizard > Add Household
- **RW** to Census Wizard > Add Address
- **RW** to Census Wizard > Add Person

For more information about Tool Rights and how they function, see the [Tool Rights](#) article.

NOTE: Any changes made in Step 1 of the Census Wizard CANNOT BE SAVED with only Read rights. Write rights are needed for saving.

Also note that the ability to REMOVE information from a household and save those changes is possible with Read and Write tool rights assigned.

Search for Census Data

Census data can be searched for by entering person information, address information or household information. At least one field needs to be entered in order to search. The following defines the available search options.

- Searching for Census data does not require the selection of a school, calendar or year.
- All individuals who exist in Campus are searched. This includes past students, present students, former and current staff members and parents.

Person Search

The Person Search data elements can be found on the [People Demographics](#) tool.

Data Element	Definition
Last Name	Individual's last name
First Name	Individual's first name
Student Number	Student's locally assigned identification number
Birth Date	Individual's date of birth
Gender	Selection of individual's gender
Middle Name	Individual's middle name

Data Element	Definition
Suffix	Generational determinant of the individual (Jr., III, etc.)

Address Search

Address elements are located on the [Census Address](#) toolset. Data entered in these fields can include special characters.

Data Element	Definition
House/P.O. Number	Number assigned to the dwelling place or post office number assigned to an individual
Street Name	Name of the street on which the dwelling place is located.
Apt Number	Number assigned to the apartment.
City	City in which the dwelling place is located.
Legal Description	Provides a definition of the address used in Impact Aid reporting when a street location is not available. Each county determines what a legal description is (lot and block data). See the Impact Aid section for more information.

Household Search

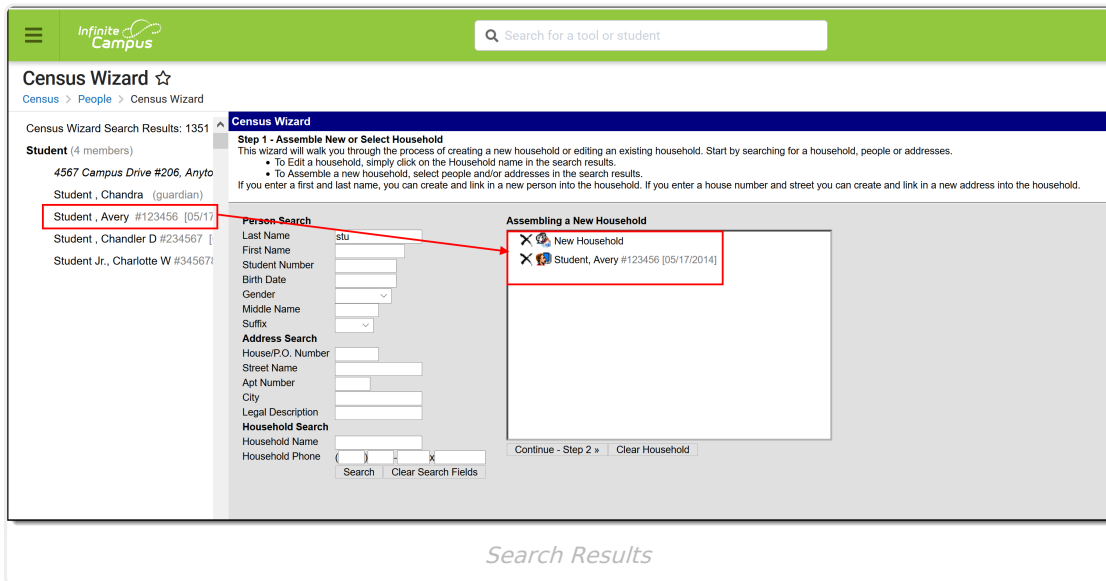
Household data is located in [Census Household](#).

Data Element	Definition
Household Name	Name assigned to the household
Home/Other Phone	Phone number assigned to the household

Enter Search Criteria

1. Determine which type of search to perform - **Person**, **Address** or **Household** - and enter the appropriate search elements.
2. Click the **Search** button at the bottom of the Census Wizard page. Matching results appear in the Search to the left.
3. Select the desired search result. This places the selected information from the Search into the **Assembling a New Household** window.

4. Click the **Continue to Step 2** button.



If a person is accidentally added when assembling a new household, click the X next to the person's name in the Assembling a New Household window.

Assemble a New or Select an Existing Household

Household

1. Enter the **Household Name**, if not already entered.
2. Enter the **Household Phone Number**.
3. If desired, mark the **Private** checkbox.
4. Enter any **Comments** related to this household.

Household Locations

1. Enter the **Address** information, as appropriate.
2. Enter **Start** and **End Date** information for the address.
3. Mark the **Private** checkbox as needed.
4. Indicate if the address is a **Secondary** location.
5. Indicate if this is a **Mailing** address for the household.
6. Indicate if this is a **Physical** location for the household.

Household Members

1. Enter the **Start** and **End Date** for the household members.
2. Indicate if this is a **Secondary** location for the household member.
3. Mark the **Private** checkbox as needed.

Continue or Start Again

1. When finished, click the **Save & Continue - Step 3** button.
2. To start the process over, click the **Step 1: Start Over** link in the Search Results to begin again.

The screenshot shows the 'Census Wizard' interface with the following sections:

- Navigation:** 'Census Wizard' with a star icon, and breadcrumb links 'Census > People > Census Wizard'.
- Left Panel:** 'Census Wizard - Existing Household' with a 'Step 1: Start Over' link highlighted in a red box. Below it is a list of household members: 'Student', '4567 Campus Drive, #206', 'Student, Chandra', 'Student, Avery #123456 [05/17/2014]', 'Student, Chandler #234567 [09/07/2008]', and 'Student Jr., Charlotte #345678 [08/12/2006]'.
- Main Panel:** 'Census Wizard - Edit Household Membership' with 'Step 2: Editing Household Data' instructions.
 - Household Section:** Includes 'Household Name (Override)' (set to 'Student'), 'Household Phone Number', and a 'Private' checkbox.
 - Household Locations Section:** Includes 'Address' (4567 Campus Drive #206, MN 55429-1921), 'Start' date (08/01/2018), 'End' date, and checkboxes for 'Private', 'Secondary', 'Mailing' (checked), and 'Physical'.
 - Household Members Table:**

Name	Birthdate	Gender	Start	End	Private	Secondary
Student, Chandler	09/07/2008	F	[calendar icon]	[calendar icon]	<input type="checkbox"/>	<input type="checkbox"/>
Student, Chandra		F	[calendar icon]	[calendar icon]	<input type="checkbox"/>	<input type="checkbox"/>
Student Jr., Charlotte	08/12/2006	M	[calendar icon]	[calendar icon]	<input type="checkbox"/>	<input type="checkbox"/>
Student, Avery	05/17/2014	M	10/17/2018	[calendar icon]	<input type="checkbox"/>	<input type="checkbox"/>
- Bottom:** A 'Save & Continue - Step 3 »' button highlighted in a red box.

Below the screenshot, the text 'Household Information' is displayed in a light gray font.

Edit Relationships

This step requires two or more individuals to be chosen in Step 1.

1. Select the **Relationship** one of the individuals has to the other individual.
2. Enter a **Start Date**, if appropriate.
3. Mark the **Guardian, Mailing, Portal, Messenger** and **Private** checkboxes for the individual as desired.
4. Click the **Save & Done** button when finished.

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Census Wizard

Census > People > Census Wizard

Census Wizard - Existing Household

Step 1: Start Over

Student

Step 2: Edit Household Data

Step 3: Edit Relationships

4567 Campus Drive, #206

Student, Chandra

Enroll as student

Student, Avery

#123456 [05/17/2014]

Enroll as student

Student, Chandler

#234567 [09/07/2008]

Enroll as student

Student Jr., Charlotte

#345678 [08/12/2006]

Enroll as student

Census Wizard - Edit Relationships

Step 3 - Edit Relationships of Household Members

Edit the relationships between the family members.

Relationships to Student, Avery

Name	Birthdate	Gender	Relationship	Start Date	End Date	Seq	Guardian	Mailing	Portal	Messenger	Private
Student, Chandra		F	Guard: Foster Mother	10/17/2018			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Student Jr., Charlotte	08/12/2006	M					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Student, Chandler	09/07/2008	F					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Relationships to Student, Chandra

Name	Birthdate	Gender	Relationship	Start Date	End Date	Seq	Guardian	Mailing	Portal	Messenger	Private
Student, Avery	05/17/2014	M	Guard: Foster Mother	10/17/2018			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Student Jr., Charlotte	08/12/2006	M	Guard: Mother				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Student, Chandler	09/07/2008	F	Guard: Mother				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Relationships to Student Jr., Charlotte

Name	Birthdate	Gender	Relationship	Start Date	End Date	Seq	Guardian	Mailing	Portal	Messenger	Private
Student, Avery	05/17/2014	M					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Student, Chandra		F	Guard: Mother				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Student, Chandler	09/07/2008	F					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Relationships to Student, Chandler

Name	Birthdate	Gender	Relationship	Start Date	End Date	Seq	Guardian	Mailing	Portal	Messenger	Private
Student, Avery	05/17/2014	M					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Student, Chandra		F	Guard: Mother				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Student Jr., Charlotte	08/12/2006	M					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Relationship Information

At this time, the process is complete. Please note that choosing a person from the list to modify additional information, a warning message says displays indicating you are leaving the Census Wizard. Click OK to continue. Since the Save & Done option has been selected, your data is saved and you can safely navigate to other areas of the product.

Add Existing Persons to a Household

An individual can be available in Campus without being a household. This might be staff who do not use Campus, or Emergency Contacts, or other types of person records. When searching in the Census Wizard, those individuals display at the end of the Search results.

To add such a person to a household, select their name from the Search Results. This places them in the Assembling a Household window, and follow the steps for using the Census Wizard. To verify this is the correct person to add to the household, click the **Details** link above the name. This displays the [Person Summary Report](#).

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☰
Search for a tool or student

Census Wizard ☆

Census > People > Census Wizard

People not in Households

Details

Student , Mallory K #456789 [12/17/2012]

Details

Student , Carter D #56789 [09/02/2000]

Details

Student , Willie L #678901 [11/11/2000]

Details

Census Wizard

Step 1 - Assemble New or Select Household

This wizard will walk you through the process of creating a new household or editing an existing household. Start by searching for a household, person, or address.

- To Edit a household, simply click on the Household name in the search results.
- To Assemble a new household, select people and/or addresses in the search results.

If you enter a first and last name, you can create and link in a new person into the household. If you enter a house number and street you can create a new household.

Person Search

Last Name

First Name

Student Number

Birth Date

Gender

Middle Name

Suffix

Address Search

House/P.O. Number

Street Name

Apt Number

City

Legal Description

Household Search

Household Name

Household Phone

Assembling a New Household

New Household

Student, Mallory #123456 [12/17/2012]

People not in Household Results