Household Information

Last Modified on 06/06/2024 1:51 pm CDT

Online Registration Workflow | Primary Phone | Home Address | Mailing Address

This documentation applies to both versions of Online Registration.

Tool Search: Online Registration

Household data includes the home phone number, home address and mailing address (if different than the home address).

For those who are enrolling returning students, existing information for home phone and address will display. Instructions are provided for changing the information.
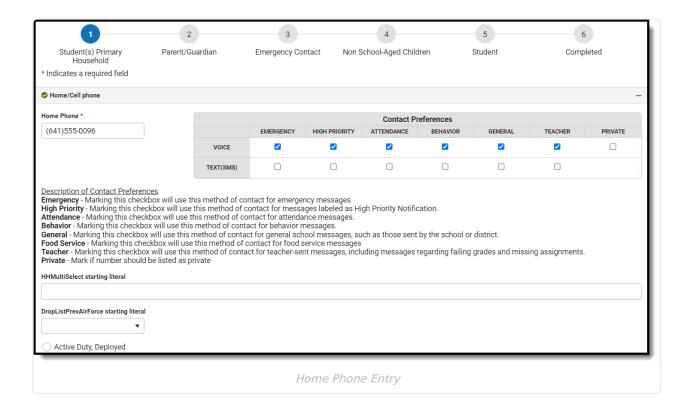
Online Registration Workflow

▸ Click here to expand...

Primary Phone

1. Enter the 10-digit **Primary Phone Number**. If there is no home phone number, enter the parent/guardian's contact phone number who is most likely to respond to calls from the school.
2. Mark the **Contact Preferences** as desired. Definitions for each option are available.
3. Click the **Next** button when finished.

If the phone number needs to be changed, enter the new one in the appropriate fields and review the marked Contact Preferences.
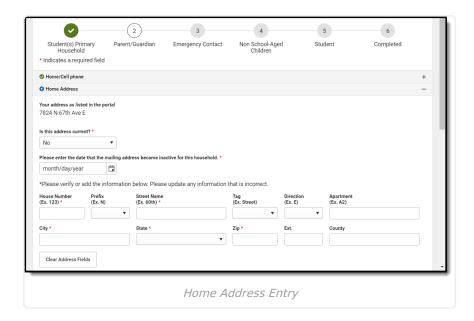
Home Phone Entry

Home Address

The Home Address is considered the location of the household. In some instances, the home address is not the mailing address but only the physical location of where the family abides.

1. Enter the requested **Address** fields. The entry is dynamic and the information entered will display at the same time it is being typed. Definitions for these fields are available in the Address Fields table.
2. Click the **Next** button to enter Mailing Address information.

If the current address is incorrect, mark the **The home address listed is no longer current** checkbox. This displays a field to enter the date when the new address became current and displays address fields to enter the new address information.

Previous Home and Mailing Addresses display with the end date, if applicable.

Home Address Entry

Address Fields

Field	Definition
Post Office Box	Indicates the address is not a physical location but a mailing location. This is available for selection on the Mailing Address panel only.
House Number	House Number of the address, or Box number if the address is a P.O. Box address. In the address *7750 South Barstow Street NE, My Town MN 55555*, **7750** is the street number. Only enter the number of the address.
Prefix	Direction of the street in the address. In the address *7750 South Barstow Street NE, MyTown MN 55555*, **South** is the N,S,E,W.
Street Name	Name of the street. In the address *7750 South Barstow Street NE, My Town MN 55555*, **Barstow** is the street name. Enter only the name of the street.
Tag	Label of the entered street - Avenue, Street, Blvd., etc. In the address *7750 South Barstow Street NE, My Town MN 55555*, **Street** is the St, Ave, Blvd, etc. Enter only the St, Ave, Blvd, etc. in this field.
Direction	Direction indicating the placement of the street within the city limits. In the address *7750 South Barstow Street NE, MyTown MN 55555*, **NE** is the N,S,E,W. Enter only the direction in this field.

Field	Definition
Apartment	Apartment number if this address is for an apartment building location. In the address *7750 South Barstow Street NE, Apt. 101 My Town MN 55555*, **101** is the Apartment number.
City	Postal city for the address.
State	Two-digit state code for the address.
Zip Code	Postal zip code (plus 4 if available).
Ext. Zip	The additional 4 digits of the zip code.
County	County in which the address is located.

Mailing Address

1. By default, the **Does this household receive mail at a different address** checkbox is marked and will not display additional address information. If the household has a separate mailing address, enter the address information as shown below. See the Address Fields table for definitions of the address elements.
2. Click the **Save/Continue** button when finished.

Mailing Address Entry