

# Household Information

Last Modified on 01/29/2026 2:05 pm CST

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.

See the [Household Information Tool Rights](#) article for information about rights needed to use this tool.

## 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.

1
2
3
4
5
6

Student(s) Primary Household
Parent/Guardian
Emergency Contact
Non School-Aged Children
Student
Completed

\* Indicates a required field

Home/Cell phone

Home Phone *	Contact Preferences							
(641)555-0096	VOICE	EMERGENCY	HIGH PRIORITY	ATTENDANCE	BEHAVIOR	GENERAL	TEACHER	PRIVATE
	<input checked="" type="checkbox"/>	<input type="checkbox"/>						
	TEXT(SMS)	<input type="checkbox"/>	<input type="checkbox"/>					

Description of Contact Preferences

**Emergency** - Marking this checkbox will use this method of contact for emergency messages

**High Priority** - Marking this checkbox will use this method of contact for messages labeled as High Priority Notification.

**Attendance** - Marking this checkbox will use this method of contact for attendance messages.

**Behavior** - Marking this checkbox will use this method of contact for behavior messages.

**General** - Marking this checkbox will use this method of contact for general school messages, such as those sent by the school or district.

**Food Service** - Marking this checkbox will use this method of contact for food service messages

**Teacher** - Marking this checkbox will use this method of contact for teacher-sent messages, including messages regarding failing grades and missing assignments.

**Private** - Mark if number should be listed as private

HHMultiSelect starting literal

DropListPrevAirForce starting literal

Active Duty, Deployed

### Home Phone Entry

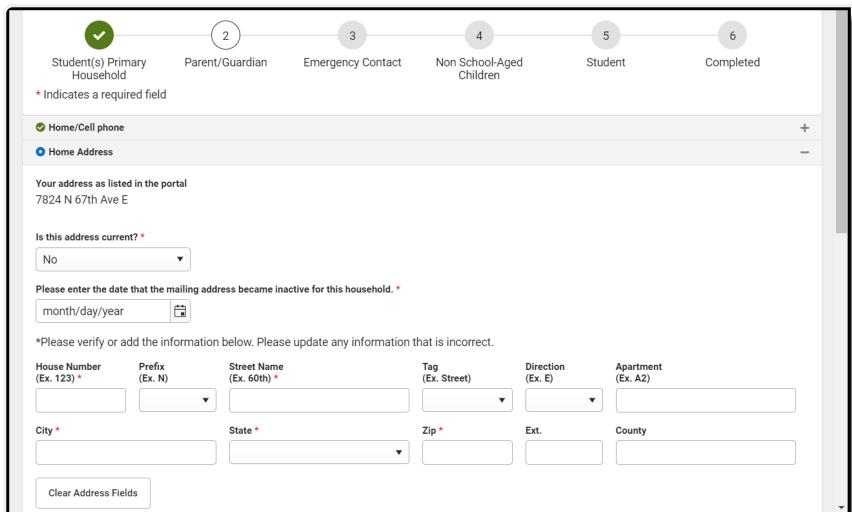
## Home Address

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.



Student(s) Primary Household  Parent/Guardian  Emergency Contact  Non School-Aged Children  Student  Completed

\* Indicates a required field

Home/Cell phone  Home Address

Your address as listed in the portal  
7824 N 67th Ave E

Is this address current?  No  Yes

Please enter the date that the mailing address became inactive for this household. \*  
month/day/year

\*Please verify or add the information below. Please update any information that is incorrect.

House Number (Ex. 123) *	Prefix (Ex. N)	Street Name (Ex. 60th) *	Tag (Ex. Street)	Direction (Ex. E)	Apartment (Ex. A2)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
City *	State *	Zip *	Ext.	County <input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

Home Address Entry

## Address Fields

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

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

English | Spanish

1. Student(s) Primary Household      2. Parent/Guardian      3. Emergency Contact      4. Non School-Aged Children      5. Student      6. Completed

\* Indicates a required field

Home/Cell phone       Home Address       Mailing Address

Does this household receive mail at a different address? \*

Yes

Please use the address editor below to enter your address. You will see the formatted postal address below in the viewer. Once your address appears as it should on U.S. Postal Mail, please click "Save".

Post Office Box	Number *	Prefix	Street *	Tag	Direction	Apartment
<input type="checkbox"/>	<input type="text"/>	<input type="button" value="▼"/>	<input type="text"/>	<input type="button" value="▼"/>	<input type="button" value="▼"/>	<input type="text"/>
City *	State *	Zip *	Ext. Zip	County		
<input type="text"/>	<input type="button" value="▼"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		

Mailing Address Entry