

Household Information

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

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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.

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 Phone *

Contact Preferences							
	EMERGENCY	HIGH PRIORITY	ATTENDANCE	BEHAVIOR	GENERAL	TEACHER	PRIVATE
VOICE	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
TEXT(SMS)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<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.

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 <i>7750 South Barstow Street NE, My Town MN 55555</i> , 7750 is the street number. Only enter the number of the address.
Prefix	Direction of the street in the address. In the address <i>7750 South Barstow Street NE, MyTown MN 55555</i> , South is the N,S,E,W.
Street Name	Name of the street. In the address <i>7750 South Barstow Street NE, My Town MN 55555</i> , 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 <i>7750 South Barstow Street NE, My Town MN 55555</i> , 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 <i>7750 South Barstow Street NE, MyTown MN 55555</i> , 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 <i>7750 South Barstow Street NE, Apt. 101 My Town MN 55555, 101</i> 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

- 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.
- Click the **Save/Continue** button when finished.

English | Spanish

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 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 <input type="checkbox"/>	Number * <input type="text"/>	Prefix <input type="text"/>	Street * <input type="text"/>	Tag <input type="text"/>	Direction <input type="text"/>	Apartment <input type="text"/>
City * <input type="text"/>	State * <input type="text"/>	Zip * <input type="text"/>	Ext. Zip <input type="text"/>	County <input type="text"/>		

Clear Address Fields

< Previous

Save/Continue

Mailing Address Entry