

Census - New Person/Family Set Up - Study Guide

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The Census module tracks every person entry in Infinite Campus - parents, staff, students, emergency contacts, doctors, etc. It is within Census that all people, addresses and households are added. Once these key items have been added, they can be linked together using the Census Wizard.

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Census - New Person/Family Set Up

Add a New Person

When adding a new family in Campus, the first step is to add each member using the Add Person Wizard.

+ [Documentation](#)

+ [Video](#)

Add a New Address

Now that all members of the family have been added to Campus, their address(es) may now be added using the Add Address Wizard tool. Please note that addresses can be within the district boundaries or outside the district boundaries.

+ [Documentation](#)

+ [Video](#)

Add a New Household

After all family members and their addresses have been added to Campus, the household may be created using the Add Household Wizard tool. Please note that households may also be created using the Census Wizard.

+ [Documentation](#)

+ [Video](#)

Assemble a New Household

After all of the family members, address(es) and household(s) have been added to Campus, you can begin linking this information using the Census Wizard.

+ [Documentation](#)

+ [Video](#)

Add a Student Using the Student Locator (Participating Districts Only)

The Student Locator can be used to locate a student that may currently be or previously has been enrolled in another school within the district. This allows for a request of student records to be released from the student's previous school.

+ [Documentation](#)

+ [Video](#)
