

## Household

School: \_\_\_\_\_  
**Registration Form – Student Household Information**  
 Page 1 of 1



**Household Information** Complete One form per household

**Please provide verification of address to the school**

i.e. –current utility bill, current rental agreement, warranty deed, bill of sale, settlement statement from closing, current Denver County tax notice, or signed contract stating your name, closing date and property address

**Please Print**

**Phone Number to be used for Automated Messenger**

**Check the Boxes that Apply**

Household Telephone: \_\_\_\_\_ Unlisted  Yes  No  High Priority  Attendance  Behavior  General

Residence Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_

1. From the **Index** Tab, Select **Census. People**, Select the **Search** Tab, and select *All People*.
2. **Select Advanced Search.**
3. Search for any adult member(s) and siblings listed on the Student Household registration form and write the Person ID or Student ID next to their name.
4. **Search by Student ID.**
5. **Select the Households** tab.

### Does the Student belong to a Household?

#### If YES

New Household Membership						
Household Membership	Start Date	End Date	Mailing	Guardian	Secondary	Private
Edit	06/29/2005		X			
Household Phone & Address(es)						
Phone	(303)619-8474					
Address	3495 W Arkansas Ave, Denver, CO 80219				06/29/2005	
Members						
Name	Relationship	Enrollment (grade)	Phone(s)	Email		
Gutierrez, Lucy	Mother		Wk: (720)423-3701 C: (303)619-8474	Lucy_gutierrez@dpsk12.org		
Gutierrez, Ronald	Father		Wk: (303)324-1608			
Gutierrez, Sarah A			418 05-06 (08)			
Household **Dropped Membership						
Household Membership	Start Date	End Date	Mailing	Guardian	Secondary	Private
Edit	07/02/2001	07/03/2001	X			
Household Phone & Address(es)						
Phone	(303)789-4081					
Address	3495 W Arkansas Ave, Denver, CO 80219				07/02/2001	07/03/2001
Members: None other than Current Person						

Proceed to **Phone Number** (pg 2).

#### If NO

09 Gutierrez, Ronald (Ronnie) #454799 [07/16/1991]						
Enrollments	District Employment	District Assignments	Demographics	Identities	Households	Relationships
New Household Membership						

Household **Dropped Membership						
Household Membership	Start Date	End Date	Mailing	Guardian	Secondary	Private
Edit	07/02/2001	07/03/2001	X			
Household Phone & Address(es)						
Phone	(303)789-4081					
Address	3495 W Arkansas Ave, Denver, CO 80219				07/02/2001	07/03/2001
Members: None other than Current Person						

1. **Select New Household Membership** icon.
2. **Search** for a household by the **address**.
3. **Compare** the information on the registration form to the Households found in the search box.
4. If a Household was **not** found in the search results using the address, **search again** using the **phone number**.

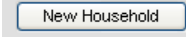


## Was a Household found for the student?

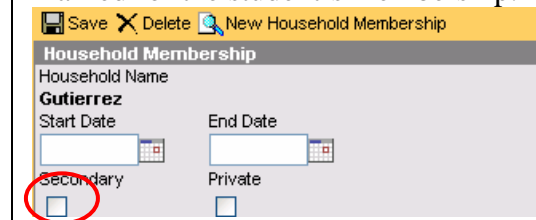
### If YES

1. Select it from the search box.
2. Add the **Start Date**.
3. Select **Save**.
4. Proceed to **Phone Number (pg 2)**.

### If NO

1. Click on the  icon.  
**(DO NOT NAME THE HOUSEHOLD)**
2. Enter the household **phone number**.
3. Click **Save**.
4. Enter the **Start Date**.

If the student resides in more than one household, one Household must have the secondary box marked for the student's membership.



5. Select **Save**
6. Click on the **phone number** in the household box.
7. Click on the **addresses tab**.
8. Select find **new address**.
9. Search for the **address**.

## Does the Address appear in the list?

### If YES

1. Select the **address** from the list.
2. Enter the **Start Date**, deselect Mailing, if necessary and select **Save**.
3. Proceed to **Members (pg 4)**.

### If NO

1. Follow the **Guidelines for Getting an Address Added** into Infinite Campus. Guidelines are available on the Infinite Campus **Video Training and Documentation site**, under the Enrollment video tab, Household section.
2. Proceed to **Members (pg 4)**.

## Phone Number

1. Change your search criteria to **Household**
2. Select **Advanced Search**.
3. Search using the **student ID** number
4. Select the **Household** tab, click the **phone #**

## Is The Phone Number Correct?

### If YES

Proceed to **Addresses (pg 3)**.

### If NO

1. Click in the **comments box**.
2. Add **date, school number, initials, the old phone #** and the **change made**.
3. Change the **Phone Number**.
4. Select **Save**.
5. Proceed to **Addresses (pg 3)**.

## Addresses

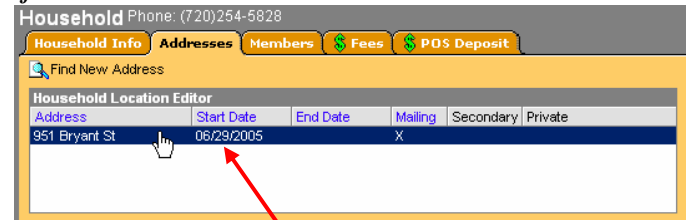
1. Change your search criteria to **Household**
2. Select **Advanced Search**.
3. Search using the **student ID** number
4. Select the **Addresses** tab.

### Is The Address Correct?

#### If YES

Proceed to **Members** (pg 4).

#### If NO



1. Select the **existing address** in the **Household Location Editor** box.
2. Enter the **End Date** and select **Save**.
3. Select **Find New Address**.
4. Enter the **number** and **street name** into the search criteria and *select Search*.

### Does the Address appear in the list?

#### If YES

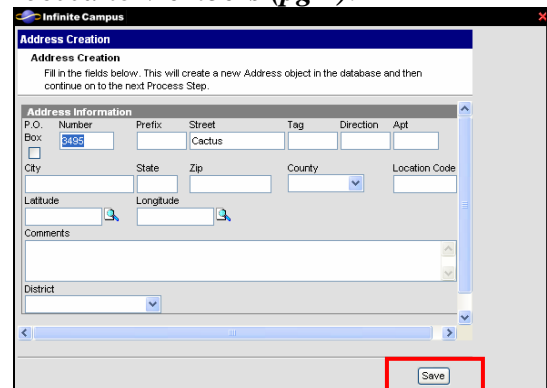
1. Select the **address** from the list.
2. Enter the **Start Date**, deselect **Mailing**, if necessary and select **Save**.

A warning box will appear if you did not **End Date** the first address. Select **OK** in the warning box to end date the existing address and continue adding an address.

3. Click on **Household Info** Tab.
4. Click in the **comments box**.
5. Add **date, school number, initials** and **change made** and *select save*.
6. Refresh your screen to view changes (page 5).
7. Proceed to **Members** (pg 4).

#### If NO

1. Follow the **Guidelines for Adding an Address** into Infinite Campus.
2. Refresh your screen (pg 5).
3. Proceed to **Members** (pg 4).



**The ability to add a new address is not available in Infinite Campus although it appears you have the capability!** A Security Message will appear once you select save from the **Address Creation** screen.

## Members

Parent/Guardian Residing in the Household			
<b>Parent/Guardian #1</b>			
Name: _____			
Last	First	Middle	
<b>Phone Numbers to be used for Automated Messenger Check the Boxes that Apply</b>			
Work Telephone: _____	Ext. _____	High Priority <input type="checkbox"/>	Attendance <input type="checkbox"/> Behavior <input type="checkbox"/> General <input type="checkbox"/>
Cell Telephone: _____		High Priority <input type="checkbox"/>	Attendance <input type="checkbox"/> Behavior <input type="checkbox"/> General <input type="checkbox"/>
Pager: _____		High Priority <input type="checkbox"/>	Attendance <input type="checkbox"/> Behavior <input type="checkbox"/> General <input type="checkbox"/>
Email: _____		High Priority <input type="checkbox"/>	Attendance <input type="checkbox"/> Behavior <input type="checkbox"/> General <input type="checkbox"/>
<b>Parent/Guardian #2</b>			

Click on the correct household, if the student has more than one household, and then select the Members tab.

1. Change your search criteria to Household.
2. Select Advanced Search.
3. Search on Student ID number.
4. Select the Members tab.

### Does the Adult Household Member appear in the tree on the left?

**If YES**

Proceed to **Additional Adult Household Member** (pg 5).

Index	Search	Help
Search for a:		
Household		
gutierrez, sarah		Go
Advanced Search >>		
Search Results: 1		
Gutierrez (4 members)		
3495 W. Arkansas Ave., Denver		
Gutierrez, Lucy 44411		
Gutierrez, Ronald		
Gutierrez, Sarah A #400990 [03		
Gutierrez, Ronald P #449268 [1		

**If No**

1. Click on Find New Member.
2. Enter last name, first name.
3. Click Search.

- A Legal Guardian of a *student* - has a "Key".
- Student
- Staff
- Adult Household Members
  - Parent
  - Step-Parent
  - Grandparents
  - Aunt, Uncle, etc...

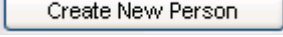
## Does the Adult Household Member appear in the search results?

### If YES



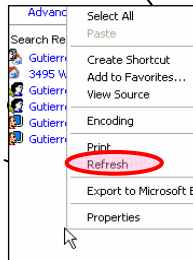
1. If more than one name appears, click on **Details** to confirm information. Close the details window. If other members were found (pg1), use the person/student ID to identify who to choose.
2. Click on the persons' name to add him/her to the house.
3. Enter the **Start Date**.
4. Select **Save**.
5. Refresh your screen (instructions below).

### If NO

1. Click  in the lower right hand corner.
2. Complete the required information.
3. Select **Save**.
4. Select the name from the **"New Person"** window.
5. Enter the **Start Date**.
6. Select **Save**.
7. Refresh your screen (instructions below).

### Refresh the Household information on the tree:

1. Right click in the **white space** on the left hand side of the screen.
2. Select **Refresh** from the menu.
3. Click **Retry** from the pop-up window.
4. The information will update.



## Are there additional Adult Household Members?

### If YES

Return to **"Does the Adult Household Member appear on the tree on the left?"** (pg 4).

### If NO

Proceed to **Corrections to Members** (pg 6).

## Corrections to Members

1. *Change* your search criteria to **Household**.
2. *Select* **Advanced Search**.
3. *Search* on **Student ID** number.
4. *Click* on the (adult members) **name** on the tree.
5. *Select* the **Demographics** tab.

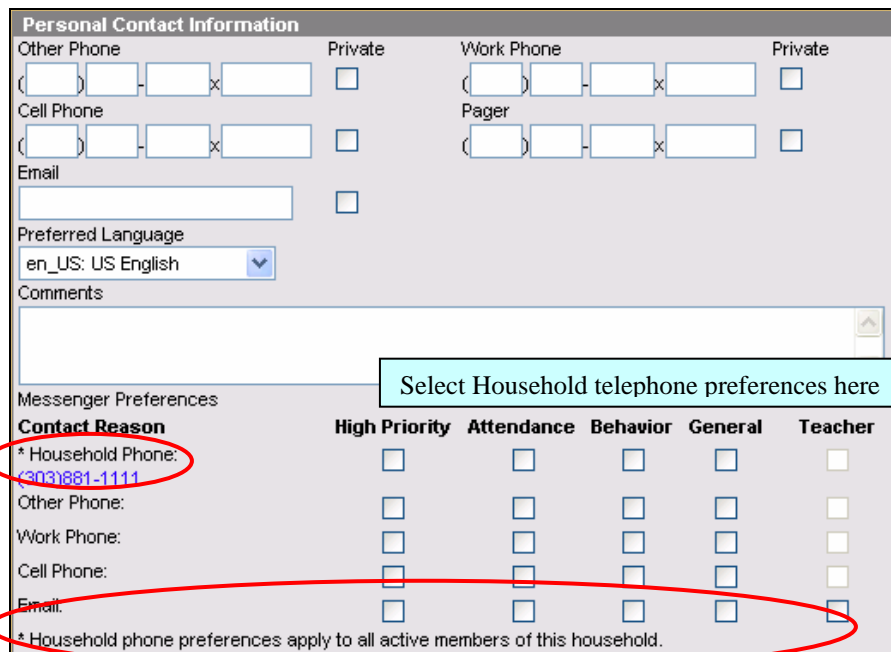
***Is the Members phone, cell, email address and Messenger Preferences correct?***

***If YES***

*Proceed* to additional Member corrections  
***Relationships (pg 6)***

***If NO***

1. *Add* and/or *Correct* information as necessary ***including the Messenger Preferences***.
2. *Select* the **Comments** field.
3. *Add* Date, **School Number**, **Initials** and **Change made**.
4. *Select* **Save**.
5. *Proceed* to ***Relationships (pg 7)***.



Contact Reason	High Priority	Attendance	Behavior	General	Teacher
* Household Phone: (303)881-1111	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other Phone:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work Phone:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cell Phone:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Email:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

\* Household phone preferences apply to all active members of this household.

***Additional corrections to adult Household Members needed?***

***If YES***

*Return* to ***Corrections to Members*** (page 6).

***If NO***

*Proceed* to ***Relationships*** (page 7)

## Relationships

Advanced Search >>

Search Results: 1

- Gutierrez (4 members)
- 3495 W Arkansas Ave , Denver
- Gutierrez, Lucy
- Gutierrez, Ronald
- Gutierrez, Sarah A #488990 [03]
- Gutierrez, Ronald P #449268 [1]

1. Change your search criteria to **Household**.
2. Select **Advanced Search**.
3. Search on **Student ID number**.
4. Select the **Student** from the tree.
5. Click on the **Relationships** tab.

Grade:00 #730350 DOB:02/15/2007 Gender:M

Demographics | Identities | Households | **Relationships** | Enrollments | District Employment | District Assignments | School C

Save New Non-Household Relationship

Relationships within the **Primary Household Relationships										
Name	Gender	Relationship	Start Date	End Date	Emergency Priority	Guardian	Mailing	Portal	Messenger	Private
Rand , Dad	M	Father	10/05/2009		1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Rand , Granny F	F	Great Grandmother	10/05/2009			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

1. Select the relationship from the drop down for each household member that appears in the relationships screen.
2. Select a Start Date for each relationship.
3. Enter the correct **Emergency Priority** number for each relationship.
4. Check the appropriate Guardian, Mailing, Portal and Messenger boxes for each relationship.
5. Select Save.

**NOTE**

*The relationships will default to "Blank" when you add a person as a member to the household. You must correct the relationship for every household member, student and adults.*

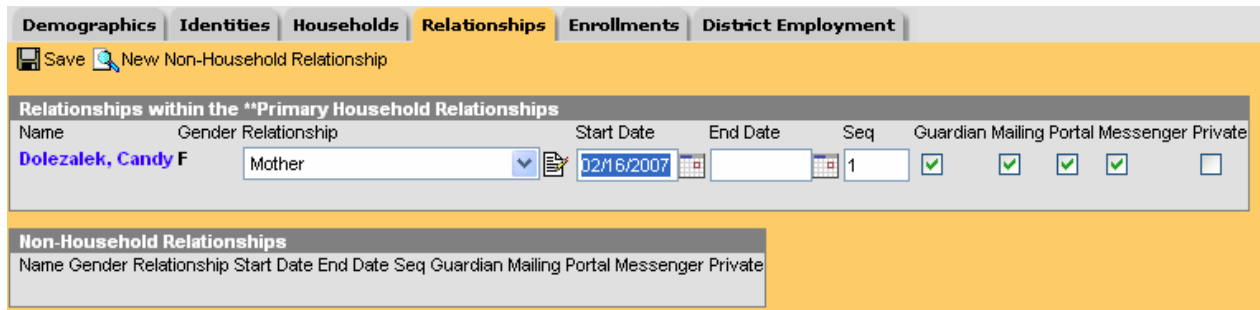
**Mom is related to Dad as Spouse.**

## Non Household Relationships (Emergency Contacts)



1. *Change* your search criteria to **Household**.
2. *Select* **Advanced Search**.
3. *Search* on **Student ID** number.
4. **Select the Student from the tree.**
5. **Click on the Relationships tab.**

***To add a Non-Household Relationship (Emergency Contact) for a household, the relationships for each student must be updated with the Non-Household Relationship (Emergency Contact) information.***



***Does the Non-Household relationship appear in the Non-Household Relationships box?***

***If YES***

*Proceed to* **Is the relationship correct?**

***If NO***

1. *Click* New Non-Household Relationship.
2. *Enter* the **Adult Member's** (emergency contact's) last and first name into the search criteria.
3. *Click* **Search**.


## Does the Non Household relationship (Emergency Contact) Person appear in the search results?

### If YES

If more than one name appears, click on **Details** to confirm information. Close the details window.

1. Select the emergency contact person from the list.
2. Repeat the search for any additional Non Household relationships.
3. Close the person search box using the red X (top right corner of the search box).
4. Select **Save** in the **Relationships** window.
5. Select the relationship from the drop down on each Non household member that appears in the relationships screen.
6. Select a Start Date for each Non-Household relationship.
7. Enter the Emergency Priority number for each Non-Household relationship.
8. Check the appropriate Guardian, Mailing, Portal and Messenger boxes.
9. Select **Save**.
10. Select the *students'* Summary tab to **verify** the **household information** has been entered and matches the information from the registration form.

### If NO

1. Click  in the lower right hand corner.
2. Complete the required information.
3. Select **Save**.
4. Select the Person from the Person Search window.

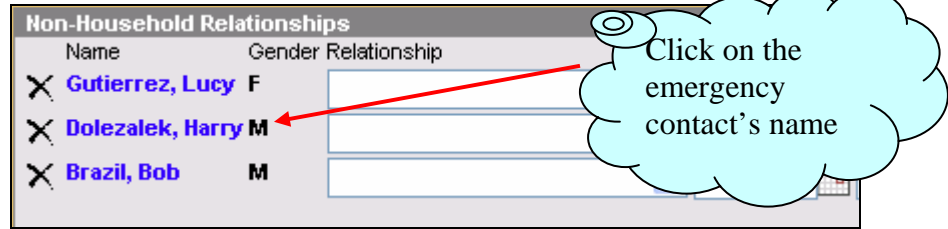
New Person		
Person Creation		
Fill out the form to create a new Person in Campus. Click save to create appear in the list below		
<a href="#">Details</a>	Rand, Bob PersonID: 706314	M

5. Select **Save** in the **Relationships** window.
6. Select the relationship from the drop down for each Non-Household member that appears in the relationships screen.
7. Select a Start Date for each Non-Household relationship.
8. Enter the correct Emergency Priority Number for each Non-Household relationship.
9. Check the appropriate Guardian, Mailing, Portal and Messenger boxes.
10. Select **Save**.
11. Select the *students'* Summary tab to **verify** the **household information** has been entered and matches the information from the registration form.

Non-Household Relations		Infinite Campus	
Name	Gender		
Dolezalek, Harry			
<b>Person Search</b>			
Search for a person already tracked in Campus using the fields provided, required fields are in red. Select a student from the list or click on Create New Student.			
*Last Name	gutier	<b>Details</b>	Gutierrez, Lucy PersonID: 123632 F
First Name	lucy	<b>Details</b>	Gutierrez, Lucy PersonID: 139514 F
Middle Name			

## Corrections to Emergency Contact

1. *Select* (Click on) the Emergency Contact name from the *Non Household Relationships window*.
2. *Select* the **Demographics** tab.



*Is the phone, cell, email address and Messenger Preferences correct for the Non Household (Emergency Contact) Person?*

**If YES**

*Proceed to **Additional corrections to Non-Household (Emergency Contact) Person needed?***

**If NO**

1. *Add and/or Correct* information as necessary **including the Messenger Preferences**.
2. *Select* the **Comments** field.
3. *Add* Date, **School Number**, **Initials** and **Change made**.
4. *Select* **Save**.

*Additional corrections to Non-Household (Emergency Contact) Person needed?*

**If YES**

*Return to the beginning of **Emergency Contacts** (pg 7)*

**If NO**

1. Pat yourself firmly on the back...you are done

**Reminder** – Don't forget: If you need to get an address added to IC, email your **Address Request Form** to the Hotline!