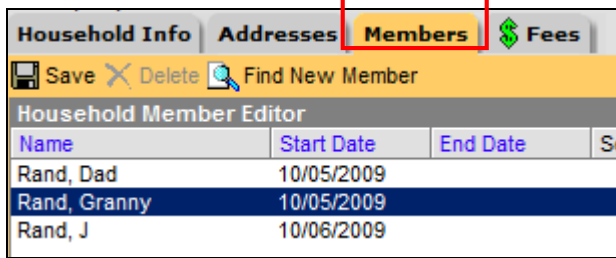



End Dating a Person (from the household) – new screen



Name	Start Date	End Date	Se
Rand, Dad	10/05/2009		
Rand, Granny	10/05/2009		
Rand, J	10/06/2009		



Household Member Detail

Name
Rand, Granny

Start Date
10/05/2009

End Date
[Empty field]

Secondary

Private

Members tab

1. **Census>People> Household**
2. **Advanced Search** by the Student ID (number) *or* Household phone number
3. **Select the Members tab**
4. **Select the person to be removed** (highlight, then enter)

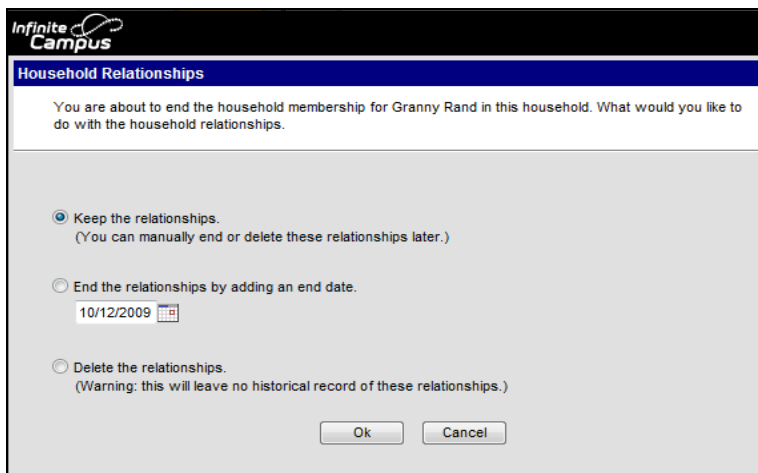
Household Member Detail screen

1. **Enter** the end date in the **End Date** field
2. **Select save** (upper left)

*If the member has a defined relationship to any household member, the **Household Relationships** screen will appear.*

The Household Relationships window opens

3. Select one of the three options:



Household Relationships

You are about to end the household membership for Granny Rand in this household. What would you like to do with the household relationships.

Keep the relationships.
(You can manually end or delete these relationships later.)

End the relationships by adding an end date.
10/12/2009

Delete the relationships.
(Warning: this will leave no historical record of these relationships.)

Ok Cancel

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

Demographics | Identities | Households | **Relationships** | Enrollments | Distri

Save | New Non-Household Relationship

Relationships within the **Primary Household Relationships

Name	Gender	Relationship	Start Date	End Date	Emerg
Rand, Dad	M	Father	10/05/2009		1
Rand, Mom	F	Mother	10/05/2009		2

Non-Household Relationships

Name	Gender	Relationship	Start Date	End Date
X Rand, Granny	F	Great Grandmother	10/05/2009	

Relationships within the **Primary Household Relationships

Name	Gender	Relationship	Start Date	End Date	Emerg
Rand, Dad	M	Father	10/05/2009		1
Rand, Mom	F	Mother	10/05/2009		

Non-Household Relationships

Name	Gender	Relationship	Start Date	End Date
X Rand, Granny	F	Great Grandmother	10/05/2009	10/14/2009

Relationships within the **Primary Household Relationships

Name	Gender	Relationship	Start Date	End Date
Rand, Dad	M	Father	10/05/2009	
Rand, Mom	F	Mother	10/05/2009	

Non-Household Relationships

Name	Gender	Relationship	Start Date	End Date	Emergency	Priority	Guardian
------	--------	--------------	------------	----------	-----------	----------	----------

Choosing

Keep the relationships.
(You can manually end or delete these relationships later.)

- Ends the membership in the Household.
- Converts the member to a *Non-Household Relationships*.

Choosing

End the relationships by adding an end date.
10/14/2009

- End dates the membership in the Household.
- End dates the relationship to the student.
- Converts the member to a *Non-Household Relationships* with an end date.

NOTE: This option defaults to **today's date**, change as needed.

Choosing

Delete the relationships.
(Warning: this will leave no historical record of these relationships.)

This option is not recommended.

- Removes the historical data from the relationships tab.

Person Summary Report

Person Summary Report		Person ID: 706286
Rand, J		
Gender: M	Student Number: 730350	
Birth Date: 02/15/2007	Student State ID: 730350	
Staff Number:	Staff State ID:	
Person GUID: 43A3E5FC-4FB3-DE11-9E6D-001EC9E1511B		
Contact Information:		
Other Phone:	Pager:	
Work Phone:	Email:	
Cell Phone:	Preferred Language: en_US	
Secondary Household: Rand		
Household Phone:	(505)112-2222	
Address(es):	10 S Albion St., Denver, CO 80246 (mailing)	
	50 Albion St., Denver, CO 80220 (mailing)	
Rand, Mom	Mother	
Rand, Dad	Father	
Non-Household Relationships		
Race/Ethnicity Information		
State Race/Ethnicity:	05:White, not Hispanic	
Federal Race/Ethnicity Designation:	1:Hispanic/Latino	
Race(s):		
Hispanic/Latino:	Y:Yes	
Race/Ethnicity Determination:		
Date Entered US:		
Date Entered US School:		
Person Comments:	Contact Information Comments:	
Older sibling is allowed to pick up student	Dad is not to have contact with student.	

The **Person Summary Report** has additional information.

Race/Ethnicity information

State Race/Ethnicity displays the information from the ***Race Ethnicity** field. This is the field schools normally fill in for students.

Federal Race Ethnicity Designation and Race(s) displays any information from the additional **Race/Ethnicity** information box. This is the Federally mandated fields where you can choose more than one race or ethnicity for students. **Currently**, DPS does not require schools to collect this information. Schools will be responsible for inputting this information for new students only starting in January 2010. Training will be offered in December.

Hispanic/Latino displays information from the question **“is the individual Hispanic/Latino?”**

Race/Ethnicity
Is the individual Hispanic/Latino? <input type="checkbox"/>
Is the individual from one or more of these races? (check all that apply)
<input type="checkbox"/> American Indian or Alaska Native
<input type="checkbox"/> Asian
<input type="checkbox"/> Black or African American
<input type="checkbox"/> Native Hawaiian or Other Pacific Islander
<input type="checkbox"/> White
*Race Ethnicity 05: White, not Hispanic

Race/Ethnicity Information	
State Race/Ethnicity:	05:White, not Hispanic
Federal Race/Ethnicity Designation:	1:Hispanic/Latino
Race(s):	
Hispanic/Latino:	Y:Yes
Race/Ethnicity Determination:	
Date Entered US:	
Date Entered US School:	

Race/Ethnicity
Is the individual Hispanic/Latino? <input type="checkbox"/>
Is the individual from one or more of these races? (check all that apply)
<input type="checkbox"/> American Indian or Alaska Native

Race/Ethnicity determination, Date Entered US and **Date Entered US School** are currently not used.

Person Comments and Contact Information Comments fields now display on the report.

Person Comments:	Contact Information Comments:
Older sibling is allowed to pick up student	Dad is not to have contact with student.

Use caution when distributing this report to parents.

Demographics Data Report

Demographics Data	
Rand, J	Person ID: 706286
Gender: M	Student Number: 730350
Birth Date: 02/15/2007	Student State ID: 730350
Staff Number:	Staff State ID:
Person GUID: 43A3E5FC-4FB3-DE11-0E8D-001EC9E1511B	

Contact Information:	Contact Reason:	High	Attendance	Behavior	General	Teacher
Primary Household: (605)112-2222		✓				
Rand						
Other Phone:		✓	✓	✓	✓	
Work Phone:						
Cell Phone:		✓	✓	✓	✓	
Pager:						
Email:		✓	✓	✓	✓	✓
Preferred Language: en_US						

Race/Ethnicity Information	
State Race/Ethnicity:	05:White, not Hispanic
Federal Race/Ethnicity Designation:	1:Hispanic/Latino
Race(s):	
Hispanic/Latino:	Y:Yes
Race/Ethnicity Determination:	
Date Entered US:	
Date Entered US School:	

Race/Ethnicity	
Is the individual Hispanic/Latino?	<input checked="" type="checkbox"/>
Is the individual from one or more of these races? (check all that apply)	
<input type="checkbox"/> American Indian or Alaska Native	
<input type="checkbox"/> Asian	
<input type="checkbox"/> Black or African American	
<input type="checkbox"/> Native Hawaiian or Other Pacific Islander	
<input type="checkbox"/> White	
*Race Ethnicity	05: White, not Hispanic

Race/Ethnicity Information	
State Race/Ethnicity:	05:White, not Hispanic
Federal Race/Ethnicity Designation:	1:Hispanic/Latino
Race(s):	
Hispanic/Latino:	Y:Yes
Race/Ethnicity Determination:	
Date Entered US:	
Date Entered US School:	

Person Comments:	Contact Information Comments:
Older sibling is allowed to pick up student	Dad is not to have contact with student.

The **Demographics Data** report displays:

Student **Demographics** information.

Contact information displays information populated from the **messenger preferences**.

Race/Ethnicity information

State Race/Ethnicity displays the information from the ***Race Ethnicity** field. This is the field schools normally fill in for students.

Federal Race Ethnicity Designation and Race(s) displays any information from the additional **Race/Ethnicity** information box.

This is the Federally mandated fields where you can choose more than one race or ethnicity for students. **Currently**, DPS is not collecting this information. Schools will be responsible for inputting this information for new students only starting in January 2010. Training will be offered in December.

Hispanic/Latino displays information from the question **"is the individual Hispanic/Latino?"**

Race/Ethnicity	
Is the individual Hispanic/Latino?	<input checked="" type="checkbox"/>
Is the individual from one or more of these races? (check all that apply)	
<input type="checkbox"/> American Indian or Alaska Native	

Race/Ethnicity determination, Date Entered US and **Date Entered US School** are currently not used.

Person Comments and Contact Information Comments fields now display on the report.

Use caution when distributing this report to parents.