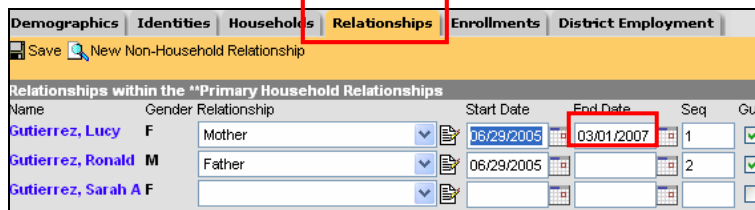


## End Dating a Person

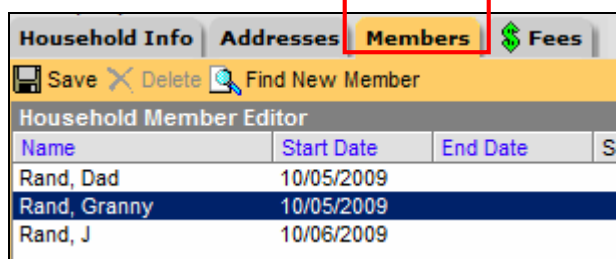
### End Dating a Person (relationships)



Name	Gender	Relationship	Start Date	End Date	Seq	Guest
Gutierrez, Lucy	F	Mother	06/29/2005	03/01/2007	1	<input checked="" type="checkbox"/>
Gutierrez, Ronald	M	Father	06/29/2005		2	<input checked="" type="checkbox"/>
Gutierrez, Sarah A	F					<input type="checkbox"/>

1. **Census>People>All People>** search for the **Student**
2. **Select the relationships tab**
3. **End Date** the person to be removed
4. **Select Save** (upper left)

### End Dating a Person (from the household)



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

#### 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

Name  
**Rand, Granny**

Start Date  
10/05/2009

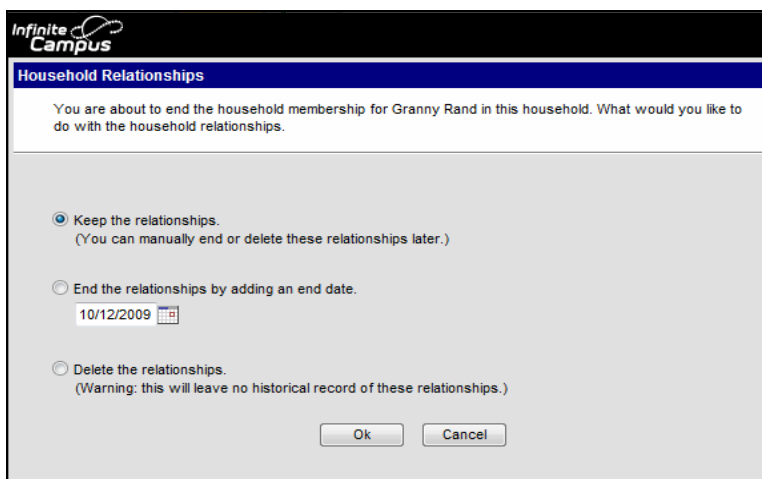
End Date

Secondary

Private

#### Household Member Detail screen

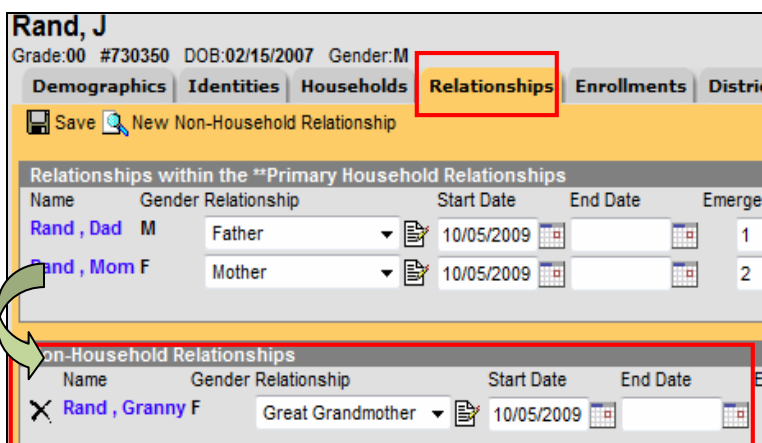
1. **Enter** the end date in the **End Date** field
2. **Select save** (upper left)



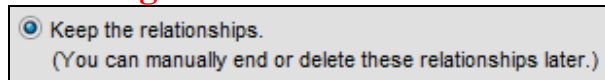
If the member has a defined relationship to any household member, the **Household Relationships** screen will appear.

**The Household Relationships window opens**

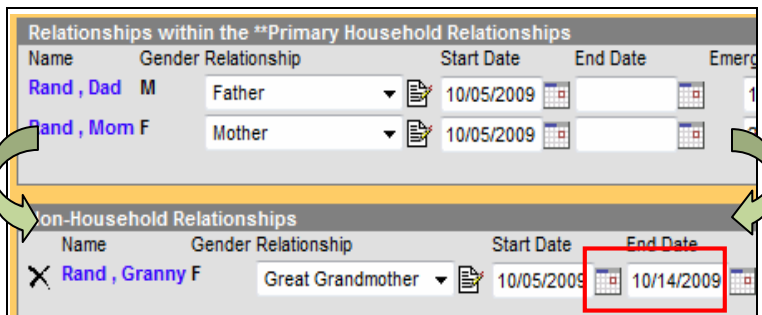
3. Select one of the three options:



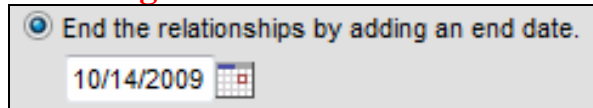
**Choosing**



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



**Choosing**



- 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.

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

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.

## End Dating an Address

- Census>People> Household
- Advanced Search by the Student ID (number) *or* Household phone number
- Select the Addresses tab
- Select the address (highlight, then enter)

### Household location Detail screen

- Enter An end date in the **End Date** field
- Select save (upper left)
  - You *may* need to **find** a new address at this point *or* you may be finished if you are removing the address from this household.
  - If the address exists in IC, you search for it and add it to the Household.

If the address doesn't exist, follow the **Guidelines for getting an Address Added** into Infinite Campus.