

Census Workflow

Existing Household Modifications

Census Clean-Up: Where should I look to ensure a student's household is correct? *(Note: If your district has implemented Online Registration (OLR) through Infinite Campus, it is recommended to use that workflow for having parents/guardians edit existing information)*

1	Student Summary (STUDENT INFORMATION > GENERAL > SUMMARY) - Does the student have a Primary Household? - Does the student have an address? - Does the household have all guardians in it? <i>(indicated with blue G)</i> - Are there Emergency Priorities indicated? - Do the Guardians have phone numbers entered? <i>(indicated by blue hyperlink on name – if no hyperlink, there is no contact information for that guardian)</i> - Are any applicable siblings in the household? - Is there a Secondary Household? (if applicable) - Are there Emergency Contacts listed with Contact information? <i>(indicated in Non-Household Relationships)</i> Knowledge Base: Student Summary
2	Student Relationships (CENSUS > PEOPLE > RELATIONSHIPS) - Ensure all Guardians have a relationship with the student - Ensure Guardians have the Guardian, Messenger, Portal, and Mailing Checkboxes selected if applicable, and an Emergency Priority number. - Ensure student has Emergency Contacts listed under Non-Household Relationships and that the Emergency Contact has a phone number listed in Census > People > Demographics. Knowledge Base: Relationships
3	Household Members (CENSUS > HOUSEHOLDS > HOUSEHOLD MEMBERS) - Search for Household - Ensure all household members are entered Knowledge Base: Household Members

4	Guardian Demographics <i>(CENSUS > PEOPLE > DEMOGRAPHICS)</i> • Search for Guardian (All People Search) or click on Guardian's name from Household Members tool • Ensure Guardian has all Personal Contact Information complete (phone numbers, emails) • Ensure Emails have Contact Preferences checked • Ensure Phone Numbers have Contact Preferences checked (only if implementing Messenger with Voice Premium Product) Knowledge Base: Demographics
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Remove a parent/guardian from a household and create their new household

(secondary household for student)

1	End Date Parent/Guardian in Current Household <i>(CENSUS > HOUSEHOLDS > HOUSEHOLD MEMBERS)</i> End Date the Membership and Opt to Keep Relationships, unless the person is to not have further contact with the student. If that is the case, then End Relationship and no further action is required. Knowledge Base: Household Members
2	Create New Address <i>(CENSUS > ADDRESS > ADD ADDRESS)</i> Create the new address for the parent/guardian in which the student will be living as well. Knowledge Base: Add Address
3	Create New Household <i>(CENSUS > HOUSEHOLD > CENSUS WIZARD)</i> Search for the student (they will exist in their current household – do not select the household, but select the student), the Parent/Guardian, and the address. Relationships should exist, but ensure they are correct. For more help on using the Census Wizard, see the steps below in “New Household & New Student Scenarios” or select the Knowledge Base article. Knowledge Base: Census Wizard

Change a Household's Address

1	Create New Address <i>(CENSUS > ADDRESS > ADD ADDRESS)</i> Create the new address. Knowledge Base: Add Address
2	Update Household Address <i>(CENSUS > HOUSEHOLDS > HOUSEHOLD ADDRESSES)</i> Enter End Date for current address. Select Find New Address, search for and select the newly created address. Enter Start Dates for new address.

Update a Student's Emergency Contacts

1	1. Create Person (Emergency Contact) in Census (<i>CENSUS > PEOPLE > ADD PERSON</i>) 2. Edit Emergency Contact's Contact Information (<i>CENSUS PEOPLE > DEMOGRAPHICS</i>) 3. Add Emergency Contact to Student's Relationships (<i>CENSUS > PEOPLE > RELATIONSHIPS</i>) Knowledge Base: Non-Household Relationships
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Update a Parent/Guardian's or Emergency Contact's Phone or Email

1	Update Demographics <i>(CENSUS > PEOPLE > DEMOGRAPHICS)</i> Perform an All People search for the Parent/Guardian or Emergency Contact and update the Phone and/or Email fields. Knowledge Base: Personal Contact Information (Demographics)
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New Household & New Student Scenarios

Enroll a New Student with no existing Household or Family information in your Infinite Campus SIS.

(Note: If your district has implemented Online Registration (OLR) through Infinite Campus, it is recommended to use that workflow for inputting new student information)

1	Add Student to the Infinite Campus System using the Add Person tool. <i>(CENSUS > PEOPLE > ADD PERSON)</i> Knowledge Base: Add Person
2	Complete Student Demographic and Contact Information <i>(CENSUS > PEOPLE > DEMOGRAPHICS)</i> Use the Get Ed-Fi ID button to obtain State ID. See more information here: Delaware Ed-Fi IDs. Enter Student School Email Address in Contact Information if applicable. Knowledge Base: Demographics
3	Complete Student Enrollment Information including State Reported or other fields for enrollments. <i>(CENSUS > PEOPLE > ENROLLMENTS)</i> Knowledge Base: Enrollments
4	Enter Household Members (Parents/Guardians) Into the Infinite Campus System <i>(CENSUS > PEOPLE > ADD PERSON)</i> Knowledge Base: Add Person
5	Enter Contact Information for Household Members (Parents/Guardians) <i>(CENSUS > PEOPLE > DEMOGRAPHICS)</i> Knowledge Base: Demographics
6	Enter Addresses for Household into the Infinite Campus System <i>(CENSUS > ADDRESSES > ADD ADDRESS)</i> Repeat for all addresses for household (i.e. Physical and Mailing/P.O address) Knowledge Base: Add Address

7	Create the Household using the Census Wizard <i>(CENSUS > HOUSEHOLD > CENSUS WIZARD)</i> Step 1: Search for Household Members Step 2: Assemble new Household Step 3: Edit Membership and Mailing Information Knowledge Base: Census Wizard
8	Add Non-Household Emergency Contacts for each new student 1. Create Person (Emergency Contact) in Census (<i>CENSUS > PEOPLE > ADD PERSON</i>) 2. Edit Emergency Contact's Contact Information (<i>CENSUS PEOPLE > DEMOGRAPHICS</i>) 3. Add Emergency Contact to Student's Relationships (<i>CENSUS > PEOPLE > RELATIONSHIPS</i>) Knowledge Base: Non-Household Relationships

Note:

- Household Members should only be people who live in the household
- If Parents/Guardians live in separate households, please make sure to create two households and if students live in both, add students to both households
 - Mark one household as secondary for the students

Household Members						
Name	Birthdate	Gender	Start	End	Private	Secondary
Ruger, Maria		F	08/24/2021		☐	☐
Abegg, Dylan Victor	09/15/2006	M	08/24/2021		☐	☒

Save & Continue - Step 3 »