

Campus Census



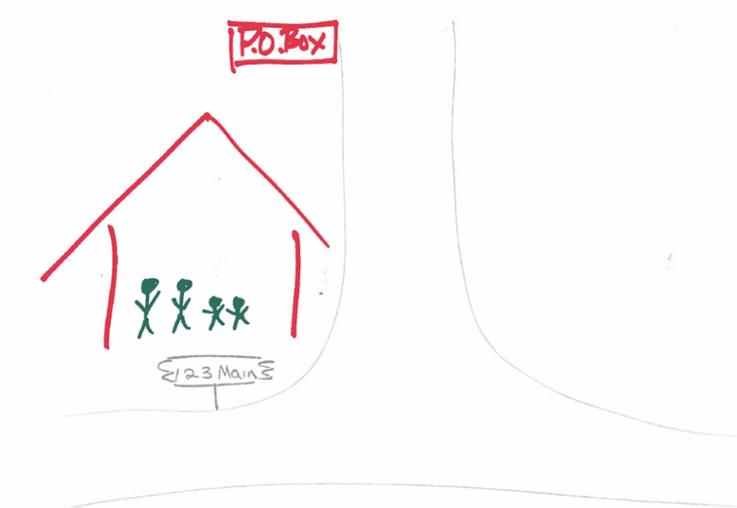
Person
Household
Address

Campus has these constructs:

- Each person in Campus is recorded individually. A person may be a student, parent, employee, emergency contact; it doesn't matter – each will be identified as a person only ONE time.
- Each student has one primary household. This household has a “home” phone number and a physical and mailing address. Mailing and physical addresses can be the same.
- Note that mom and dad each has their own phone; these numbers, with personal e-mail addresses will be documented on their individual “person” record.

Secondary Address for Household

- PO Boxes are secondary address for household

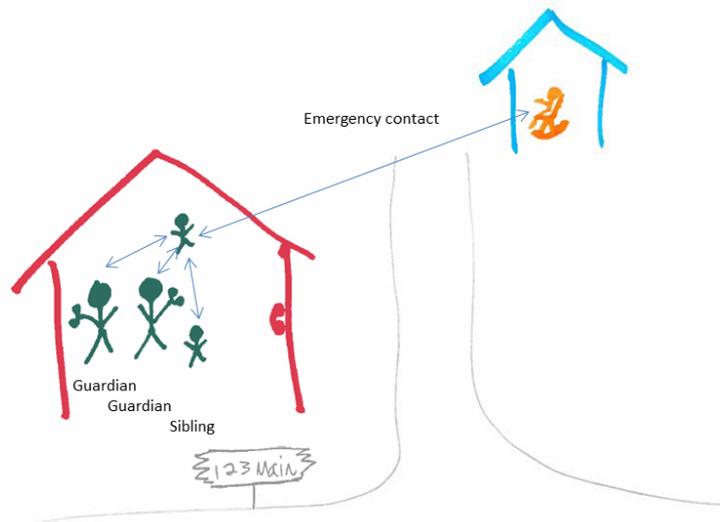


Some households use a PO Box for mailing

PO Box address is a secondary address associated with the household

When there is a PO Box, the physical address should not have “mailing” checkbox selected

Relationships



Defined from
the student
perspective

- Always look at the relationships from the student perspective
- Emergency contacts may or may not have households defined
- Households only need to be defined when an address is provided for the parents/guardians

- If an emergency contact already is in a household, you won't remove them from the household – but you would verify that the contact information is correct

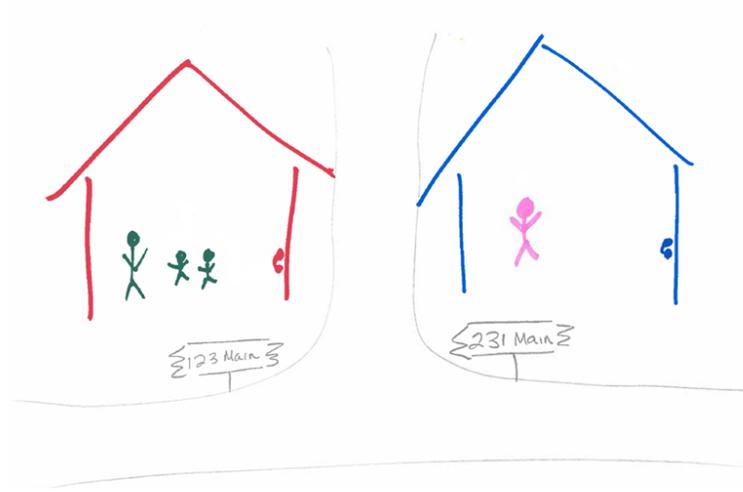
Family Moved



If the family moves, we don't delete the address. We document the date the family moved from the original address, (End Date) and associate a new address with the household.

Most Sacramento addresses should be already recorded in Campus; if you need an address which is not recorded, please contact the district at NewAddress@scusd.edu. You will be notified once the address has been created.

Parent moves



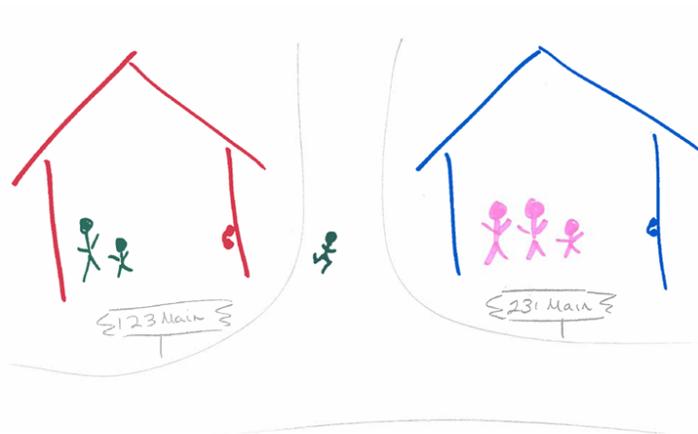
- Record date parent left household
- Add parent in new household
- Guardian relationship remains

If there is a split in the household and one parent moves out, we would

- Change the household for the person who moved
 - Create a new household – if needed
 - Associate the household with the correct address and home phone
- Do not change the relationship with the student (in most cases)

Secondary household for student

- Student lives in two households



- Student is associated with two households
- One is designated as **primary household** and one is **secondary**
 - If custody is split 50/50 split, pick one to be primary
- Do not confuse with secondary **address** for a household
 - Secondary address is the PO box associated with a household
 - Secondary household is associated with the student
- Relationships between members of the secondary household and the student will also be defined; in the sample above, Student Johnny may have these relationships:
 - Primary household
 - Mary, MOTHER
 - Susie, SIBLING
 - Secondary household
 - John, FATHER
 - Cathy, STEP-MOTHER
 - Susie, marked as a SECONDARY member
 - Mike, SIBLING