

Campus has these constructs:

- Each person in Campus is recorded individually. A person may be a student, parent, employee, each will be identified as a person only ONE time.
- 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

12/10/2014



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 addres

Relationshins



- 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, but you would verify that the contact information is correct



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.

Cami	กมร	Censi	IS -	Basics
Qui i i	DUO	ω	<i>1</i> 0	

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)

- Student is associated with two households
- One is designated as and one is
 - If custody is split 50/50 split, pick one to be primary
- Do not confuse with secondary 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:

_