Census Clean-Up

10/30/2025 9:16 am EDT

This article will assist users with cleaning up their Census Data.

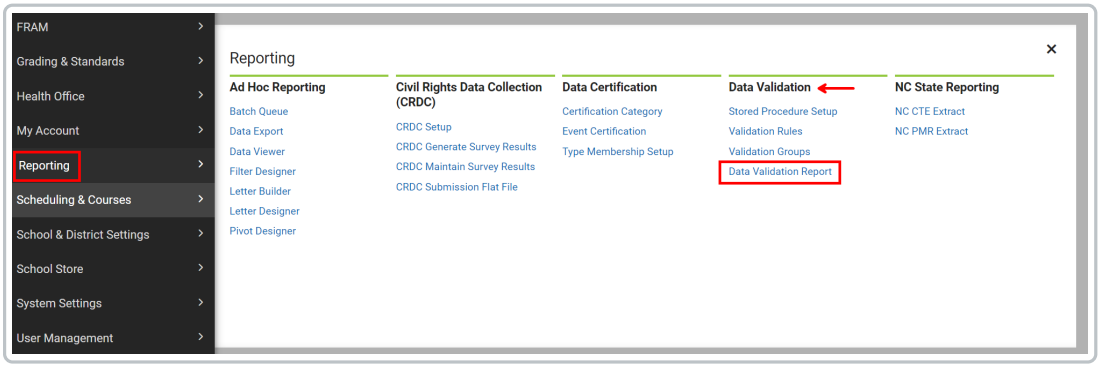
Opening the Report | Report Settings | Household Filters | Correcting Household Members | Correcting Household Addresses

The **Data Validation Report** can be used to identify the following:

- Students without any contacts/guardians
- Students with non-household guardians
- Students with multiple addresses associated to their household

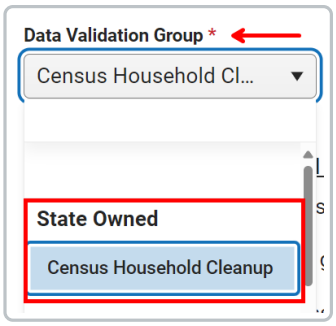
To Open the Report

Navigation: Menu > Reporting > Data Validation > Data Validation Report



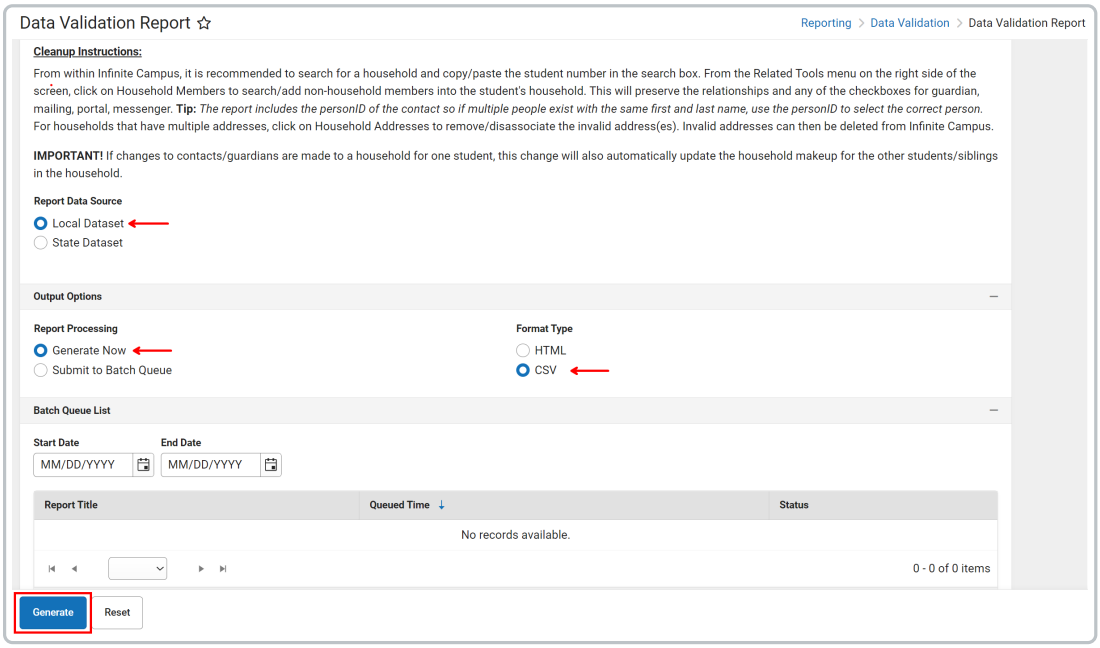
Report Settings

- Under the Data Validation Group choose ***Census Household Clean-Up*** located in the State Owned Section.



- Choose **Local Dataset** - Data generated according to the calendar chosen
- Choose **Generate Now**
- Choose the **FormatType**
    - Choosing CSV will allow you to open the file in a spreadsheet program.
      NOTE: To run the report at a later date, you may choose the batch options.

- Choose **Generate**



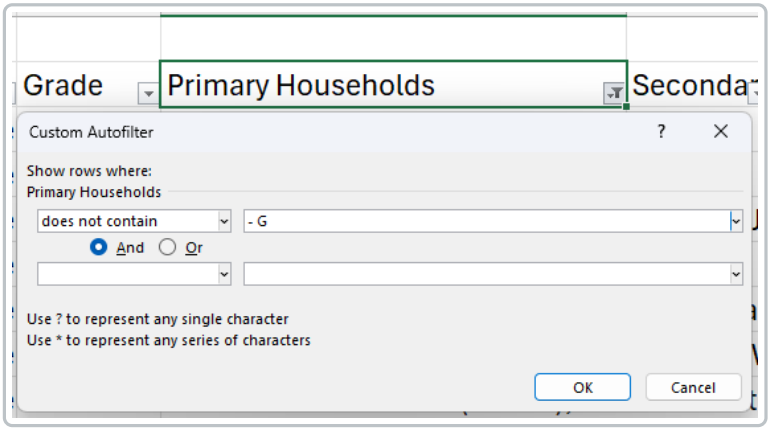
Using the Report to Identify Households for Census Clean-Up

Open the exported file in Excel. Before you begin the clean-up, filter Column C (Calendar) to the calendar and school you wish to clean up.

To Identify Households with No Guardians

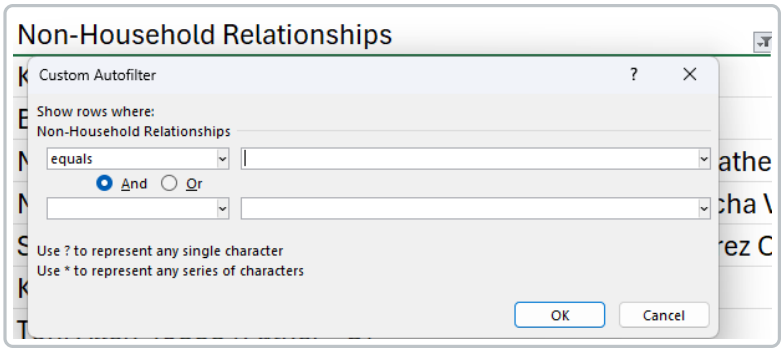
- Filter Column E (Primary Households) using a TEXT filter.

- Choose **Does not contain** and add "- G"



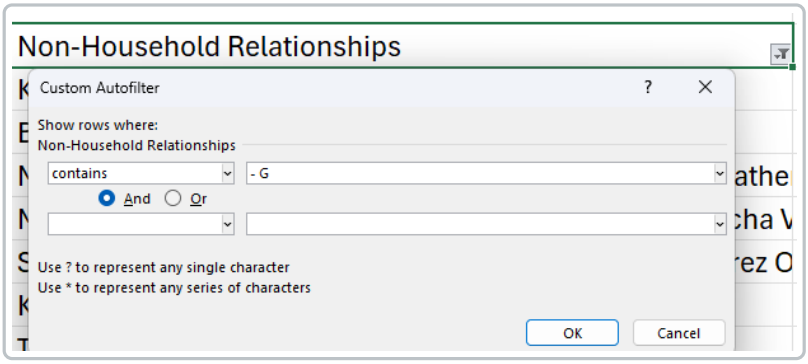
To Identify Students Without Non-Household Relationships

- Filter Column G (Non-Household Relationships) using a TEXT filter.
- Choose **Equals** and leave the field blank.



To Identify Students With Non-Household Guardians

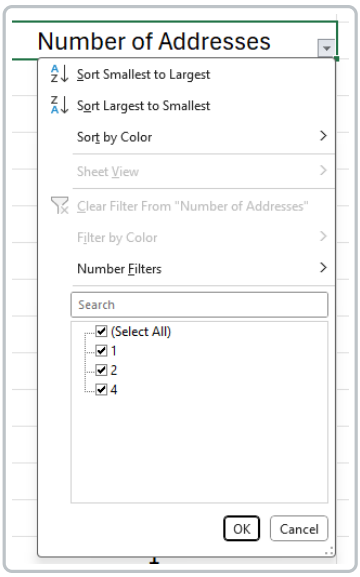
- Filter Column G (Non-Household Relationships) using a TEXT filter.
- Choose **Contains** and add "- G"



To Identify Students With More Than One Address

- Filter Column H (Number of Addresses) using a Number Filter.

- If the number of addresses > 2, these are students that likely have more than 1 address.
- If the number of addresses = 2, these may be students with a physical address and a P.O. Box, but these could also be duplicate addresses.
- If the number of addresses is NULL, these are students with no address.

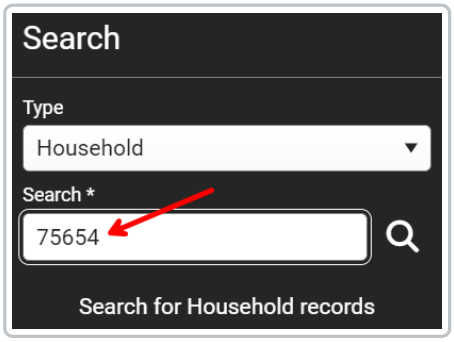


Correcting the Households in NCSIS

For households that need to be changed, use the **Household search**.

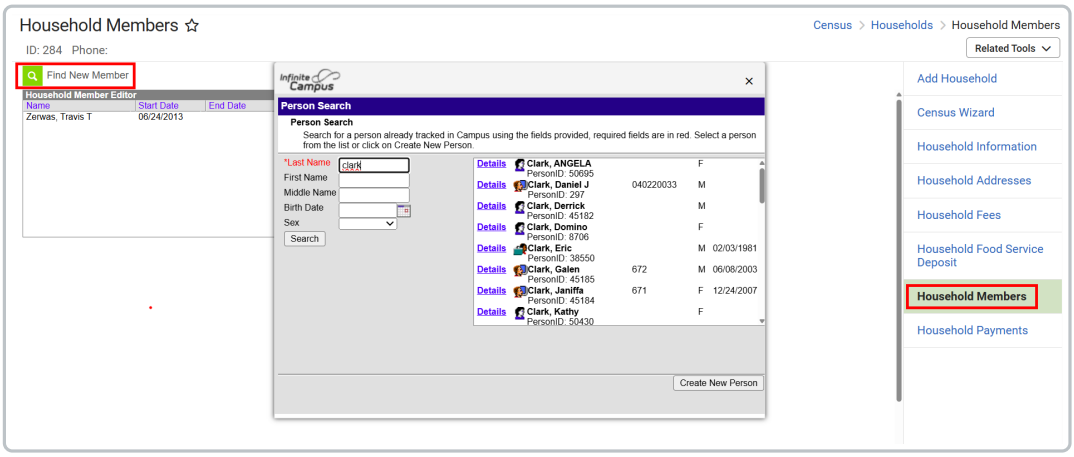
To Add a Member to the Household

- Copy the student number in the search field.

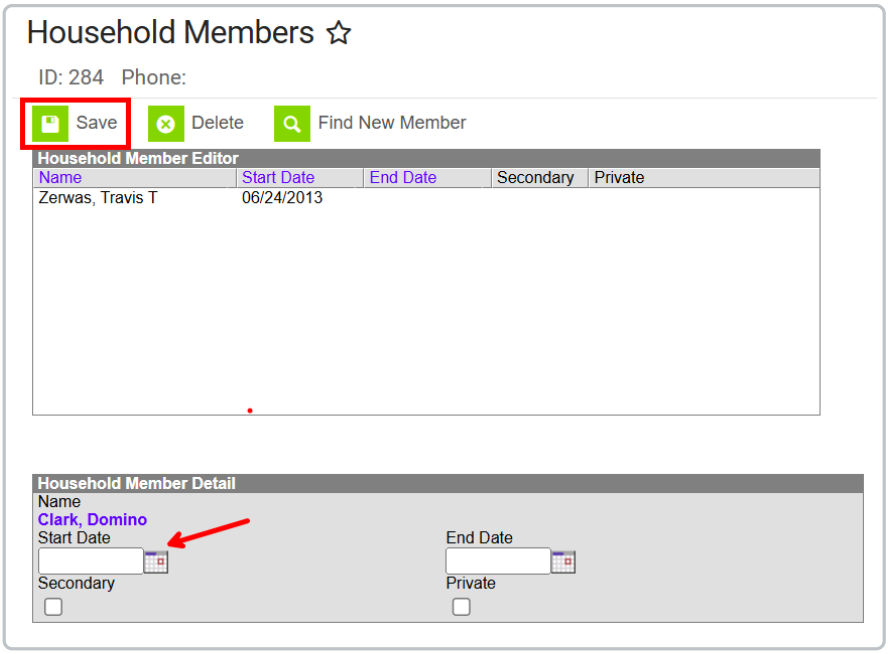


- Select the household by clicking on the **household name**.
- Choose Household **members** from the related tools

- Click **Find** a New Member
- Enter the information to search for the contact
- Click on the **contact name**.



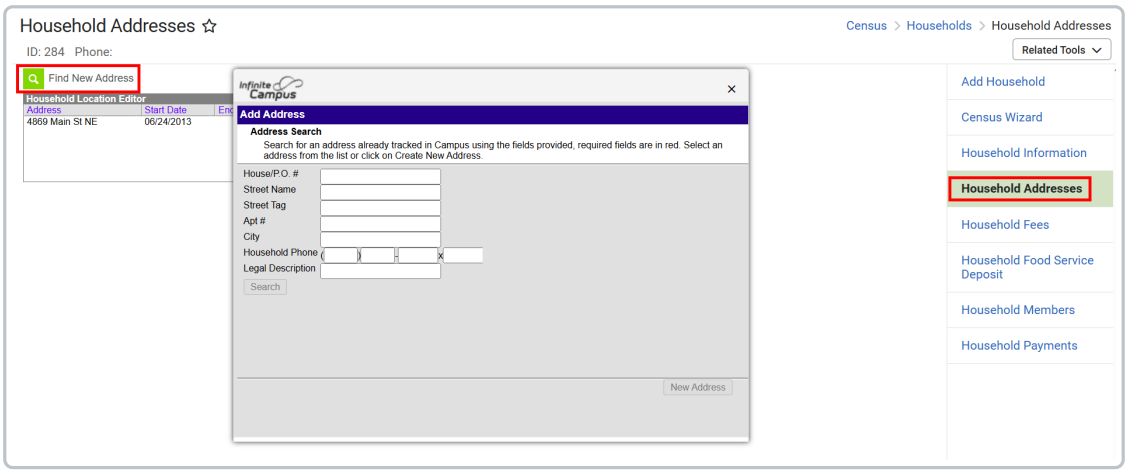
- Add a **Start Date**.
- Click **Save**.



Correct Addresses

- Choose **Household Addresses**.
- Choose **Find New Address**.

- **Search** for the address.
- Click on the **found address**.



- Add a **start date** and **check** the type of address.

