

Census Clean-Up

06/10/2025 6:34 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

| FRAM | > | | | | |
|----------------------------|-------------------------------------|------------------------------|------------------------|------------------------|--------------------|
| Grading & Standards | > Reporting | | | | |
| Health Office | > Ad Hoc Reporting | Civil Rights Data Collection | Data Certification | Data Validation 🗲 🗕 | NC State Reporting |
| | Batch Queue | (CRDC) | Certification Category | Stored Procedure Setup | NC CTE Extract |
| My Account | > Data Export | CRDC Setup | Event Certification | Validation Rules | NC PMR Extract |
| | Data Viewer | CRDC Generate Survey Results | Type Membership Setup | Validation Groups | |
| Reporting | > Filter Designer | CRDC Maintain Survey Results | | Data Validation Report | |
| Scheduling & Courses | > Letter Builder Letter Designer | CRDC Submission Flat File | | | |
| School & District Settings | > Pivot Designer | | | | |
| School Store | > | | | | |
| System Settings | > | | | | |
| User Management | > | | | | |

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

| Cleanup Instructions: | | | |
|---|--|---|--|
| From within Infinite Campus, it is recommended to sear screen, click on Household Members to search/add non mailing, portal, messenger. Tip: <i>The report includes the</i> p For households that have multiple addresses, click on H | h for a household and copy/paste the student number in household members into the student's household. This w ersonID of the contact so if multiple people exist with the pusehold Addresses to remove/disassociate the invalid a | the search box. From the Related Tools menu on the right side of the ill preserve the relationships and any of the checkboxes for guardian, same first and last name, use the personID to select the correct person. ddress(es). Invalid addresses can then be deleted from Infinite Campus. | |
| IMPORTANT! If changes to contacts/guardians are mad in the household. | e to a household for one student, this change will also aut | tomatically update the household makeup for the other students/siblings | |
| Report Data Source | | | |
| O Local Dataset ←─── ○ State Dataset | | | |
| Output Options | | - | |
| Report Processing | Format Type | | |
| 🔾 Generate Now 🔶 | ⊖ HTML | | |
| Submit to Batch Queue | O CSV ← | | |
| Batch Queue List | | - | |
| Start Date End Date | | | |
| MM/DD/YYYY | | | |
| Report Title | Queued Time 4 | Status | |
| | No records available. | | |
| | | 0 - 0 of 0 items | |
| Conserts | | | |

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"

| Grade Primary Households | 🛒 Seconda; |
|---|------------|
| Custom Autofilter | ? × |
| Show rows where: Primary Households | |
| does not contain 👻 - G | ↓ |
| ● <u>A</u> nd ○ <u>O</u> r | |
| Use ? to represent any single character |) |
| Use * to represent any series of characters | OK Cancel |

To Identify Students Without Non-Household Relationships

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

| Ν | Non-Household Relationships | | | -7 |
|---|---|-----|-----|-------|
| k | Custom Autofilter | ? | × | |
| E | Show rows where: Non-Household Relationships | | | |
| Ν | equals v | | ~ | athe |
| Ν | ● And ○ Qr | | ~ | :ha \ |
| S | Use ? to represent any single character | | | rez C |
| k | Use * to represent any series of characters | | | |
| T | ОК | Can | cel | |

To Identify Students With Non-Household Guardians

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

| Non-Household Relationships | T |
|---|-----------|
| K Custom Autofilter | ? × |
| E Show rows where: Non-Household Relationships | |
| Contains - G | 🔄 🚽 athe |
| | - sha V |
| S Use ? to represent any single character | rez O |
| K T | OK Cancel |

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.

| Nur | nber of Addresses | Ŧ |
|-----|---|--------|
| ₽↓ | Sort Smallest to Largest | |
| Z↓ | Sort Largest to Smallest | |
| | Sor <u>t</u> by Color | > |
| | Sheet <u>V</u> iew | > |
| ۲۲ | Clear Filter From "Number of Addresses" | |
| | Filter by Color | > |
| | Number <u>F</u> ilters | > |
| Í | Search | ٦ |
| | ⊘ (Select All) ⊘ 1 ⊘ 2 ⊘ 4 | |
| | OK Cance | : : |

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.

| Search | |
|------------------------------|--|
| Туре | |
| Household 🔻 | |
| Search * | |
| 75654 🖌 🔍 Q | |
| Search for Household records | |

- 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**.

| Household Members ☆ | | | Census | > Households > Household Members |
|---|---|---|------------------------------|-----------------------------------|
| ID: 284 Phone: | | | | Related Tools 🗸 |
| C Find New Member | Infinite Concentration Campus | | × | Add Household |
| Name Start Date End Date Zerwas, Travis T 06/24/2013 | Person Search Person Search Search for a person already tracked in Campus us from the list or citck on Create New Person. | ng the fields provided, required fields are in red | d. Select a person | Census Wizard |
| | *Last Name Clark Details First Name Details Details Middle Name Details Details | Clark, ANGELA PersonID: 50695 Clark, Daniel J PersonID: 297 | F A | Household Addresses |
| | Birth Date Sex Search Search | Clark, Derrick PersonID: 45182 Clark, Domino PersonID: 8706 | F | Household Fees |
| | Detail: | Clark, Eric PersonID: 38550 Clark, Galen 672 PersonID: 45185 | M 02/03/1981 M 06/08/2003 | Household Food Service Deposit |
| • | Detail: Detail: | | F 12/24/2007 F | Household Members |
| | | | | Household Payments |
| | | | reate New Person | |
| | | | | |

- Add a Start Date.
- Click Save.

| Household N | lembers 🖒 | 7 | | | |
|--|-----------------------------------|--------------|-----------|---------|--|
| ID: 284 Phone: | | | | | |
| 🕒 Save 😣 D | elete Q Fin | d New Member | | | |
| Household Member E Name Zerwas, Travis T | ditor Start Date 06/24/2013 | End Date | Secondary | Private | |
| Household Member D Name Clark, Domino Start Date Secondary | etail | End | Date | | |

Correct Addresses

- Choose Household Addresses.
- Choose Find New Address.

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

| Household Addresses ☆ | | Census > Households > Household Addresse |
|---|---|--|
| ID: 284 Phone: | | Related Tools 🗸 |
| Find New Address Household Location Editor | Infinite X | Add Household |
| Address Start Date En 4869 Main St NE 06/24/2013 | Add Address Address Search Search for an address already tracked in Campus using the fields provided, required fields are in red. Select an | Census Wizard |
| | Bodules Itali ne is of Cick of Clean rew Address. FoloseP C # Street Name Street Name CRev | Household Addresses Household Fees |
| | Legal Description | Household Food Service Deposit |
| | | Household Members Household Payments |
| | New Address | |

• Add a start date and check the type of address.

| Household Ad | dresses 1 | ☆ | | | | |
|---|----------------------------------|---------------|--------------|-------------------|----------|--|
| ID: 284 Phone: | | | | | | |
| 🕒 Save 😣 Del | ete Q Find | d New Address | | | | |
| Household Location Edi Address 4869 Main St NE | itor Start Date 06/24/2013 | End Date | Mailing X | Secondary Private | Physical | |
| Household Location Det Address 123 Main *Start Date Mailing | tail Secondary | | End Priv | Date ate | Physical | |