

Census Clean-Up

08/21/2024 10:35 am EDT

[Opening the Report](#) | [Report Settings](#) | [Household Filters](#) | [Correcting Household Members](#) | [Correcting Household Addresses](#)

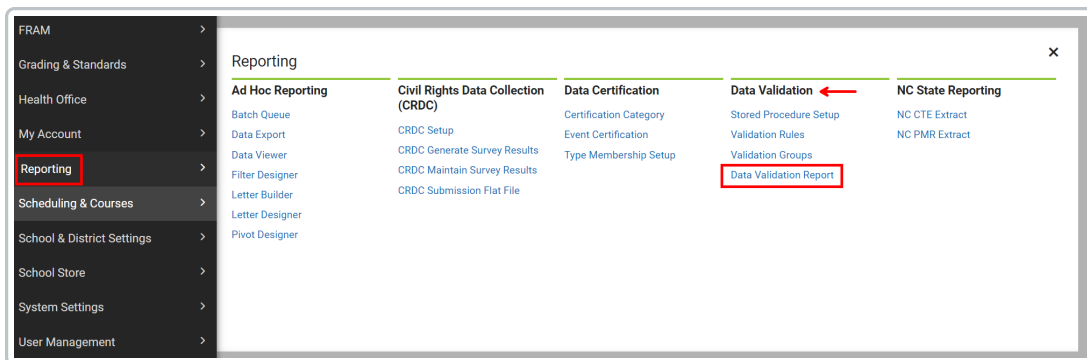
This article will assist users with cleaning up their Census Data.

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

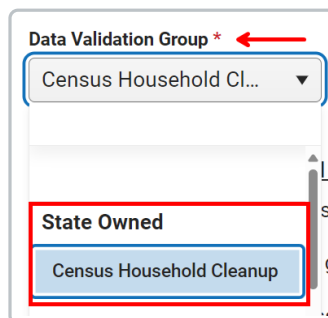
To Open the Report

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 **Format Type**
 - 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**

Data Validation Report ☆ Reporting > Data Validation > Data Validation Report

Cleanup Instructions:
 From within Infinite Campus, it is recommended to search for a household and copy/paste the student number in the search box. From the Related Tools menu on the right side of the screen, click on Household Members to search/add non-household members into the student's household. This will preserve the relationships and any of the checkboxes for guardian, mailing, portal, messenger. **Tip:** The report includes the personID of the contact so if multiple people exist with the same first and last name, use the personID to select the correct person. For households that have multiple addresses, click on Household Addresses to remove/disassociate the invalid address(es). Invalid addresses can then be deleted from Infinite Campus.

IMPORTANT! If changes to contacts/guardians are made to a household for one student, this change will also automatically update the household makeup for the other students/siblings in the household.

Report Data Source
 Local Dataset ←
 State Dataset

Output Options

Report Processing
 Generate Now ←
 Submit to Batch Queue

Format Type
 HTML
 CSV ←

Batch Queue List

Start Date: MM/DD/YYYY End Date: MM/DD/YYYY

Report Title	Queued Time ↓	Status
No records available.		

0 - 0 of 0 items

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"

Grade: Primary Households

Custom Autofilter

Show rows where:
 Primary Households

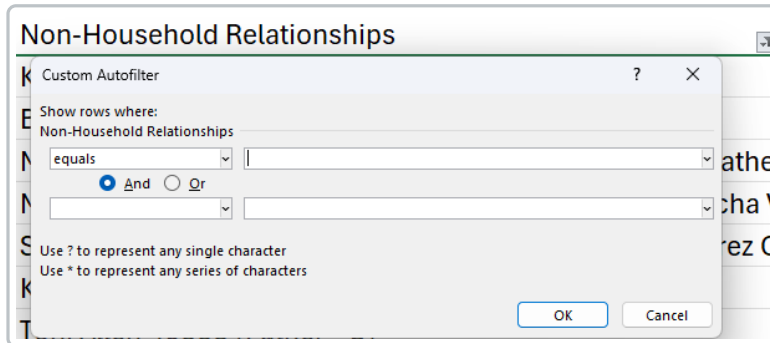
does not contain - G

And Or

Use ? to represent any single character
 Use * to represent any series of characters

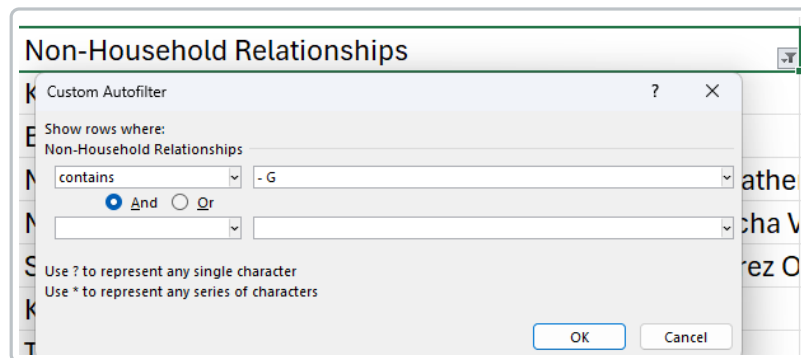
To Identify Students Without Non-Household Relationships

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



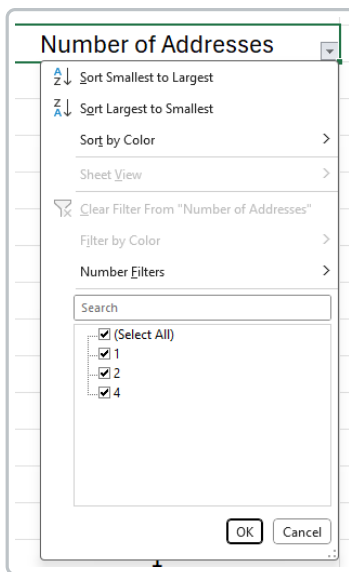
To Identify Students With Non-Household Guardians

- 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.

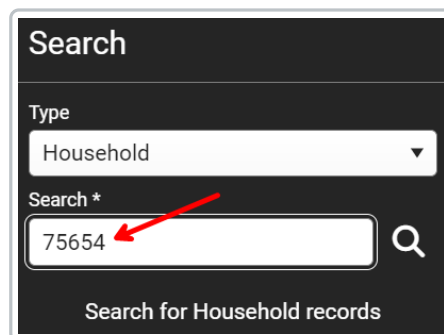


Correcting the Households in NCSIS

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**.

Household Members ☆ Census > Households > Household Members

ID: 284 Phone: Related Tools ▾

Find New Member

Name	Start Date	End Date
Zerwas, Travis T	06/24/2013	

Person Search

Search for a person already tracked in Campus using the fields provided, required fields are in red. Select a person from the list or click on Create New Person.

*Last Name

First Name

Middle Name

Birth Date

Sex

Details	Name	PersonID	Gender
<input type="button" value="Details"/>	Clark, ANGELA	50895	F
<input type="button" value="Details"/>	Clark, Daniel J	040220033	M
<input type="button" value="Details"/>	Clark, Derrick	45182	M
<input type="button" value="Details"/>	Clark, Domino	9706	F
<input type="button" value="Details"/>	Clark, Eric	38550	M
<input type="button" value="Details"/>	Clark, Galen	672	M
<input type="button" value="Details"/>	Clark, Janitta	45184	F
<input type="button" value="Details"/>	Clark, Kathy	50430	F

Add Household

Census Wizard

Household Information

Household Addresses

Household Fees

Household Food Service Deposit

Household Members

Household Payments

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

Household Members ☆

ID: 284 Phone:

Name	Start Date	End Date	Secondary	Private
Zerwas, Travis T	06/24/2013			

Household Member Detail

Name
Clark, Domino

Start Date

Secondary

End Date

Private

To Correct Addresses

- Choose **Household Addresses**.
- Choose **Find New Address**.
- **Search** for the address.
- Click on the **found address**.

Household Addresses ☆ Census > Households > Household Addresses

ID: 284 Phone: Related Tools ▾

Find New Address

Address	Start Date
4869 Main St NE	06/24/2013

Add Address

Search for an address already tracked in Campus using the fields provided, required fields are in red. Select an address from the list or click on Create New Address.

HouseP.O. # _____

Street Name _____

Street Tag _____

Apt # _____

City _____

Household Phone () - - - - -

Legal Description _____

Search

New Address

Add Household

Census Wizard

Household Information

Household Addresses

Household Fees

Household Food Service Deposit

Household Members

Household Payments

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

Household Addresses ☆

ID: 284 Phone:

Save **Delete** **Find New Address**

Address	Start Date	End Date	Mailing	Secondary	Private	Physical
4869 Main St NE	06/24/2013		X			

Household Location Detail

Address
123 Main

*Start Date → _____

End Date _____

Mailing Secondary Private Physical