

NCSIS
STUDENT INFORMATION SYSTEM



North Carolina Department of
PUBLIC INSTRUCTION

*Infinite
Campus*

Deceased Person Information

08/28/2025 8:48 am EDT

Recommended Steps for Managing Records of Deceased Persons

The following steps outline recommended practices for updating records in NCSIS based on a person's status. All records will need the demographic information, relationships, and household memberships updated. Person records that are also student or staff types, will need other steps completed.



While PSUs have discretion in managing these records, NCDPI advises against deleting any records to preserve data integrity.

All Person Records

Update Demographic Information

Navigation: *Census > People > Demographics*

- Add a **comment** in the person information section of the demographics tool.

Person Information

PersonID: 53422

Last Name: Buckram First Name: amy Middle Name: Suffix:

Sex: M Male

Birth Date (Age: 35): 08/28/1989

Race/Ethnicity (Edit):
State Race/Ethnicity: 0 Black or African American
Federal Designation: 4 Black or African American
Race(s): Black or African American
Hispanic/Latino: N No
Tribal Enrollment:
Race/Ethnicity Determination:

Birth Country: Select a Value

Date Entered US: Date Entered US School: Immigrant Record:
Date Entered State School: Birth Verification:

Multiple Birth:
Verified Home Primary Language:
eng English X
Primary Home Language:
eng English X
Language First Acquired:
eng English X
Language Most Spoken:
eng English X

Comments:

- **Uncheck** all checkboxes in the personal contact information section of the demographics tool.

Personal Contact Information		Messenger Preferences Contact Reasons								
Contact Information	Private	Delivery Device	Emergency	Attendance	Behavior Messenger	General	Food Service	Priority	Teacher	
Email: <input type="text"/>	<input type="checkbox"/>	Email	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Secondary Email: <input type="text"/>	<input type="checkbox"/>	Email	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Cell Phone: <input type="text"/>	<input type="checkbox"/>	Voice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="text"/>	<input type="checkbox"/>	Text	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

- Click **Save**.

Update Relationships

Navigation: *Census > People > Relationships*

- Add an **end date** to any relationships.
- **Uncheck** all checkboxes associated with any relationship.
- Click **Save**.

Relationships within the **Primary Household Relationships									
Name	Gender	Relationship	Start Date	End Date	Emergency Priority	Guardian	Mailing	Portal	Messenger Private
Flinstone, Wilma F		Mother	08/28/2023	10/1/2024	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Smith, Johnny M		Step-Father	04/24/2024	10/1/2024		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Relationships within the **Secondary Household Relationships									
Name	Gender	Relationship	Start Date	End Date	Emergency Priority	Guardian	Mailing	Portal	Messenger Private
Flinstone, Fred M		Father	08/28/2023	10/1/2024	2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Non-Household Relationships									
Name	Gender	Relationship	Start Date	End Date	Emergency Priority	Guardian	Mailing	Portal	Messenger Private
McFly, George M		Uncle	04/16/2024	10/1/2024	3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Update Household Memberships

Navigation: *Census > People > Membership in Households*

- Click **Edit** next to the household name.
- Add an **End Date** for the membership.
- Click **Save**.

Save Delete

New Household Membership

Household Membership

Household Name

Start Date

08/28/2023

End Date

10/1/2024

Secondary

☐

Private

☐

Student Records

Follow the steps in the [All Person Record](#) to update information for the student. Follow the steps in the [Student End Enrollment Checklist](#) (<https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/student-end-enrollment-checklist>) to save reports as needed. A student current enrollment must be ended with the correct Local End Status.

Navigation: Student Information > General > Enrollments

- Click on the **current enrollment**.
- Enter an **End Date**.
- Enter a **Local End Status of W3: Death**.
- Enter a **comment**. (Optional).
- Click **Save**.

Staff Records

Follow the steps in the [All Person Record](#) to update information for the staff member. If the staff member is connected to course sections, the role in the section should be ended in Section Staff History. Staff records must have the district and employment assignment ended.

Update District Assignment

Navigation: Census > Staff > District Assignment

- Click on the **current district assignment**.

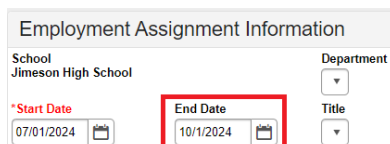


Assignments

Jameson High School

07/01/2024

- Enter an **End Date** for the employment assignment



Employment Assignment Information

School: Jameson High School

Department: [dropdown]

Title: [dropdown]

*Start Date: 07/01/2024

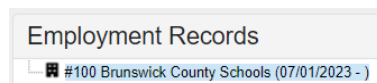
End Date: 10/1/2024

- Click **Save**.

Update District Employment

Navigation: Census > Staff > District Employment

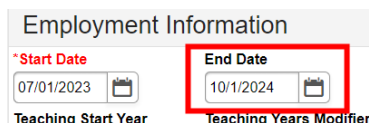
- Click on the **current employment** record.



Employment Records

#100 Brunswick County Schools (07/01/2023 -)

- Enter an **End Date** for the district employment.



Employment Information

*Start Date: 07/01/2023

End Date: 10/1/2024

Teaching Start Year: [dropdown]

Teaching Years Modifier: [dropdown]

- Click **Save**.

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