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.

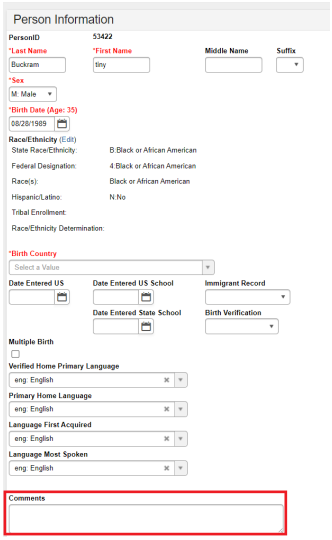
While PSUs have discretion in managing these records, NCDPI advises against deleting any records to preserve data integrity.

All Person Records

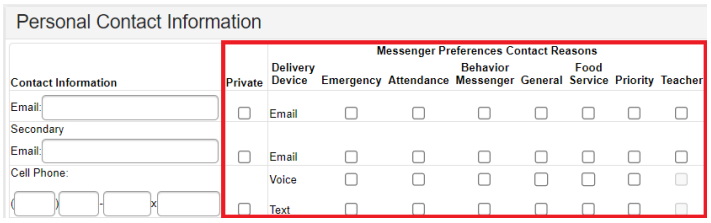
Update Demographic Information

Navigation: Census > People > Demographics

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



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

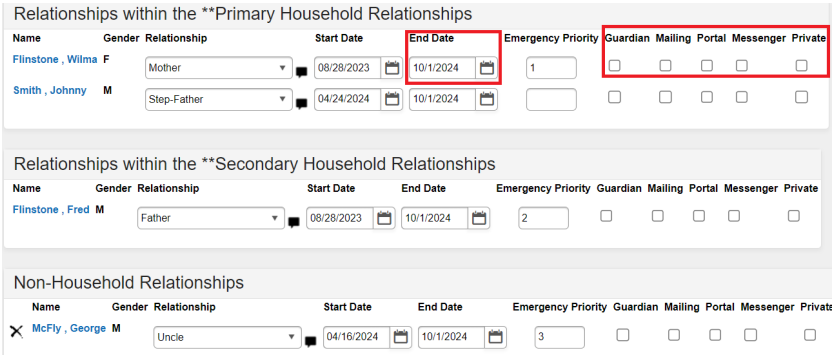


- Click **Save**.

Update Relationships

Navigation: Census > People > Relationships

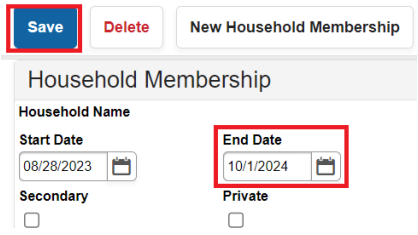
- Add an **end date** to any relationships.
- **Uncheck** all checkboxes associated with any relationship.
- Click **Save**.



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**.



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**.

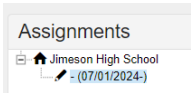
Staff Records

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.

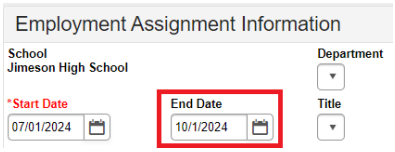
Update District Assignment

Navigation: Census > Staff > District Assignment

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



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



- Click **Save**.

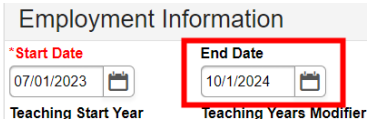
Update District Employment

Navigation: Census > Staff > District Employment

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



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


Employment Information
*Start Date
07/01/2023
End Date
10/1/2024
Teaching Start Year
Teaching Years Modifier

- Click **Save**.