

# Deceased Person Information

11/01/2024 7:33 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:  \*First Name:  Middle Name:  Suffix:

\*Sex:

\*Birth Date (Age: 35):

Race/Ethnicity (F, O):   
 State Race/Ethnicity:   
 Federal Designation:   
 Race(s):   
 Hispanic/Latino:   
 Tribal Enrollment:

Race/Ethnicity Determination:

\*Birth Country:

Date Entered US:  Date Entered US School:  Immigrant Record:

Date Entered State School:  Birth Verification:

Multiple Birth:

Verified Home Primary Language:

Primary Home Language:

Language First Acquired:

Language Most Spoken:

Comments:

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

Personal Contact Information

Contact Information	Private	Delivery Device	Emergency	Attendance	Messenger	Behavior	General	Food Service	Priority	Teacher
Email:	<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"/>	<input type="checkbox"/>
Secondary Email:	<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"/>	<input type="checkbox"/>
Cell Phone:	<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="checkbox"/>
	<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"/>	<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"/>	<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"/>	<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"/>	<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"/>	<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**.

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](#) 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**.

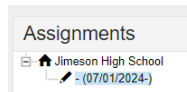
## Staff Records

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

Employment Assignment Information

School Jameson High School	Department ▼
*Start Date 07/01/2024	End Date 10/1/2024
	Title ▼

- 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**.