

# Conversion: Student to Staff Merges

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In order to use the Student Locator tool, you must have been granted access. Please review the article [State Student Locator | NC Department of Public Instruction](#) if you do not have access to the Student Locator Tool.

The UID Reconciliation: Student to Staff report will be used to identify previous students in a PSU that are now staff members in the same PSU for both Phase I and Phase II schools. For Phase II schools, this input will be used to make sure that each person has only one record through conversion. For Phase I schools, completing this process will request that the two records should be combined in Infinite Campus to prevent syncing issues with the State Edition.



*For Phase I districts, any requests to combine made through this tool will be collected and then submitted as a batch. Expect a delay from the time of submission to when the records are combined.  
For Phase II districts, this submission will only impact conversion for your production site.*

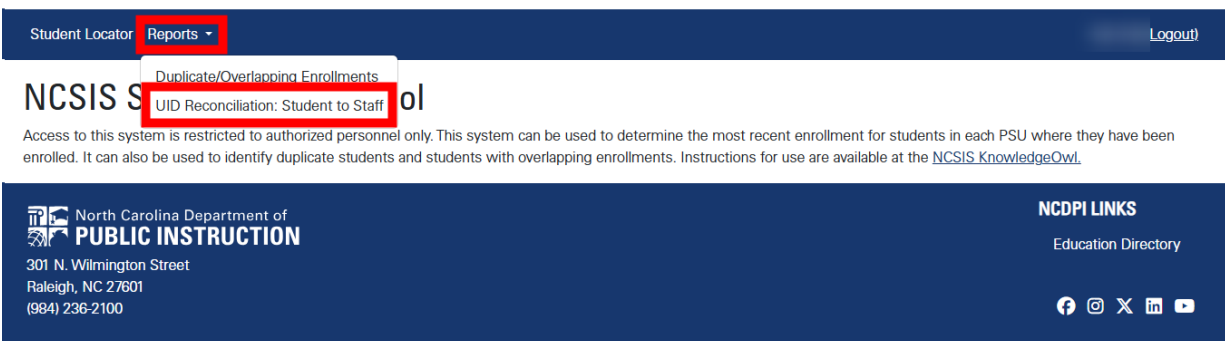
## UID Reconciliation: Student to Staff

Use this tool to indicate whether the student record and the staff record represent the same person. For each record there is a dropdown field in the **Merge?** column that needs to be completed. The options are No or Yes. Each field is blank until a value is chosen.

**Navigation:** <https://locator.ncsis.gov>



Student Locator  
North Carolina Department of Public Instruction



Student Locator **Reports** Logout!

**NCSIS Student Locator**

- Duplicate/Overlapping Enrollments
- UID Reconciliation: Student to Staff**

Access to this system is restricted to authorized personnel only. This system can be used to determine the most recent enrollment for students in each PSU where they have been enrolled. It can also be used to identify duplicate students and students with overlapping enrollments. Instructions for use are available at the [NCSIS KnowledgeOwl](#).

North Carolina Department of  
**PUBLIC INSTRUCTION**  
301 N. Wilmington Street  
Raleigh, NC 27601  
(984) 236-2100

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1. Click on **Reports**, then **UID Reconciliation: Student to Staff**.
2. If access to more than one PSU has been requested and approved, use the **Select PSU** dropdown.

- Students and previous students that have possible matches to a staff member will be listed, with a line for each possible student/staff duplicate.

Student Locator Reports (Logout)

### UID Reconciliation: Identify Student to Staff Merges

Select PSU: 123: PSU Name

Merge?	Student Information					Staff Information				
	UID	Last Name	First Name	Date of Birth	Sex	UID	Last Name	First Name	Date of Birth	Sex
<input type="checkbox"/>		Jones	Sally	1998-06-01	F		Jones	Sally	1998-06-01	F
<input type="checkbox"/>		Smith	Brittney	1998-05-14	F		Howard	Brittney	1998-05-14	F
<input type="checkbox"/>		Johnson	George	1995-09-23	F		Johnson	George	1995-09-23	F
<input type="checkbox"/>		Brown	Gary	1996-01-01	F		Brown	Gary	1996-01-01	F
<input type="checkbox"/>		Gray	Mary	2001-09-05	M		Green	Mary	2001-09-05	M
<input type="checkbox"/>		Blue	John	2004-05-09	F		Blue	John	2004-05-09	F

[Save Changes](#)

- Review the information and choose **No** or **Yes** in the **Merge?** column. Choose **No** if the two records do not represent the same person and **Yes** if they do represent the same person.

**Merge?**