


Administrative EOY

04/07/2025 7:33 am EDT

Staff Records

Census > Staff > District Employment/District Assignments

- Add an **end date** to staff [District Employment](#) record for staff who have left the PSU.



District Employment ☆

Bates, Amanda

Staff #:

1884

DOB:

10/19/1988

Save

Delete

New

Employment Records

#19B Infinite Campus (01/01/1901 -)

Employment Information

*Start Date

01/01/1901

📅

End Date

📅

Teaching Start Year

📅

Teaching Years Modifier

0

License Number

FTE Percent (whole number 0-100)

0

Seniority

Education

- Add an **end date** to staff [District Assignment](#) for staff who have left the school.

District Assignments ☆

Bates, Amanda Staff #: 1884 DOB: 10/19/1988

[Save](#) [Delete](#) [New](#)

Assignments

Adams School
 (@10/19/1988)

Employment Assignment Information

School: Adams School Department:

*Start Date: End Date:

Type: FTE of Assignment: Assignment Code:

Amplify Role: K-3 TS Admin Role:

SchoolNet Role: SchoolNet Additional Roles:

1 Teacher

Teacher ☒ Special Ed ☐ Program ☐ Behavior Admin ☐ Health ☐ Behavior Response Approver ☐ Response to Intervention ☐

Advisor ☐ Supervisor ☐ Counselor ☐ Foodservice ☐ Exclude Behavior Referral ☐ Self Service Approver ☐ FRAM Processor ☐

Activity Staff ☐ Activity Preapproval ☐

Primary District Assignment ☐

Supervisors

External LMS Exclude ☐

Exclude ☐

- End access to Campus for staff leaving the school and/or PSU.
- Add/update district assignments for staff that are moving schools.
- Follow your PSU procedures for adding any new staff in NCSIS.

Access Management

Disable User Accounts

User Management > User Account Administration > User Account Batch Wizard

- Disable access to Campus for staff, students, and/or parents during the summer months (if applicable).
- This can be performed with the [User Account Batch Wizard | Infinite Campus](#).

User Account Batch Wizard ☆

User Management > User Account Administration > User Account Batch Wizard

User Account Batch Wizard

This tool can be used to batch create, enable or disable student and staff accounts, or flag them for password change. Also, to batch add or remove one or more user groups from staff accounts. Select school(s) or search for specific student(s)/staff for batch update.

1. Account Type: **Students**

2. Change Type: **Disable Account**

3. Additional Account Information

☒ Disable user accounts for all active students in the selected calendar(s)

25-26 Homeless
25-26 Jefferson Middle School
25-26 LEP
25-26 Madison Elementary School
25-26 Monroe High School
25-26 Vtison School
24-25 Arthur High School
24-25 Coolidge School
24-25 Harrison High School
24-25 Homeless
24-25 LEP
24-25 Madison Elementary
24-25 Migrant
24-25 Monroe High School
24-25 More at Four
24-25 NCDPI

*Ctrl-click or Shift-click to select multiple

☐ Disable user accounts for all selected students

Preview Changes **Save Changes**

Update Portal Access

- Portal access can remain available for parents, however, be mindful that options set in the template selected are accessible to parents and students.
- A new Portal template can be created so parents and students can see only what the PSU desires. (i.e. annual updates in OLR, no schedules, previous year information)
- [Portal Display Options | Infinite Campus](#)

Portal Display Options ☆

Display Options determine what tools and data appear in the Campus Student and Campus Parent Portals. Display Options are set by Calendar/Structure using a Display Options Template created by the school. Each Calendar/Structure can be assigned to only one template. Select a Template to modify it or click New Template to create a new one. Select a Calendar/Structure to assign to a template and enable the calendar and terms. [Read More](#)

Filter Calendars by School Year ⓘ

All Previous Year Active Year Future Year

Filter Calendars by Status

All Enabled Disabled

DISPLAY OPTIONS TEMPLATE	CALENDAR (STRUCTURE)	STATUS	ENABLED TERMS
High School Template	24-25 Monroe High School	ENABLED	Q1, Q2, Q3, Q4
Summer	25-26 Monroe High School ⓘ	ENABLED	Q1, Q2, Q3, Q4
High School Future Year Scheduling			

Record Retention

Grading & Standards > Reports > Cumulative Labels

- Print cumulative labels for student files (if applicable).
- The [Cumulative Labels Report](#) only prints student transcript information that also includes credits.

Cumulative Labels

A Cumulative Label is a large size mailing label that has an entire year's transcript printed on it. The labels can be attached to the student's file folder as a way of displaying a hard copy. Currently these labels only print transcript entries that have credits listed under Credit Groups. Standard Groups do NOT currently display. This is a very complex report, so please try to limit the number of students included in each batch. Use form AW-9130 for the best results.

Which students would you like to include in the report?

☒ Grade ☐ Add New Filter

TK
KG
1

How would you like the report sorted?

☒ Student Name ☐ Grade ☐ Student Number

GPA Calculation ☐ Cumulative GPA

Report Format ☐ PDF

Generate Report

- More information on what is required in a cumulative record can be found here: [Local Public School Units | NC Archives](#)

Locker Assignments (if applicable)

- End locker assignments for the current school year using the [Locker Batch End Wizard](#).

Locker Batch End Wizard ☆

Locker Batch End Wizard

This wizard allows you to batch end or delete locker assignments based on a number of criteria including: Locker Type, Locker Grade Level, Student Grade Level, and Locker Location. You may select any combination of options. Any locker assignments meeting the selected criteria that are active on the effective date entered will be ended or deleted.

Locker Type (Leaving this blank will include all locker types)

Locker Grade Levels
☒ TK
☒ KG
☒ 1
☒ 2
☒ 3
☒ 4
☒ Lockers without a grade level specification

Student Grade Levels
☒ TK
☒ KG
☒ 1
☒ 2
☒ 3
☒ 4

Locker Location
☒ 1st floor, gym side
☒ 2nd floor, gym side
☒ 2nd floor, HS
☒ 2nd floor, middle
☒ 2nd floor, ms wing
☒ 2nd floor, ms wing top locker
☒ Broken

Mid Year Filter

End Date

Locker Effective Date

Generate Existing End Dates ☐

End Locker Assignments Delete Locker Assignments