

# **Census Verification**

06/19/2025 9:22 am EDT

# **Verify Census Information**

#### Navigation: Census > Reports > Census Verification Report

Census data should be verified continuously for accuracy. When verifying census data, check the following:

- · Students are in a household with the correct contacts/siblings
- Students should have only one primary household. All other households should be secondary.
- · Each household has an address (or addresses) marked as physical and mailing
- Relationships are correct.
- Guardian is correctly marked
- · At least one person in the household has mailing checked
- Emergency priority is set.

#### **Census Verification Report**

This report will batch print student census data. Page breaks are inserted between students. This report can be used to verify data at the school or to hand out for parents/guardians to verify data.

- Navigate to: Census > Reports > Census Verification Report
- It is best to run this report in small batches because of the complexity of the report.

#### **Census Data Validation**

This validation report can be used to identify issues with the census data related to each student.

- Navigate to: Reporting > Data Validation > Data Validation Report
- See Census Clean-up (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/census-clean-up) for directions on how to run and use this validation report.

## **Verify Staff Information**

## **End Date Staff**

Staff that is no longer at your school should have an end date on the District Assignment record.

- To see staff start dates and end dates navigate to: Census > Reports > Staff Report.
- Check Active to only see active staff at your school.

| ff Report           |  |                                 |
|---------------------|--|---------------------------------|
| Find all staff ente | ed in Campus Census. Select the active checkbox to display | v staff members currently activ |
| What staff n        | embers would you like to display?                          |                                 |
| District            | 0  |                                 |
| School              |  |                                 |
| Select if you       | would like only active staff members.                      |                                 |
|                     | Active   |                                 |

| Grant School        |              |     | s           | taff Meml           | oer List           |               |                   |            | Genera | ited: 06/04/20 | Page 1 of<br>25 11:07:38 A |
|---------------------|--------------|-----|-------------|---------------------|--------------------|---------------|-------------------|------------|--------|----------------|----------------------------|
|                     |              |     |             |                     |                    |               |                   |            |        |                |                            |
| Name                | Staff Number | SSN | License Num | Dist. Start<br>Date | Sch. Start<br>Date | Sch. End Date | Years<br>Teaching | Title      | Assign | Seniority      | Edu.<br>Level              |
| Boomhower, Chassidy | 45794        |     |             | 01/01/1901          | 08/01/2024         |               | 124.5             |            | Yes    |                |                            |
| Daugherty, Shala    | 46706        |     |             | 07/01/2024          | 10/01/2024         |               |                   |            | No     |                |                            |
| Gonzales, Deborah   | 45834        |     |             | 01/01/1901          | 08/01/2024         |               | 124.5             |            | Yes    |                |                            |
| Huffman, Lori       |              |     |             | 08/01/2024          | 08/01/2024         |               |                   |            | No     |                |                            |
| Junious, Vanessa    | 46387        |     |             | 01/01/1901          | 08/26/2024         |               |                   |            | No     |                |                            |
| McGowen, Sharresa   | 46397        |     |             | 01/01/1901          | 08/01/2024         |               | 124.5             |            | Yes    |                |                            |
|                     |              |     |             |                     |                    |               |                   | Elementary |        |                |                            |
|                     |              |     |             |                     |                    |               |                   | Literacy   |        |                |                            |
| McGowen, Snarresa   | 46397        |     |             | 01/01/1901          | 08/01/2024         |               |                   | Specialist | NO     |                |                            |
| Raum, Mary          | 45855        |     |             | 01/01/1901          | 10/01/2024         |               |                   |            | NO     |                |                            |
| Sneiton, Jennifer   | 46395        |     |             | 01/01/1901          | 07/01/2024         |               |                   |            | NO     |                |                            |
| Inpolone, Hubert    | 45973        |     |             | 01/01/1901          | 09/01/2024         |               | 1015              |            | NO     |                |                            |
| woodruit, Joei      | 46439        |     |             | 01/01/1901          | 08/01/2024         |               | 124.5             |            | Tes    |                |                            |

- To end date staff that is no longer at your school, navigate to Census > Staff > District Assignments.
- Click on the Assignment Record and add an end date.



• See District Assignments | Infinite Campus (https://kb.infinitecampus.com/help/district-assignments) article for information ending staff assignments.

## **Add New Staff**

New staff should have a New District Assignment added for the appropriate school.

- To add a new staff assignment, navigate to Census > Staff > District Assignments.
- Click New
- Complete the information

# **Update Staff Information**

### Navigation: Census > Staff > District Assignments

- Navigate to Census > Staff > District Assignments.
- Update setting and assign Roles as needed.

| Save Delete New  Employment Assignment Information School Grant School ' ' Start Date Bend Date File File File File File File File Fil  | •              |
|--|----------------|
| Save Delete New  Employment Assignment Information School Grant School V  Sc | ×              |
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| Employment Assignment Information School Grant School Scho | •              |
| Employment Assignment Information         School         School         Start Date         End Date         Title         000/12024         FTE of Assignment Code         w         Implify Role         RTA-T: RTA Teacher         SchoolNet Role         1: Teacher         SchoolNet Role         1: Teacher         SchoolNet Role         1: Teacher         SchoolNet Role         1: Teacher         Course of Teacher and Section Level Data         w 5. Access to Teacher and Section Level Data         W 5. Access to Teacher Lesson Planner         Teacher         Courselor         Advisor       Supervisor         Counselor       Exclude Behavior         Advisor       Supervisor         Counselor       Exclude Behavior         Counselor       Self Service Approver         Activity       Counselor   | Ŧ              |
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| Start Date End Date File of Assignment Assignment Code  Title  Ti | Y              |
| Start Date     End Date     Title       D801/2024     Image: Start Date     Image: Start Date     Image: Start Date       ype     FTE of Assignment     Assignment Code     Image: Start Date       Image: Image: Start Date     FTE of Assignment     Assignment Code       Image: Image: Start Date     K.3 TS Admin Role       RTA-T: RTA Teacher     Image: Start Date       Inchoining Comparison     SchoolNet Additional Roles       11: Teacher     Image: Start Date       Image: Start Date     SchoolNet Additional Roles       I: Teacher     Image: Start Date       I: Teacher     SchoolNet Additional Roles       I: Teacher     Image: Start Date       I: Teacher     SchoolNet Additional Roles       I: Teacher     SchoolNet Additional Roles       I: Teacher     Image: SchoolNet Additional Role       I: Teacher     SchoolNet Additional Roles       I: Teacher     SchoolNet Additional Role       I: Teacher     SchoolNet Role       I: Teacher     SchoolNet Role       I: Teacher     SchoolNet Role       I: Teacher     SchoolNet Role <td>¥</td>   | ¥              |
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| Teacher Special Ed Program Behavior Health Behavior Response<br>Admin Admin Admin Approver<br>Counselor Foodservice Exclude Behavior Self Service Approver<br>Referral   |                |
| Teacher Special Ed Program Behavior Admin Admin Approver<br>Admin Construction Self Service Approver<br>Advisor Supervisor Counselor Foodservice Exclude Behavior Self Service Approver<br>Advisor Approver Counselor Foodservice Referral   |                |
| Admin     Approver       Advisor     Supervisor       Counselor     Foodservice       Exclude Behavior     Self Service Approver       Referral     Activity   | Response to    |
| Advisor Supervisor Counselor Foodservice Exclude Behavior Self Service Approver  | Intervention   |
| C C Referral   | FRAM Processor |
| Activity Activity  |                |
| Staff Preapproval  |                |
|  |                |
| Primary District Assignment  |                |
|  |                |
| upervisors   |                |
| •  |                |
| External LMS Exclude   |                |
|  |                |

• See District Assignments | Infinite Campus (https://kb.infinitecampus.com/help/district-assignments) article for updating staff assignments.

NCSIS Knowledgebase | Article: Census Verification | Last Updated: 06/19/2025 9:22 am EDT