

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.

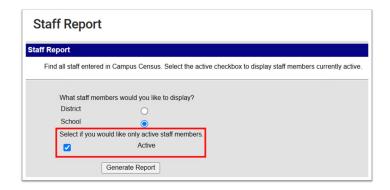
- Navigate to: Reporting > Data Validation > Data Validation Report
- See Census Clean-up (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/census-clean-up) for directions on how to run and use
 this validation report.

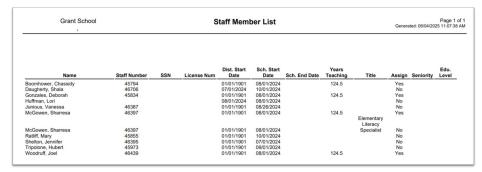
Verify Staff Information

End Date Staff

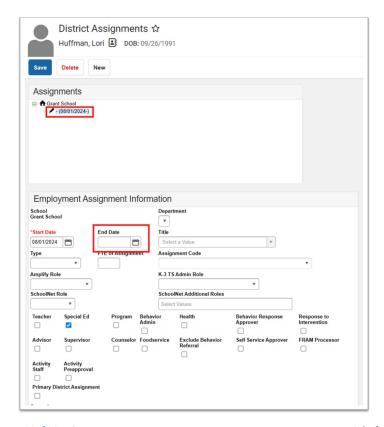
Staff that is no longer at your school should have an end date on the District Assignment record.

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





- 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

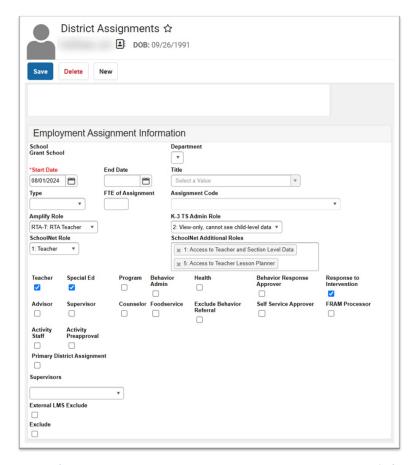
New staff should have a New District Assignment added for the appropriate school.

- 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.



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

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