

# mCLASS - Staff

06/06/2025 11:04 am EDT

## Staff

If staff members are missing, check these conditions in NCSIS:

1. Staff must be active and have a district assignment.
    - a. Navigation to verify district assignment: *Search Staff > Census > Staff > District Assignments*
  2. Staff must have an email address.
    - a. Navigation to verify email address: *Search Staff > Census > Demographics > Person Contact Information*
  3. Staff must have one of the following roles assigned in the district assignment tool.
    - a. RTA Teacher
    - b. RTA Admin (for NCSIS Admins and/or Data Managers)
    - c. RTA Specialist (for school and district administrators, curriculum facilitators, interventionists, and coaches)
      - i. Navigation to verify role: *Search Staff > Census > Staff > District Assignments > Employment Assignment Information*
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