

NCSIS
STUDENT INFORMATION SYSTEM



North Carolina Department of
PUBLIC INSTRUCTION

*Infinite
Campus*

Census

06/10/2025 6:35 am EDT

Census Clean-Up

This article will assist users with cleaning up their Census Data.

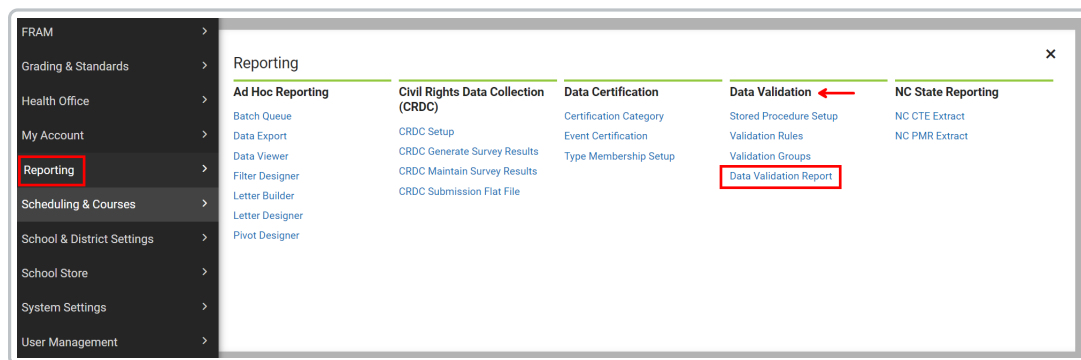
[Opening the Report](#) | [Report Settings](#) | [Household Filters](#) | [Correcting Household Members](#) | [Correcting Household Addresses](#)

The **Data Validation Report** can be used to identify the following:

- Students without any contacts/guardians
- Students with non-household guardians
- Students with multiple addresses associated to their household

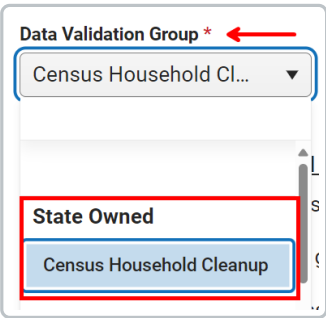
To Open the Report

Navigation: Menu > Reporting > Data Validation > Data Validation Report



Report Settings

- Under the Data Validation Group choose **Census Household Clean-Up** located in the State Owned Section.



- Choose **Local Dataset** - Data generated according to the calendar chosen
- Choose **Generate Now**
- Choose the **FormatType**
 - Choosing CSV will allow you to open the file in a spreadsheet program.

NOTE: To run the report at a later date, you may choose the batch options.
- Choose **Generate**

Data Validation Report ☆ Reporting > Data Validation > Data Validation Report

Cleanup Instructions:
From within Infinite Campus, it is recommended to search for a household and copy/paste the student number in the search box. From the Related Tools menu on the right side of the screen, click on Household Members to search/add non-household members into the student's household. This will preserve the relationships and any of the checkboxes for guardian, mailing, portal, messenger. **Tip:** The report includes the personID of the contact so if multiple people exist with the same first and last name, use the personID to select the correct person. For households that have multiple addresses, click on Household Addresses to remove/disassociate the invalid address(es). Invalid addresses can then be deleted from Infinite Campus.

IMPORTANT! If changes to contacts/guardians are made to a household for one student, this change will also automatically update the household makeup for the other students/siblings in the household.

Report Data Source

☒ Local Dataset ←
☐ State Dataset

Output Options

Report Processing ←

☒ Generate Now ←
☐ Submit to Batch Queue

Format Type

☐ HTML
☒ CSV ←

Batch Queue List

Start Date End Date

Report Title	Queued Time ↓	Status
No records available.		

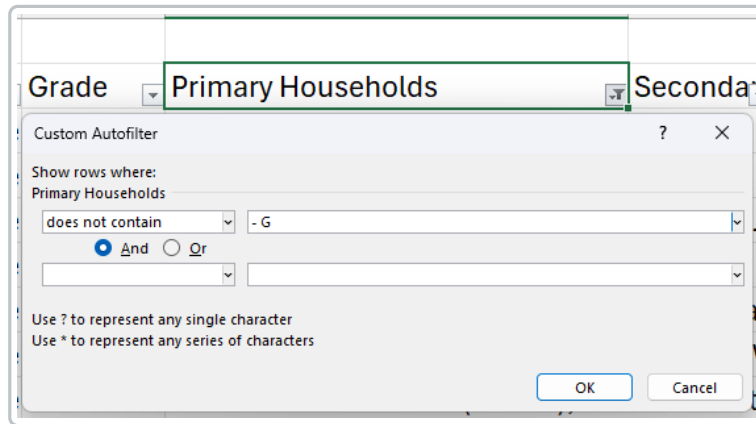
0 - 0 of 0 items

Using the Report to Identify Households for Census Clean-Up

Open the exported file in Excel. Before you begin the clean-up, filter Column C (Calendar) to the calendar and school you wish to clean up.

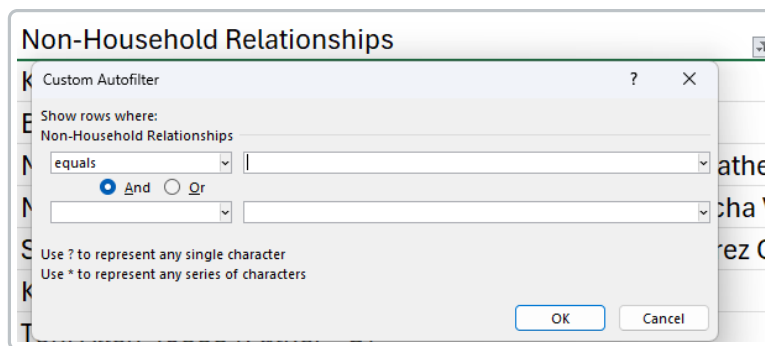
To Identify Households with No Guardians

- Filter Column E (Primary Households) using a TEXT filter.
- Choose **Does not contain** and add "- G"



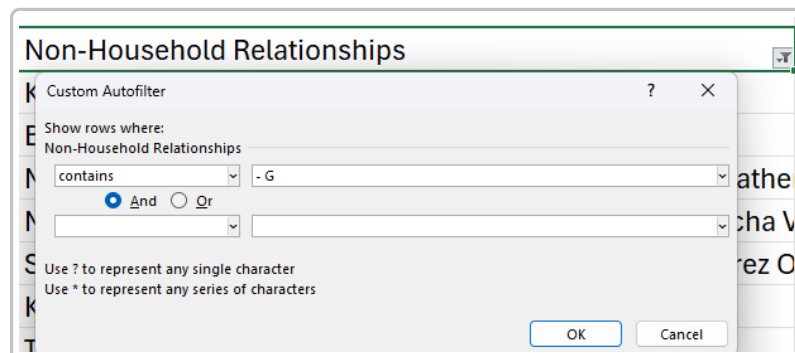
To Identify Students Without Non-Household Relationships

- Filter Column G (Non-Household Relationships) using a TEXT filter.
- Choose **Equals** and leave the field blank.



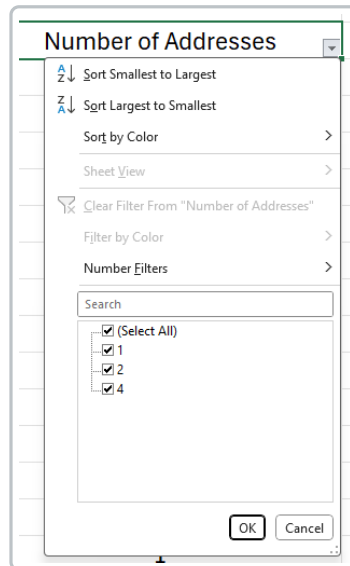
To Identify Students With Non-Household Guardians

- Filter Column G (Non-Household Relationships) using a TEXT filter.
- Choose **Contains** and add "- G"



To Identify Students With More Than One Address

- Filter Column H (Number of Addresses) using a Number Filter.
- If the number of addresses > 2, these are students that likely have more than 1 address.
- If the number of addresses = 2, these may be students with a physical address and a P.O. Box, but these could also be duplicate addresses.
- If the number of addresses is NULL, these are students with no address.



Correcting the Households in NCSIS

For households that need to be changed, use the **Household search**.

To Add a Member to the Household

- Copy the student number in the search field.

- Select the household by clicking on the **household name**.
- Choose Household **members** from the related tools

- Click **Find** a New Member
- Enter the information to search for the contact
- Click on the **contact name**.

The screenshot shows the 'Household Members' page for ID: 284. A red box highlights the 'Find New Member' button. A search window is open, displaying a list of search results for 'Clark'. The results include names, person IDs, and dates. The 'Household Member Editor' table shows 'Zerwas, Travis T' with a start date of '06/24/2013'.

Name	Start Date	End Date
Zerwas, Travis T	06/24/2013	

Name	PersonID	Gender	Date
Clark, ANGELA	50695	F	
Clark, Daniel J	237	M	04/22/2003
Clark, Derrick	45182	M	
Clark, Domino	8706	F	
Clark, Eric	38550	M	02/03/1981
Clark, Galen	672	M	06/08/2003
Clark, Janita	45185	F	12/24/2007
Clark, Kathy	55430	F	

- Add a **Start Date**.
- Click **Save**.

The screenshot shows the 'Household Members' page for ID: 284. A red box highlights the 'Save' button. The 'Household Member Editor' table shows 'Zerwas, Travis T' with a start date of '06/24/2013'. The 'Household Member Detail' section shows the name 'Clark, Domino' and a red arrow pointing to the 'Start Date' field.

Name	Start Date	End Date	Secondary	Private
Zerwas, Travis T	06/24/2013			

Household Member Detail

Name: **Clark, Domino**

Start Date: (with calendar icon)

End Date: (with calendar icon)

Secondary: ☐

Private: ☐

Correct Addresses

- Choose **Household Addresses**.
- Choose **Find New Address**.
- **Search** for the address.

- Click on the **found address**.

Household Addresses ☆

ID: 284 Phone:

Find New Address

Household Location Editor

Address	Start Date	End Date
4869 Main St NE	06/24/2013	

Add Address

Address Search

Search for an address already tracked in Campus using the fields provided, required fields are in red. Select an address from the list or click on Create New Address.

House/P.O. #
Street Name
Street Tag
Apt #
City
Household Phone
Legal Description

Search

New Address

Related Tools

- Add Household
- Census Wizard
- Household Information
- Household Addresses**
- Household Fees
- Household Food Service Deposit
- Household Members
- Household Payments

- Add a **start date** and **check** the type of address.

Household Addresses ☆

ID: 284 Phone:

Save **Delete** **Find New Address**

Household Location Editor

Address	Start Date	End Date	Mailing	Secondary	Private	Physical
4869 Main St NE	06/24/2013		X			

Household Location Detail

Address
123 Main

*Start Date

Mailing ☒ Secondary ☐ Private ☐ **Physical** ☐

Modifying Households

Update Household Address