Census

09/04/2025 9:18 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

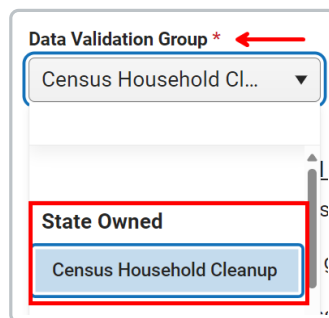- Students with multiple addresses associated to their household

To Open the Report

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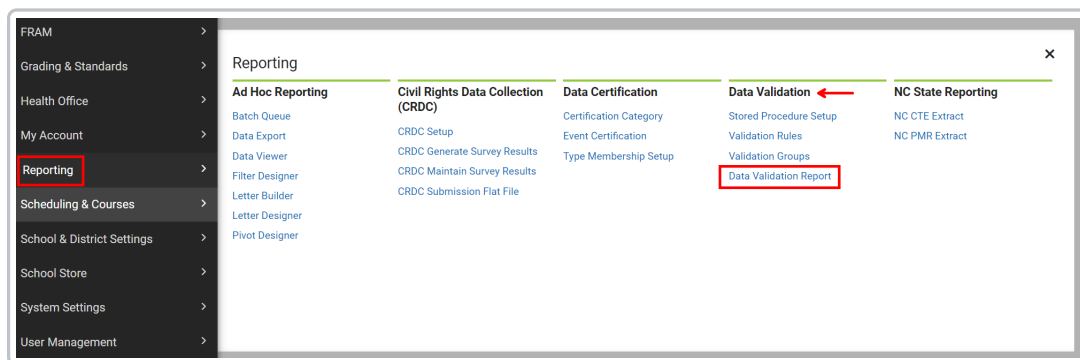
Report Settings

- 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.
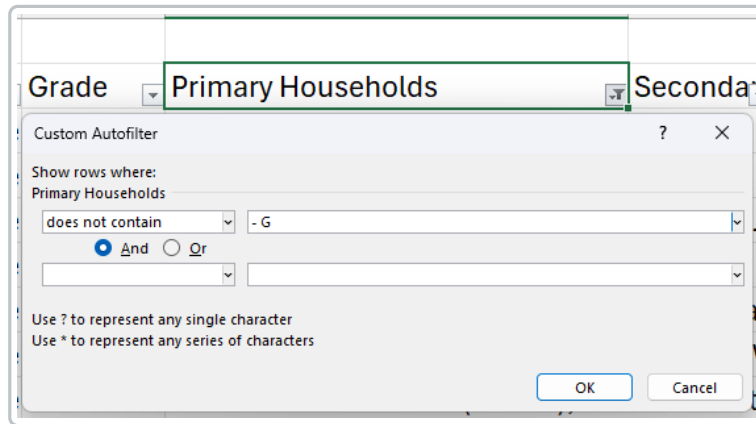
- Choose **Generate**

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.
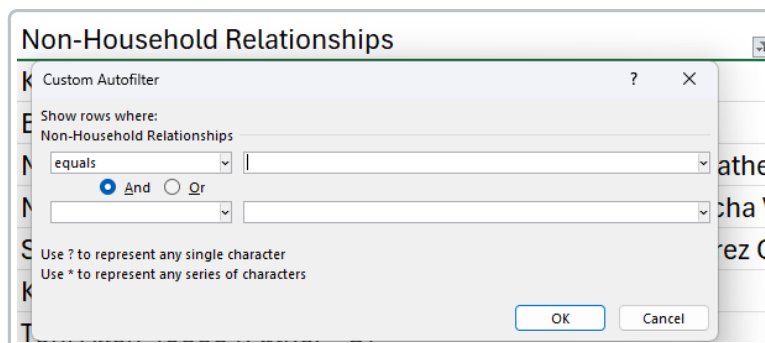
To Identify Households with No Guardians

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

Grade ▾ | Primary Households ▾ | Seconda

Custom Autofilter   ? ✕

Show rows where:
Primary Households

does not contain | - G

● And ○ Or

Use ? to represent any single character
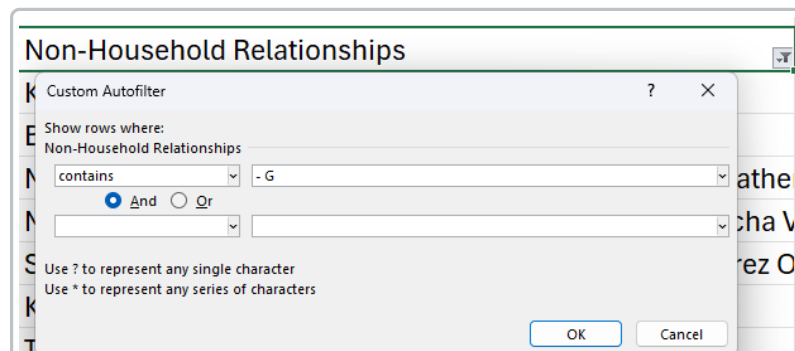Use * to represent any series of characters

OK   Cancel

To Identify Students Without Non-Household Relationships

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

Non-Household Relationships

Custom Autofilter   ? ✕

Show rows where:
Non-Household Relationships

equals |

● And ○ Or

Use ? to represent any single character
Use * to represent any series of characters

OK   Cancel

To Identify Students With Non-Household Guardians

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

Non-Household Relationships

Custom Autofilter   ? ✕

Show rows where:
Non-Household Relationships

contains | - G

● And ○ Or

Use ? to represent any single character
Use * to represent any series of characters

OK   Cancel

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.
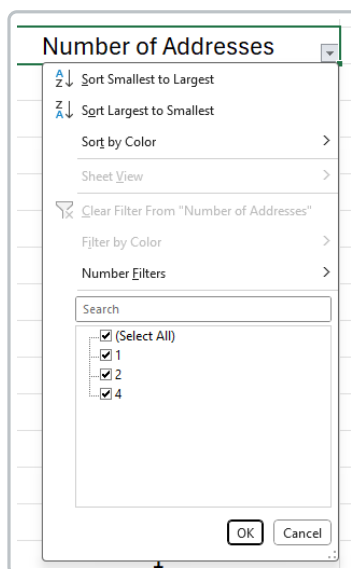
Correcting the Households in NCSIS

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**.

- Add a **Start Date**.

- Click **Save**.

Correct Addresses

- Choose **Household Addresses**.

- Choose **Find New Address**.

- **Search** for the address.

- Click on the **found address**.

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

Modifying Households

Update Household Address

Adding Staff

The following article walks users through adding a staff member, updating the demographics, adding district assignments, and user accounts as necessary.

Before adding a new staff member, ensure you have the following information:

- Full legal name

- Date of birth

- Gender

- Race/Ethnicity

- Start date

- Position/Role

- Staff email address

- Phone number

Staff Locator Wizard | **Staff Demographics** | **Staff District Assignments** | **Staff User Management** | **Adding Staff Tango**

Staff Locator Wizard

Navigation: Census > Staff > Staff Locator Wizard

For more information regarding the tool, view the Staff Locator | Infinite Campus (https://kb.infinitecampus.com/help/staff-locator) article.

- Enter the required information, which includes the staff member's **Last Name**, **First Name**, **Gender**, and **Date of Birth**.

- Click **Search**.

- If a match is found, click on the **Staff member's name.**

Staff Locator Wizard ☆

Existing person record matching staff member.

- If a match is not found, click **Create New District Staff**.

Create new district staff.

> 🔔 **Each person should only appear once in Infinite Campus. If a staff member was previously a student, use that existing record and update their role to staff. Likewise, if the person already exists as a parent or emergency contact, select that record and update it to staff instead of creating a new entry.**

- Enter the required information for **Race/Ethnicity**. If the Race/Ethnicity fields are not displayed, click **Edit** to expand the section.
- Select **02: Self Identified** from the Race/Ethnicity Determination dropdown menu.
- In the Employment Information section, enter the employment **start date.**
- Follow your PSU procedures for including other fields in this section.
- Click **Save**.

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Staff Demographics

Once the Staff Locator Wizard updates have been saved, the Demographics tool displays. The staff member must be assigned an NC Staff ID if one is not displayed in the Staff State ID field. Follow the steps below to assign a NC Staff ID and update the staff members personal contact information.

- Navigate to the **Person Identifiers** section.

- Click on **Assign NC Staff ID**.

- Ensure the **Last Name**, **First Name**, **Gender**, **Birth Date** and **Race/Ethnicity** is filled in.

- Click **Search**.

- Select the correct record with the matching Staff UID.

- Copy the Staff State ID and paste in the **Local Staff Number** field.

- Click **Save**.

- Enter the staff member's work **email address** in the **first** email field. Check the boxes for messenger preferences per PSU guidelines.

- Add the staff member's **work phone number** in the **work** phone field. Check the boxes for messenger preferences per PSU guidelines.

- Add personal phone numbers or emails as needed. (Optional)

- Click **Save**.

> ℹ️ Personal phone and email numbers should be marked as **private** so personal staff information will not be displayed in the student or parent portal. Checking private allows the contact information to be used for calling/messenger systems.
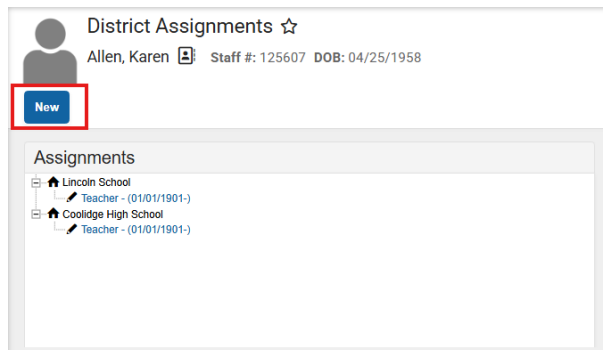

Staff District Assignments

Navigation: Census > Staff > District Assignments

A district assignment determines a staff member's access to the school in areas of the SIS that are not controlled by tool rights. For more information about the district assignment tool, view the District Assignments | Infinite Campus

article.

- Click **New**.

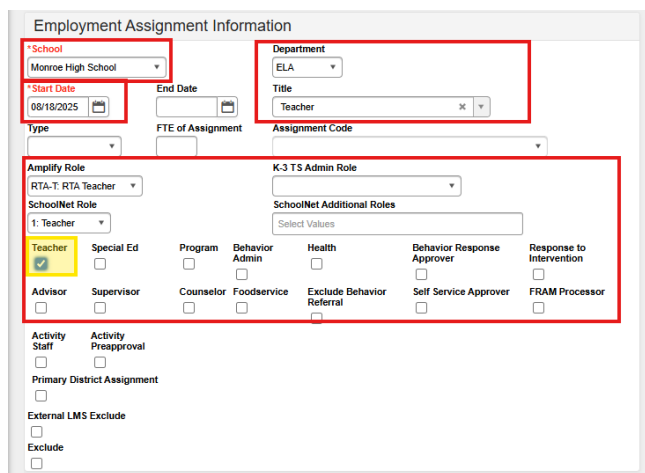- The calendar context determines the school in the school dropdown menu. Ensure the school assignment is correct.

- Enter a **start date** for the assignment. This date cannot be a date before the staff's employment start date.

- Select the staff member's **Title** from the title dropdown menu. Titles are determined by the PSU.

- The **Teacher** checkbox (highlighted in yellow) must be checked for the staff member to show in the Section Staff History teacher drop-down.

- Follow your PSU procedures for including other fields in this section such as SchoolNet and Amplify roles.
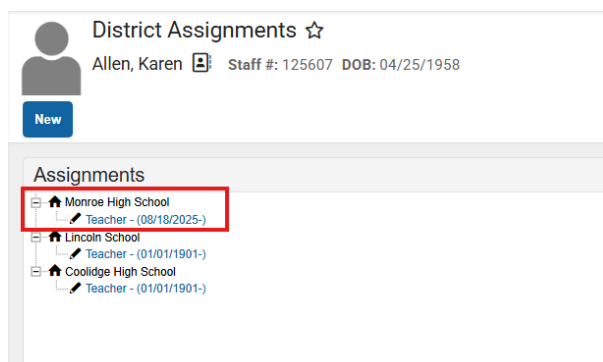
- Click **Save**.

The new district assignment will display in the staff's assignments.

Staff User Management

Navigation: User Management > User Account Administration > User Account

Staff members who need access to the SIS, must have a user account with the appropriate tool rights and calendar rights. For more information about user management, visit User Account | Infinite Campus (https://kb.infinitecampus.com/help/user-account) article.

- Click **New** to create a new user account.

> 🔔 Do not assign tool rights or calendar rights to a staff member's Parent Portal account or former student account.

- If the staff member's role is primarily a **teacher**, set the Homepage to **Campus Instruction**.

- For **other** staff members, set the Homepage to **Campus Tools**.

- Select **SAML: NCEdCloud** as the Authentication Type.

- Enter the staff member's **NC Staff UID** as the username.

- Generate or enter a generic **password**. Users will log in using SSO via NCEdCloud so the password entered here will not impact the user's ability to log in to NCEdCloud.

- Navigate to the user group section.
- Search for the needed **User Group** and select to add the necessary user group(s) under **Current Group Membership**.

- Search for the needed **Calendar Group** and select to add the necessary user group(s) under **Current Group Membership**.

- Click **Save**.

> ℹ️ Each user will need calendar rights and tool rights user groups assigned to access the correct data in the correct calendar.

✅ 🎬**Adding Staff Tango** (https://app.tango.us/app/workflow/Add-Staff-in-Infinite-Campus-12f6dba71efc450a934d3aa98da1c137)

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