

NCSIS
STUDENT INFORMATION SYSTEM



North Carolina Department of
PUBLIC INSTRUCTION

*Infinite
Campus*

Census

09/04/2025 9:18 am EDT

Census Clean-Up

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

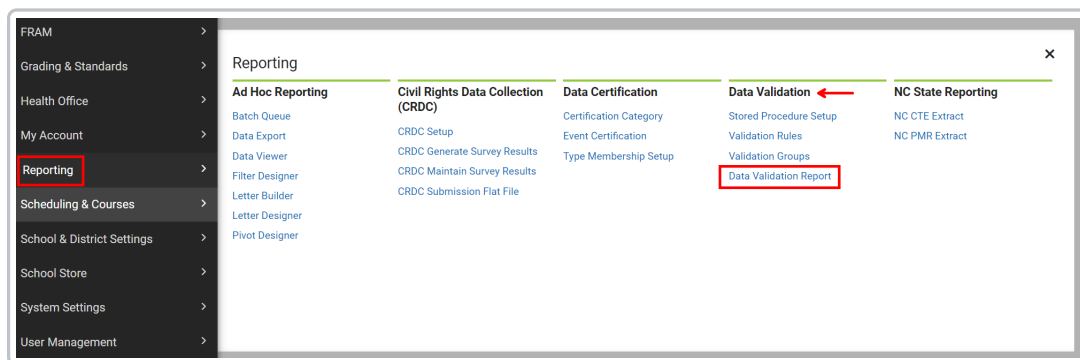
[Opening the Report](#) | [Report Settings](#) | [Household Filters](#) | [Correcting Household Members](#) | [Correcting Household Addresses](#)

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

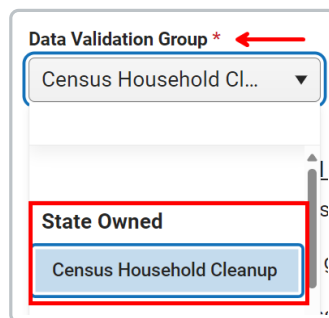
To Open the Report

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 **Format Type**
 - 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**

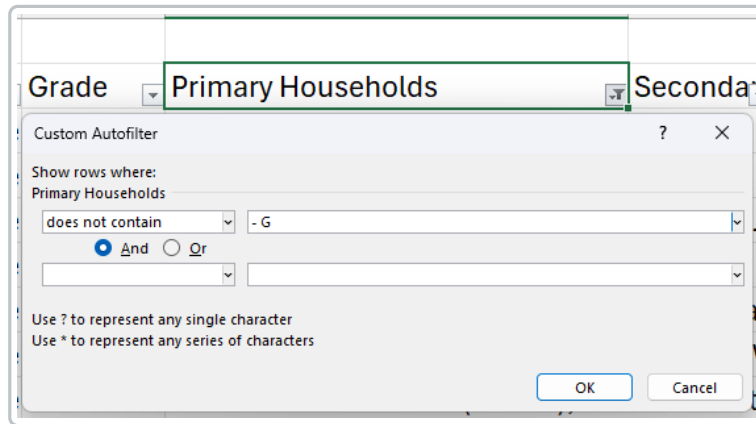
A screenshot of the 'Data Validation Report' settings page. The page has a header with the title 'Data Validation Report ☆' and a breadcrumb trail 'Reporting > Data Validation > Data Validation Report'. Below the header is a section titled 'Cleanup Instructions' with a paragraph of text. Underneath is the 'Report Data Source' section with two radio buttons: 'Local Dataset' (selected) and 'State Dataset'. Below that is the 'Output Options' section with two sub-sections: 'Report Processing' with 'Generate Now' (selected) and 'Submit to Batch Queue', and 'Format Type' with 'HTML' and 'CSV' (selected). Below these is the 'Batch Queue List' section with 'Start Date' and 'End Date' input fields. At the bottom is a table with columns 'Report Title', 'Queued Time', and 'Status'. The table is empty, showing 'No records available.' and '0 - 0 of 0 items'. At the bottom left, there are 'Generate' and 'Reset' buttons. Red arrows point to the 'Local Dataset' radio button, the 'Generate Now' radio button, and the 'CSV' radio button.

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.

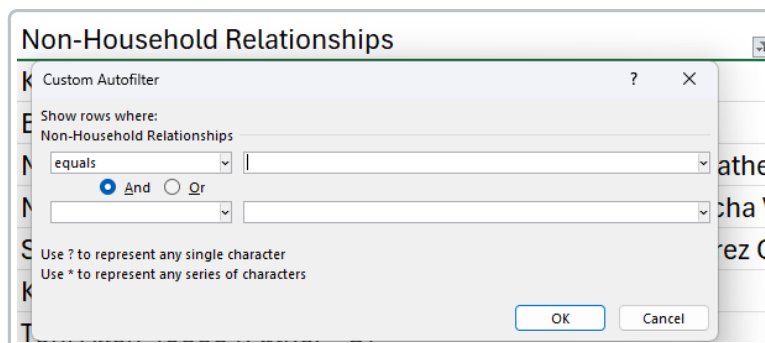
To Identify Households with No Guardians

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



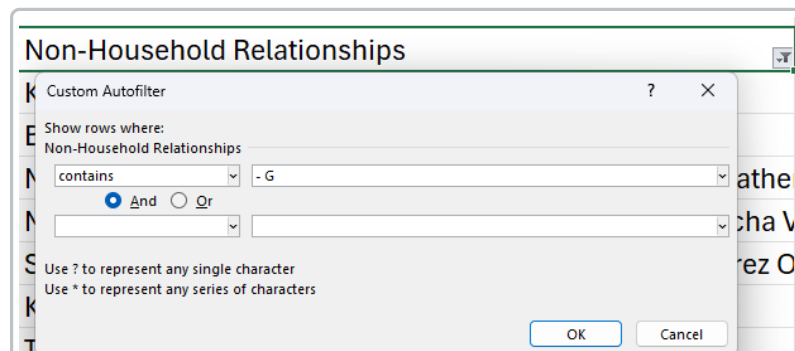
To Identify Students Without Non-Household Relationships

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



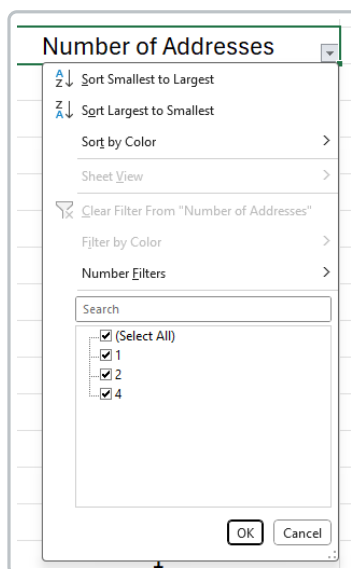
To Identify Students With Non-Household Guardians

- 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**.

Household Members ☆

ID: 284 Phone:

Find New Member

Household Member Editor

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

Person Search

Search for a person already tracked in Campus using the fields provided, required fields are in red. Select a person from the list or click on Create New Person.

*Last Name:

First Name:

Middle Name:

Birth Date:

Sex:

Search

Details

Name	PersonID	Gender
Clark, ANGELA	PersonID: 50695	F
Clark, Daniel J	PersonID: 2297	M
Clark, Derrick	PersonID: 45182	M
Clark, Domino	PersonID: 8706	F
Clark, Eric	PersonID: 38550	M
Clark, Galen	PersonID: 672	M
Clark, Janita	PersonID: 45185	F
Clark, Kathy	PersonID: 55430	F

Create New Person

Related Tools

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

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

Household Members ☆

ID: 284 Phone:

Save **Delete** **Find New Member**

Household Member Editor

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

Household Member Detail

Name: **Clark, Domino**

Start Date:

End Date:

Secondary: ☐

Private: ☐

Correct Addresses

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

- Click on the **found address**.

The screenshot shows the 'Household Addresses' page with a sidebar on the right containing links like 'Add Household', 'Census Wizard', and 'Household Addresses' (which is highlighted). A modal window titled 'Add Address' is open, showing a search form with fields for House/P.O. #, Street Name, Street Tag, Apt #, City, Household Phone, and Legal Description. A 'Search' button is at the bottom of the modal.

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

The screenshot shows the 'Household Addresses' page with a 'Save' button highlighted. Below it is a table titled 'Household Location Editor' with columns: Address, Start Date, End Date, Mailing, Secondary, Private, and Physical. The first row shows '4869 Main St NE', '06/24/2013', and 'X' under 'Mailing'. Below the table is a 'Household Location Detail' section with a red arrow pointing to the 'Start Date' field. The 'Mailing' checkbox is checked, and the 'Physical' checkbox is highlighted.

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) (<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**.

Staff Locator Wizard ☆

Staff Locator

Search for a staff already tracked in Campus using the fields provided. A minimum amount of data must be entered in order to search. To search, you must enter the staff member's Staff State ID, or full legal Last Name, First Name, and Gender. Hover the cursor over ea

Last Name: Doe
 First Name: Jane
 Gender: Female
 Birth Date: 01/01/1970
 Middle Name:
 SSN #:
 Staff State ID:
 Search -->

Name	Staff State ID	Gender	Birth Date	%
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Create New District Staff -->

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

Staff Locator Wizard ☆

Staff Locator

Search for a staff already tracked in Campus using the fields provided. A minimum amount of data must be entered in order to search. To search, you must enter the staff member's Staff State ID, or full legal Last Name, First Name, and Gender. Hover the cursor over each field to see the required information.

Last Name:
 First Name:
 Gender:
 Birth Date:
 Middle Name:
 SSN #:
 Staff State ID:

Name	Staff State ID	Gender	Birth Date	%
Allen, Karen	125607	F	04/25/1958	100
Allen, Karen		F	04/19/2012	50
Allen, Corinne	240518	F	05/11/1988	50
Allen, Carin		F		50

Existing person record matching staff member.

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

Last Name:
 First Name:
 Gender:
 Birth Date:
 Middle Name:
 SSN #:
 Staff State ID:

Name	Staff State ID	Gender	Birth Date	%
Diaz, Juana		F		25

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**.

Staff Locator Wizard ☆

New Staff

Create a new staff in Infinite Campus District

Fill out the form and click save to create a new staff.

Person Information

*Last Name

Doe

*First Name

Jane

Middle Name

Suffix

▼

*Sex

F: Female ▼

Pronouns

▼

Birth Date

01/01/1970

Race/Ethnicity

*Is the individual Hispanic/Latino?

N: No ▼

*Is the individual from one or more of the these races?

(check all that apply)

☐ American Indian or Alaska Native

☐ Asian

☐ Black or African American

☐ Native Hawaiian or Other Pacific Islander

☒ White

*Race Ethnicity

W: White ▼

Race/Ethnicity Determination

02: Self Identified ▼

Primary Home Language

Select a Value ▼

Person Identifiers

Student State ID

Local Staff Number

Staff State ID

Person GUID

Employment Information

Start Date

08/18/2025

End Date

Teaching Start Year

Teaching Years Modifier

License Number

FTE Percent (whole number 0-100)

Seniority

▼

Education

▼

Save

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**.

Person Identifiers

Local Student Number

Student State ID

Local Staff Number

Staff State ID

Person GUID

Portal Username

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

Staff NC DPI Lookup

Search for a staff already tracked in NC DPI using the fields provided. A minimum amount of data must be entered in order to search. To search, you must enter the staff's full legal Last Name, First Name, and Birth Date. Hover the cursor over each matching person to see additional information. Select a person from the list.

Last Name Name State ID Gender Birth Date %

First Name

Sex

Birth Date

Middle Name

Suffix

Race/Ethnicity

Is the individual Hispanic/Latino?
N: No

☐ American Indian or Alaska Native

☐ Asian

☐ Black or African American

☐ Native Hawaiian or Other Pacific Islander

☒ White

- Select the correct record with the matching Staff UID.
- Copy the Staff State ID and paste in the **Local Staff Number** field.

Person Identifiers

Local Student Number

Student State ID

Local Staff Number

Staff State ID

Person GUID

Portal Username

- 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**.



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.

Personal Contact Information		Messenger Preferences Contact Reasons									
Contact Information	Private	Delivery Device	Emergency	Attendance	Behavior Messenger	Staff	General	Food Service	Priority	Teacher	
Email: jane_doe@school.k12.nc.us	<input type="checkbox"/>	Email	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Secondary Email: jane_doe@mymail.com	<input checked="" type="checkbox"/>	Email	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Cell Phone: (555) 555-5566	<input checked="" type="checkbox"/>	Voice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input checked="" type="checkbox"/>	Text	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Other Phone: (555) 555-5874	<input checked="" type="checkbox"/>	Voice	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
	<input checked="" type="checkbox"/>	Text	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Work Phone: (555) 555-1999	<input type="checkbox"/>	Voice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	Text	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Pager: () - () - () - ()	<input type="checkbox"/>										

Preferred Language
en_US: US English

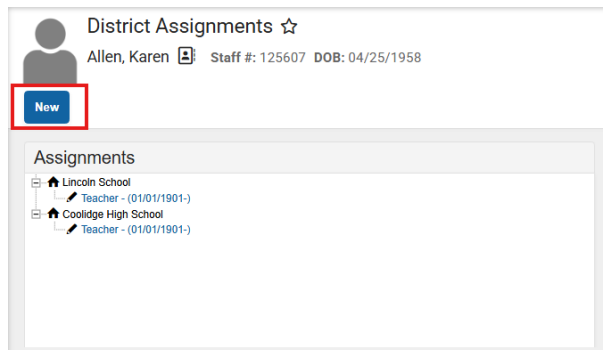
Staff District Assignments

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](#)

(<https://kb.infinitecampus.com/help/district-assignments/>) article.

- Click **New**.



District Assignments ☆

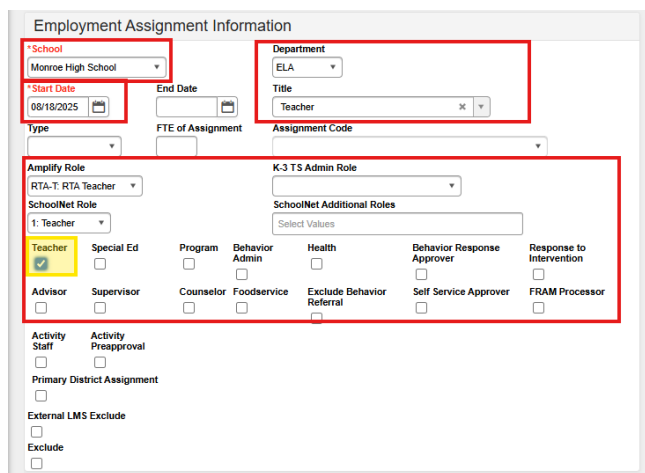
Allen, Karen 📄 Staff #: 125607 DOB: 04/25/1958

New

Assignments

- Lincoln School
 - Teacher - (01/01/1901-)
- Coolidge High School
 - Teacher - (01/01/1901-)
- Lincoln School
 - Teacher - (01/01/1901-)

- 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**.



Employment Assignment Information

*School: Monroe High School

*Start Date: 08/18/2025

Department: ELA

Title: Teacher

Type: FTE of Assignment: Assignment Code:

Amplify Role: RTA-T: RTA Teacher

SchoolNet Role: 1: Teacher

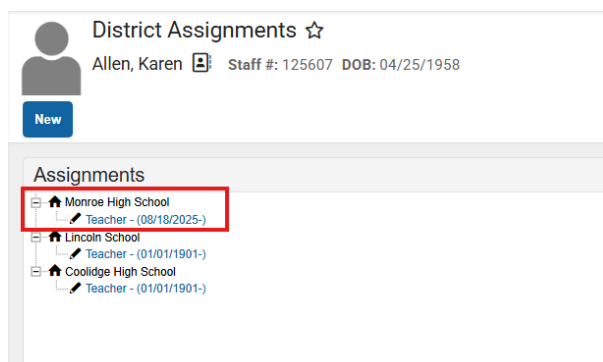
☒ Teacher

Special Ed: ☐ Program: ☐ Behavior Admin: ☐ Health: ☐ Behavior Response Approver: ☐ Response to Intervention: ☐

Advisor: ☐ Supervisor: ☐ Counselor: ☐ Foodservice: ☐ Exclude Behavior Referral: ☐ Self Service Approver: ☐ FRAM Processor: ☐

Activity Staff: ☐ Activity Preapproval: ☐ Primary District Assignment: ☐ External LMS Exclude: ☐ Exclude: ☐

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



District Assignments ☆

Allen, Karen 📄 Staff #: 125607 DOB: 04/25/1958

New

Assignments

- Monroe High School
 - Teacher - (08/18/2025-)
- Lincoln School
 - Teacher - (01/01/1901-)
- Coolidge High School
 - Teacher - (01/01/1901-)
- Lincoln School
 - Teacher - (01/01/1901-)

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) (<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**.

The screenshot shows the 'User Account Administration' form. In the 'User Credentials' section, the 'Homepage' dropdown menu is highlighted with a red box and set to 'Campus Instruction'. The 'Authentication Type' dropdown is set to 'SAML: NCEdCloud'. Below these, there are fields for 'Username *', 'Account Expiration Date' (with a calendar icon), and a 'Disable Account' checkbox.

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

This screenshot is similar to the previous one, but the 'Homepage' dropdown in the 'User Credentials' section is highlighted with a red box and set 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.

User Account Detail New User

User Account Information

User Credentials

Homepage
Campus Tools

Authentication Type
SAML: NCeCloud

Username *
123456789

Password *

Verify Password *

Verify Password is required

Password Strength 100%

Generate Password ☐ Show Password

- 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**.

User Groups

Search and Add User Groups ↑

Teacher

Campus Learning (Teachers)

HS Teacher

SPED Teachers

Teachers (ES/MS)

Teachers HS (Training)

Current Group Membership ↑

No records available.

User Groups

Search and Add User Groups ↑

Teacher

Campus Learning (Teachers)

SPED Teachers

Teachers (ES/MS)

Teachers HS (Training)

Current Group Membership ↑

HS Teacher

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

User Groups

Search and Add User Groups ↑

OMCMS ()

OMES ()

OMHS ()

OMMS ()

OMVES ()

Current Group Membership ↑

HS Teacher

User Groups

Search and Add User Groups ↑

OMCMS ()

OMES ()

OMMS ()

OMVES ()

Current Group Membership ↑

OMHS ()

HS Teacher

- Click **Save**.



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>)