Staff Information

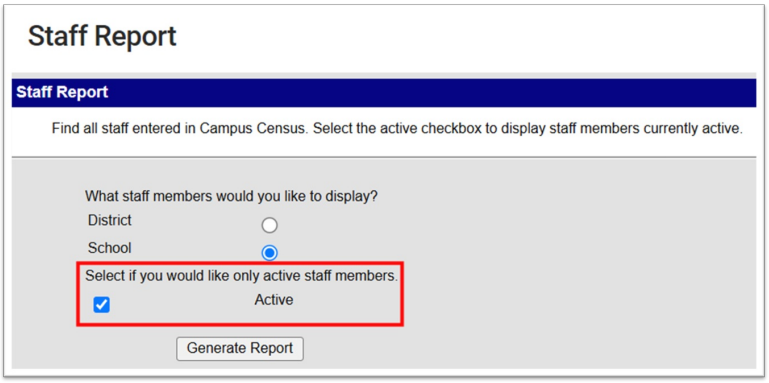
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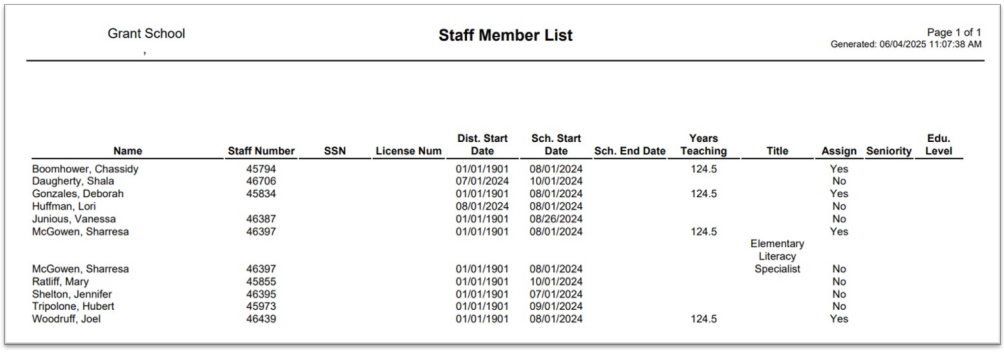
Staff Information

Staff Information

Navigation: Menu > Census > Reports > Staff Report

- Use the Staff Report | Infinite Campus (https://kb.infinitecampus.com/help/staff-report) to verify staff district assignments are accurate.
- Check **Active** to only see active staff at the school.





Grant School

Staff Member List

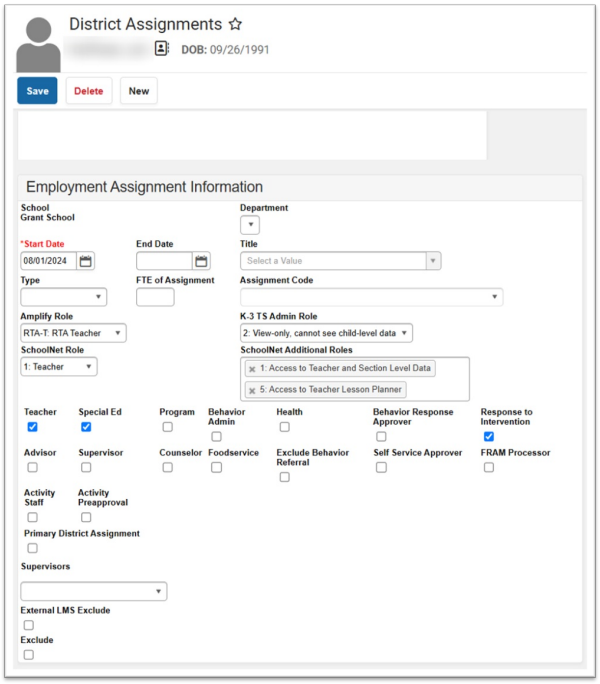
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Name	Staff Number	SSN	License Num	Dist. Start Date	Sch. Start Date	Sch. End Date	Years Teaching	Title	Assign	Seniority	Edu. Level
Boomhower, Chassidy	45794			01/01/1901	08/01/2024		124.5		Yes		
Daugherty, Shala	46706			07/01/2024	10/01/2024				No		
Gonzales, Deborah	45834			01/01/1901	08/01/2024		124.5		Yes		
Huffman, Lori				08/01/2024	08/01/2024				No		
Junious, Vanessa	46387			01/01/1901	08/26/2024				No		
McGowen, Sharresa	46397			01/01/1901	08/01/2024		124.5		Yes		
McGowen, Sharresa	46397			01/01/1901	08/01/2024			Elementary Literacy Specialist	No		
Ratliff, Mary	45855			01/01/1901	10/01/2024				No		
Shelton, Jennifer	46395			01/01/1901	07/01/2024				No		
Tripolone, Hubert	45973			01/01/1901	09/01/2024				No		
Woodruff, Joel	46439			01/01/1901	08/01/2024		124.5		Yes		

Update Staff Information

Navigation: Menu > Census > Staff > District Assignments

- Update Departments, Titles, and assign Roles as needed.
- Staff that may have moved to a new school or now have a new role at the current school, should have their initial District Assignment end dated. A new District Assignment should be added. This helps to track changes with staff roles and assignments within the NCSIS. See the Add New Staff Records and End Date Staff Records sections below.
- See District Assignments | Infinite Campus (https://kb.infinitecampus.com/help/district-assignments) article for more information.
- See the Adding SchoolNet Roles (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/schoolnet-roles) article for guidance on adding SchoolNet roles.
- See the RtA Staff Roles (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/rta-roles) article for guidance on adding RtA roles.



Add New Staff Records

Navigation: Menu > Census > Staff > Staff Locator Wizard

- New staff should be added to the NCSIS using Staff Locator Wizard.
- See the Adding Staff (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/adding-staff) article for more information.

End Date Staff Records

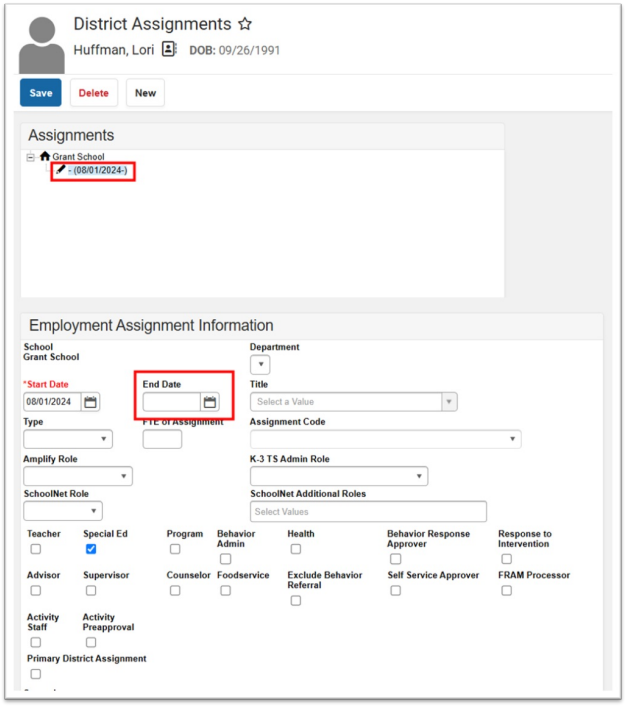
Staff who are no longer with the same school, in same role, or same PSU must have their district assignment and/or district employment end dated. Follow all PSU procedures for ending district employment and/or district

assignments in the NCSIS.

End District Assignments

Navigation: Menu > Census > Staff > District Assignments

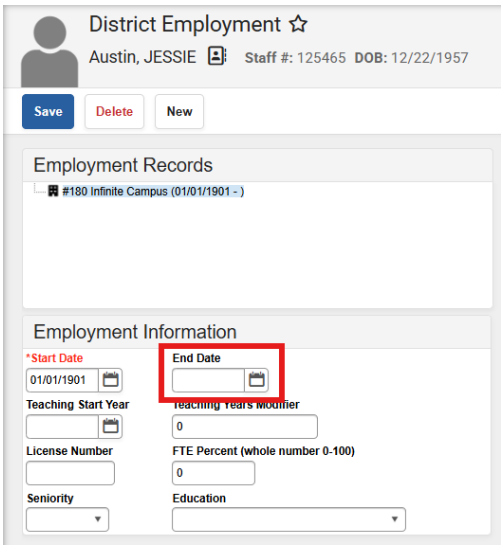
- Click on the **Assignment Record** and add an **end date**.
- See the District Assignments | Infinite Campus (https://kb.infinitecampus.com/help/district-assignments) article for more information.



End District Employment

Navigation: Menu > Census > Staff > District Employment

- Click on the **Employment Record** and add an **end date**.
- See the District Employment | Infinite Campus (https://kb.infinitecampus.com/help/district-employment) for more information.



You've completed this section.

Choose where to go next.

Return to Beginning of Year Overview | Continue to Administrative Tasks

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