

Staff Information

06/29/2026 2:04 pm EDT

Staff Information

Navigation: [Menu](#) > [Census](#) > [Reports](#) > [Staff Report](#)

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

Staff Report

Staff Report

Find all staff entered in Campus Census. Select the active checkbox to display staff members currently active.

What staff members would you like to display?

District

School

Select if you would like only active staff members.
 Active

Grant School		Staff Member List										Page 1 of 1 Generated: 06/04/2025 11:07:38 AM
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	09/26/2024				No			
McGowen, Sharresa	46397			01/01/1901	08/01/2024		124.5	Elementary	Yes			
McGowen, Sharresa	46397			01/01/1901	08/01/2024			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) (<https://kb.infinitecampus.com/help/district-assignments>) article for more information.
- See the [Adding SchoolNet Roles](https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/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) (<https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/rta-roles>) article for guidance on adding RtA roles.

District Assignments ☆
DOB: 09/26/1991

Save Delete New

Employment Assignment Information

School: Grant School

Department: [Select a Value]

*Start Date: 08/01/2024 End Date: [Select a Value]

Title: [Select a Value]

Type: [Select a Value] FTE of Assignment: [Select a Value] Assignment Code: [Select a Value]

Amplify Role: RTA:T: RTA Teacher

SchoolNet Role: 1: Teacher

K-3 TS Admin Role: 2: View-only, cannot see child-level data

SchoolNet Additional Roles: [x] 1: Access to Teacher and Section Level Data [x] 5: Access to Teacher Lesson Planner

<input checked="" type="checkbox"/> Teacher	<input type="checkbox"/> Special Ed	<input type="checkbox"/> Program Admin	<input type="checkbox"/> Behavior Admin	<input type="checkbox"/> Health	<input type="checkbox"/> Behavior Response Approver	<input checked="" type="checkbox"/> Response to Intervention
<input type="checkbox"/> Advisor	<input type="checkbox"/> Supervisor	<input type="checkbox"/> Counselor	<input type="checkbox"/> Foodservice	<input type="checkbox"/> Exclude Behavior Referral	<input type="checkbox"/> Self Service Approver	<input type="checkbox"/> FRAM Processor
<input type="checkbox"/> Activity Staff	<input type="checkbox"/> Activity Preapproval					
Primary District Assignment: <input type="checkbox"/>						
Supervisors: [Select a Value]						
External LMS Exclude: <input type="checkbox"/>						
Exclude: <input type="checkbox"/>						

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) (<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) (https://kb.infinitecampus.com/help/district-assignments) article for more information.

District Assignments ☆
Huffman, Lori | DOB: 09/26/1991

Save Delete New

Assignments

- Grant School
- (08/01/2024)

Employment Assignment Information

School: Grant School | Department: [Select a Value]

*Start Date: 08/01/2024 | End Date: 08/01/2024

Type: [Select a Value] | FTE or Assignment: [Select a Value]

Assignment Code: [Select a Value]

K-3 TS Admin Role: [Select a Value]

SchoolNet Role: [Select a Value] | SchoolNet Additional Roles: [Select Values]

Teacher | Special Ed | Program Admin | 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

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) (https://kb.infinitecampus.com/help/district-employment) for more information.


District Employment ☆
Austin, JESSIE 🗑️ Staff #: 125465 DOB: 12/22/1957

Save Delete New

Employment Records
#180 Infinite Campus (01/01/1901-)

Employment Information

*Start Date	End Date
01/01/1901 📅	📅
Teaching Start Year	Teaching Years Modifier
📅	0
License Number	FTE Percent (whole number 0-100)
	0
Seniority	Education
▼	▼



You've completed this section.
Choose where to go next.

[Return to Beginning of Year Overview](#) [Continue to Administrative Tasks](#)