

Assign NC DPI Student and Staff State IDs (North Carolina)

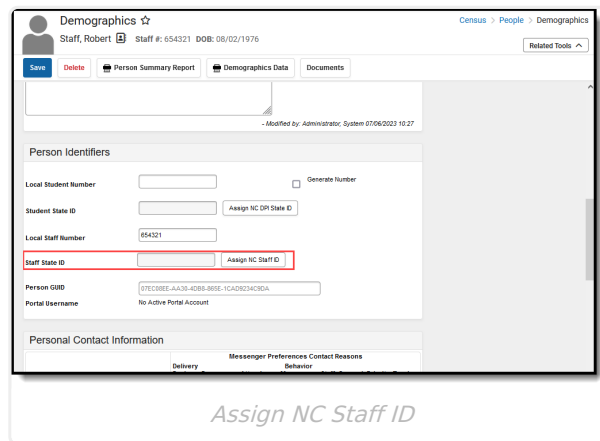
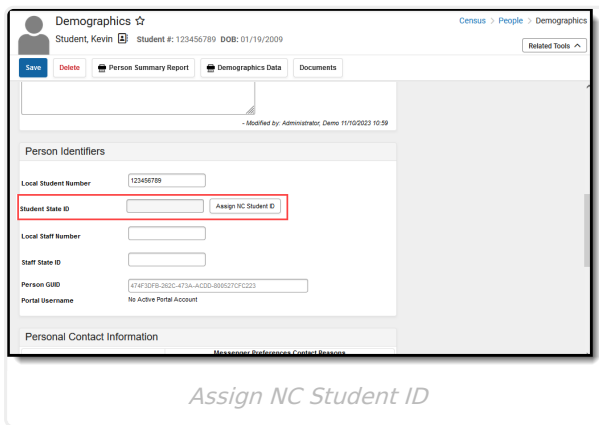
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[Assign a new Student State ID](#) | [Assign a new Staff State ID](#)

Location: Census > Demographics > Person Identifiers > Assign NC Student ID, Assign NC Staff ID

Each student enrolled in North Carolina school districts and each staff person employed at a North Carolina school district has a unique identifier (UID). In Campus, this is called a State ID. Logic exists to integrate with NC DPI to search for a state ID for students and staff who are not already assigned a UID.

This is only to be used when the Student State ID field is blank or when the Staff State ID Field is blank.



This button searches NC DPI to locate the state ID using a fuzzy search. Matching results return and the user can select the appropriate option if a result is found. When no results are found or none of the returned results are correct, a new State ID can be issued for the student.

Before assigning a State ID:

- **For Students:** Use the [Student Locator](#) to find any instance of the student in both your local District and at the State. When the student is NOT found, it is assumed they have never been enrolled in any North Carolina public school.
- **For Staff:** Use the [Staff Locator](#) to find any instance of the staff person at your local District and at the State. When the staff person is NOT found, it is assumed they have never been employed at any North Carolina school district.

Assign a new Student State ID

1. In the Person Identifiers editor, verify the **Student State ID** field is blank.
2. Click the **Assign NC Student ID** field. A **Student NC DPI Lookup** form displays.

3. The Last Name, First Name, Sex and Birth Date fields are populated based on the selected student. Additional data can be entered to narrow the results - Middle Name, Suffix, Race/Ethnicity.
4. Click **Search**. Matching results are listed in the Results pain.
5. Select the matching results. This adds the student's State ID that exists in DPI to Campus.
6. Or, when there are no matching results or incorrect results, click the **Register with NC DPI** button. This creates and assigns a new State ID for the student.

Note the following:

- **This new ID number CANNOT be modified.** When it is determined that a new ID needs to be corrected, contact NC DPI and Campus Support.
- When the unique identifier (UID) system is unavailable, new student enrollments cannot be created because the UID system requires an ID. Demographic updates for existing students can also not be made.

The screenshot displays the 'Person Identifiers' and 'Personal Contact Information' sections of the Infinite Campus interface. The 'Person Identifiers' section includes fields for Local Student Number (241900047), Student State ID, Local Staff Number, Staff State ID, Person GUID (9525025D-8...), and Portal Username (No Active Por...). The 'Personal Contact Information' section includes fields for Contact Information, Private, Email, and Secondary. A 'Student NC DPI Lookup' dialog box is overlaid, featuring the Infinite Campus logo and a search interface. The dialog includes fields for Last Name (Student), First Name (Kevin), Sex (Male), Birth Date (02/16/2009), Middle Name, Suffix, and Race/Ethnicity (N: No). A 'Search--->' button is located at the bottom left of the dialog, and a 'Register with NC DPI' button is at the bottom right. The dialog also contains a table with columns for Name, State ID, Gender, and Birth Date.

Assign a new Staff State ID

1. In the Person Identifiers editor, verify the **Staff State ID** field is blank.
2. Click the **Assign NC Staff ID** field. A **Staff NC DPI Lookup** form displays.
3. The Last Name, First Name, Sex and Birth Date fields are populated based on the selected staff person. Additional data can be entered to narrow the results - Middle Name, Suffix, Race/Ethnicity.
4. Click **Search**. Matching results are listed in the Results pain.
5. Select the matching results. This adds the staff's State ID that exists in DPI to Campus.
6. Or, when there are no matching results or incorrect results, click the **Register with NC DPI** button. This creates and assigns a new State ID for the staff person.

This new ID number CANNOT be modified. When it is determined that an ID needs to be corrected, **contact NC DPI and Campus Support.**

Person Identifiers

Local Student Number Generate Number

Student State ID

Local Staff Number

Staff State ID

Person GUID

Portal Username

Personal Contact Information

Contact Information Private

Email:

Secondary

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	<input type="text" value="Staff"/>	State ID	Gender	Birth Date		
First Name	<input type="text" value="Robert"/>					
Sex	<input type="text" value="Male"/>					
Birth Date	<input type="text" value="09/29/1998"/>					
Middle Name	<input type="text"/>					
Suffix	<input type="text"/>					
Race/Ethnicity	Is the individual Hispanic/Latino? <input type="text" value="N: No"/>					
	<input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian or Other Pacific Islander <input checked="" type="checkbox"/> White					
	<input type="button" value="Search--->"/>					

Staff NC DPI Lookup