

# Census by School Boundary Report

Last Modified on 10/22/2022 9:43 am CDT

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The **Census by School Boundary** report lists students whose addresses are within the school boundary.

*Census by School Boundary Report*

## Report Logic

The Census by School Boundary Report uses information from the [Schools](#) tab attached to the Address to find the latest active (most current) address for the student as of the entered Effective Date. Information returned in the report is limited to the calendar selected in the Campus toolbar.

## Report Editor

Field	Description
<b>Effective Date</b>	Indicates the date used to return current membership and address information for a household. The current date auto-populates; to change this date, enter a new date in <i>mmddyy</i> format or use the calendar icon to select a new date.

Field	Description
<b>Sort Options</b>	<p>The report can be sorted by Student Name or by Address.</p> <p>When sorting by Student Name, information displays in the following descending order:</p> <ul style="list-style-type: none"> <li>• by Student last name in alphabetic order</li> <li>• Column headers display in this order: Student Name, Calendar, Grade, Address, Household dates</li> </ul> <p>When sorting by Address, information displays in the following descending order:</p> <ul style="list-style-type: none"> <li>• by State in alphabetic order, then County in alphabetic order</li> <li>• by City Name in alphabetic order</li> <li>• (within each city), by Street Name in alphabetic order</li> <li>• (within each Street Name), by number in ascending order</li> <li>• Column headers display in this order: Address, Student Name, Calendar, Grade, Household dates</li> </ul> <p>Location codes are only used when the Location Code field is populated.</p>
<b>Report Format</b>	Indicates how the report generates in PDF or DOCX formats.

## Generate the Report

1. Enter an **Effective Date** to use for the report.
2. Select the sort option of by **Student Name** or by **Address**.
3. Select the desired **Report Format**.
4. Click the **Generate Report** button.

The report lists the student's **Name** and **Student Number**, **Calendar of Enrollment**, **Grade Level**, **Address** and **Address Start** and **End Date**.

DISTRICT		Census By School Boundary Report			
Generated on 01/08/2016 09:51:24 AM Page 1		Date: 01/08/2016 Sort by student name Total counties: 17 Total Students: 14950			
Student Name(#)	Calendar	Grade	Address	Household Location Dates	
Location Code:N/A County: N/A					
Student, Aliyeh (#123456)	2015-16 Elementary	PK	8508 63rd Ave N	06/01/2014 -	
Student, Birgid (#234567)	2015-16 Open Enrolled	02	5940 West	02/01/2015 -	
Student, Calvin (#345678)	2015-16 Creative Play	PK	5940 West	02/01/2015 -	
Student, Dolores (#456789)	2015-16 Elementary	04	12055 41ST Ave	08/19/2014 -	
Student, Everett (#567890)	2015-16 Creative Play	PK	8500 63rd Ave	03/27/2015 -	
Student, Francie (#678901)	2015-16 Open Enrolled	06	3759 West	08/25/2014 -	
Location Code:N/A County: H					
Student, George (#789012)	2015-16 Elementary	KD	3955 York	03/17/2015 -	

*Census by School Boundary - Sort by Student Name, PDF Format*

<b>2018-19 High School</b> <small>Generated on 04/23/2019 11:02:59 AM Page 1</small>		<b>Census By School Boundary Report</b> <small>Date: 04/23/2019 Sort by address Total counties: 9 Total Students: 6690</small>			
Address	Student Name(#)	Calendar	Grade	Household Location Dates	
<b>Location Code: N/A County: N/A</b>					
2763 First Ave N Any Town, MN 55555	Student, Jill (#123456)	2018-19 Elementary	02	09/07/2016 -	
2877 Cedar Street Any Town, MN 55555	Student, Paige (#234567)	2018-19 Middle School	07	09/09/2016 -	
3000 Pine Road Any Town MN 55555	Student, Millicent (#345678)	2018-19 Elementary	PK	10/24/2014 -	
3500 A Street Any Town, MN 55555	Student, Kevin (#456789)	2018-19 High School	09	04/28/2016 -	

*Census by School Boundary - Sort by Address, DOCX Format*