

# Census by Address Report

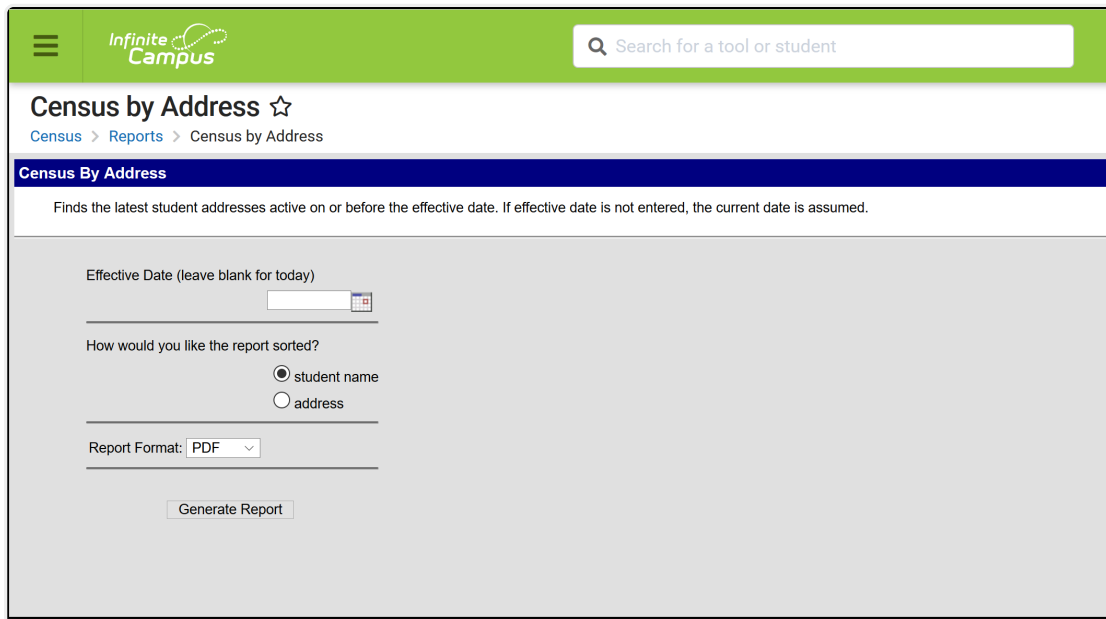
Last Modified on 10/22/2022 9:43 am CDT

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**Search Terms:** [Census by Address](#)

The **Census by Address** report lists the latest student addresses active on or before the effective date. If effective date is not entered, the current date is assumed.



*Census by Address Report*

## Report Logic

The Census by Address Report uses information from [Household Address](#) to find the latest active (most current) address for the student as of the entered Effective Date.

## Report Editor

Field	Description
<b>Effective Date</b>	This date is used to return current membership and address information for a household. The current date auto-populates; to change this date, type in mmddyy 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 <b>Student Name</b>, 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 <b>Address</b>, 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>	Determines how the report generates, in PDF or DOCX format.

## 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 displays in the selected format.

For both formats, the report lists the student's Name and Gender, Student Number, Grade Level, Address and Address Start and End Date.

If a dash appears for the date, it signifies that no other address has been entered on the household or that there is no end date for that address.

2015-16 High School		Census By Address Report		
Generated on 01/08/2016 12:53:56 PM Page 1 of 36		Date: 01/08/2016 Sort by student name Total Students: 2090		
Student Name(Gender)	Student#	Grade	Address	Start/End Date
Student, Abigail	123456	12	1201 West Ave	09/02/2011 -
Student, Brian	234567	10	4312 East Road	12/04/2013 -
Student, Callie	345678	09	4900 South Lane	08/11/2014 -
Student, Dylan	456789	12	3660 North Blvd	08/06/2012 -
Student, Evie	567890	10	5501 Bluebird Street	10/20/2014 -
Student, Franklin	678901	11	5501 Bobcat Ave	10/20/2014 -

*Census by Address - Student Name Sort, PDF Format*

SCHOOL DISTRICT		Census By Address Report		
Generated on 04/22/2019 03:24:18 PM Page 1 of 1		Date: 04/22/2019 Sort by student name Total Students: 0		
Student Name(Gender)	Student#	Grade	Address	Start/End Date
<b>A Town</b>				
Student, Lynn	123456	12	2538 Maple Ave	09/24/2014-
<b>B City</b>				
Student, Ann	234567	11	7613 85 <sup>th</sup> Street	11/30/2014-
Student, Brynn	345678	10	6925 Hoover Ave	11/04/2010-
Student, Gwen	456789	12	5427 Thompson Lake Rd	07/29/2005-

*Census by Address - Address Sort, DOCX Format*