

Address Change Report [.2124 - .2215]

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The **Address Change** report generates a list of students who have a new address based on the entered Start Date of the report. This report includes changes to mailing address and secondary addresses. Only address changes to students are included on the report. It does include address changes to inactive students (those not currently enrolled in the selected calendar).

A school calendar must be selected from the Campus toolbar to Generate Report.

Address Change Report ☆
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Address Change

A school calendar selection from the Campus toolbar is required for the report to return students.

Students are included in the report if their address start or end dates fall within the reporting range during the time they were a member of that household.

*Start Date

End Date

Address Change Report

Report Logic

The Address Change Report uses data from the student's active households to determine which addresses to include in the output. Start and End dates are reported, indicating a date range in which the student was residing at that address. Students are included in the report if their address start or end dates fall within the reporting range during the time they were a member of that household. If no end date is available for the address (meaning, the address is still active), only the start date is noted on the report.

This information is entered on the [Household Addresses](#) tab.

Report Editor

The Address Change Report requires the entry of a **Start Date** in order to generate the report. The Start Date field is auto-populated with the current date, but can be changed by selecting the calendar icon to choose a new date or enter a new date in *mmddyy* format. An End Date can also be entered to view address changes within a specific date range.

Generate the Address Change Report

1. Enter the desired **Start Date**.
2. Enter an **End Date**, if desired.
3. Click the **Generate Report** button. The report displays in a new window listing all records of changed addresses for students.

The report includes the name of the school for which the report was generated and the entered dates for the changed addresses. If no end date is entered, only the Start Date prints. Students included in the report display in alphabetical order by last name.

High School		Change of Address		Page 1 of 2
4321 Campus Way				Generated: 02/07/2020 08:55:24 AM
Any Town, MN 55555				
09/01/2019 — 02/06/2020				
# 123456	Student, Adam	[05/26/2005] M		
	Address: 5340 Lake Blvd, Any Town MN 55555		Start Date: 09/10/2019	
# 234567	Student, Beth	[11/28/2003] M		
	Address: 4053 Pine Tree Road, Any Town, MN 55555		Start Date: 09/10/2019	
# 345678	Student, Charles	[02/11/2004] F		
	Address: 2521 Big Sky Drive, Any Town, MN 55555		Start/End Date: 09/05/2019-09/05/2019	
# 456789	Student, Devyn	[09/17/2002] M		
	Address: 1252 Rushmore Ave, AnyTown MN 55555		Start/End Date: 09/05/2019-09/05/2019	
# 567890	Student, Erik	[09/19/2003] M		
	Address: 5720 Sagebrush Place, Any Town MN 55555		Start Date: 09/01/2019	

Address Change Report, Print View