

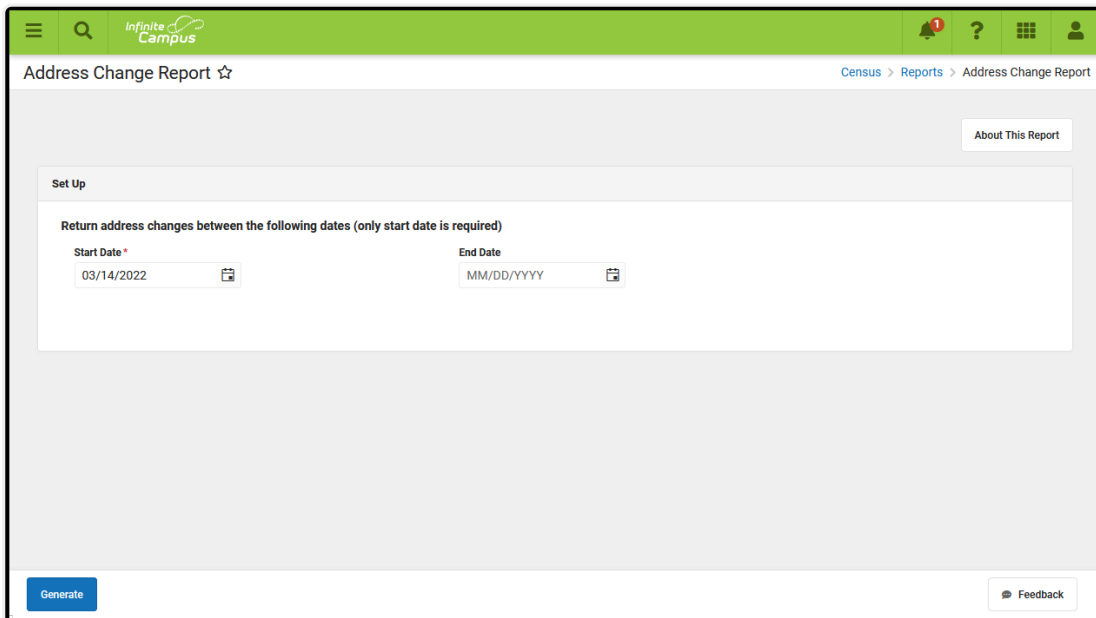
# Address Change Report

Last Modified on 03/28/2025 3:34 pm CDT

Tool Search: Address Change

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 addresses and secondary addresses. Only address changes to students are included on the report. It also includes address changes to inactive students (those not currently enrolled in the selected calendar).

A school calendar must be selected from the Campus toolbar in order to generate report.



*Address Change Report*

Submit feedback for the Address Change Report by clicking the **Feedback** button in the bottom right hand corner. This takes you to the [Campus Community Address Change Report](#) forum topic where you can add your suggestions for this report.

See the [Census Reports Tool Rights](#) article for information about rights needed to use this tool.

# Report Logic

This report uses data from the student's active household membership to determine which addresses to include in the report. The addresses listed include both street addresses and PO Boxes (if applicable), and the start and end dates of the student residing at that address.

Students are included in the report when their address start or end dates fall within the Start and End Dates entered on the report editor. When there is no end date available for the address (meaning, the address is still active), only the start date is listed on the report.

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

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

*Address Change Report, Print View*