

Address Change Report

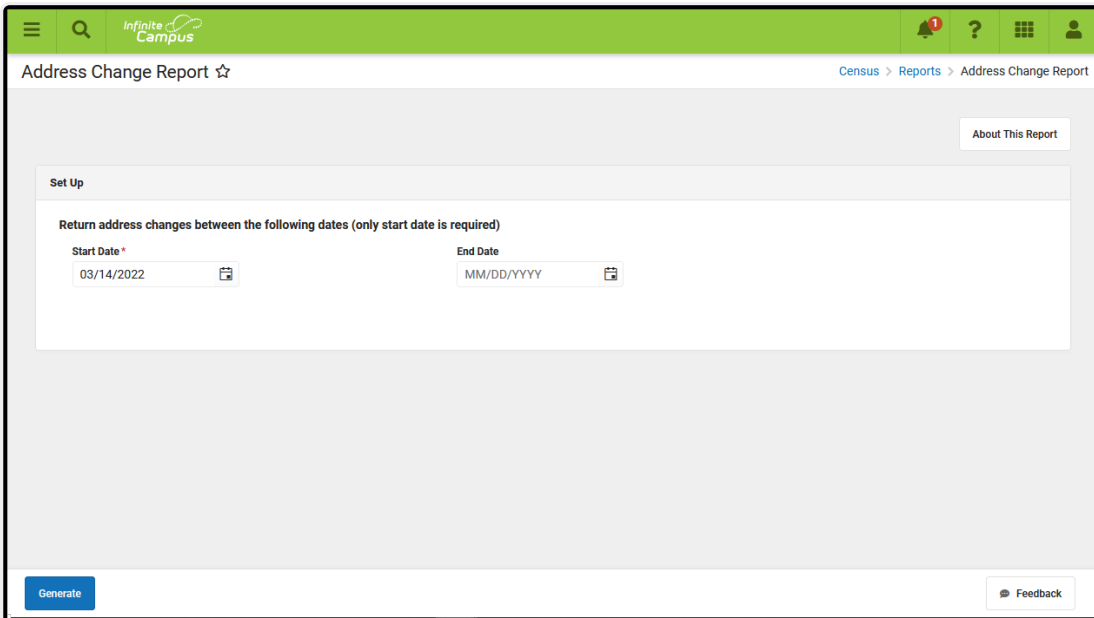
Last Modified on 10/21/2024 8:19 am CDT

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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.



The screenshot shows the 'Address Change Report' setup page. At the top, there is a navigation bar with the Infinite Campus logo and a breadcrumb trail: 'Census > Reports > Address Change Report'. Below the breadcrumb is an 'About This Report' button. The main content area is titled 'Set Up' and contains the instruction: 'Return address changes between the following dates (only start date is required)'. There are two date input fields: 'Start Date *' with the value '03/14/2022' and a calendar icon, and 'End Date' with the placeholder 'MM/DD/YYYY' and a calendar icon. At the bottom left is a blue 'Generate' button, and at the bottom right is a 'Feedback' button with a speech bubble icon.

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.

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 *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