

# Census by Address Report

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Tool Search: 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** ☆

Census > Reports > Census by Address

**Census By Address**

Finds the latest student addresses active on or before the effective date. If effective date is not entered, the current date is assumed.

Effective Date (leave blank for today)

How would you like the report sorted?

student name

address

Report Format: PDF

Generate Report

*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