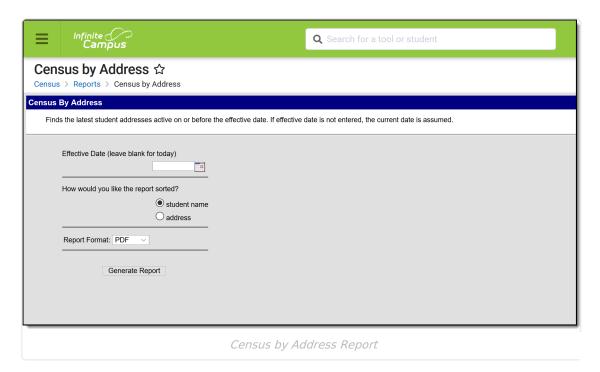# Census by Address Report

Last Modified on 03/28/2025 3:40 pm CDT

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 Report

See the Census Reports Tool Rights article for information about rights needed to use this tool.

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
Effective Date	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
Sort Options	The report can be sorted by Student Name or by Address. When sorting by **Student Name**, information displays in the following descending order: • by Student last name in alphabetic order • Column headers display in this order: Student Name, Calendar, Grade, Address, Household dates When sorting by **Address**, information displays in the following descending order: • by State in alphabetic order, then County in alphabetic order • by City Name in alphabetic order • (within each city), by Street Name in alphabetic order • (within each Street Name), by number in ascending order • Column headers display in this order: Address, Student Name, Calendar, Grade, Household dates Location codes are only used when the Location Code field is populated.
Report Format	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.

Census by Address - Student Name Sort, PDF Format

Student Name(Gender)	Student#	Grade	Address	Start/End Date
A Town				
Student, Lynn	123456	12	2538 Maple Ave	09/24/2014-
B City				
Student, Ann	234567	11	7613 85th 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