

# Address Information Tool Rights

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A few people in your district may need to work with existing addresses. They may also need access to [related tools](#).

To learn how to use this tool, see the [Address Information](#) article.

The screenshot displays the 'Address Information' tool interface. At the top, the breadcrumb navigation is 'Census > Addresses > Address Information'. The main header shows '2215 141st LN NW' with a 'View in Google Maps' link. Below this are 'Save' and 'Delete' buttons. A red warning message states: 'Modifying address information affects all households associated with this address. Search for the address before modifying.' The main form contains several fields: P.O. Box (checkbox), Number (2215), Prefix, Street (141st), Tag (LN), Direction Apt (NW), City (Blaine), State (MN), Zip (55449), County (Anoka), Location Code (1), Latitude, Longitude, Tract, and Block. There are also sections for 'Legal Description', 'Comments', 'District', and 'Impact Aid Site'. On the right side, there is a 'Related Tools' dropdown menu with options: 'Add Address', 'Address Information', 'Related Households', 'School Boundaries', and 'School Boundaries Override'. At the bottom, a permissions bar for 'Address Information' shows checked boxes for 'All', 'Read', 'Write', 'Add', and 'Delete'. The breadcrumb 'Census > Addresses > Address Information' is repeated at the bottom of the interface.

Address Information should only be modified to:

- Correct a data entry error, for example an incorrect zip code.
- Add information that was not initially included when the address was entered, for example to add an Impact Aid Site.

## Available Tool Rights

R	W	A	D
Allows the user to view the Address Information tool and associated data.	Allows the user to edit existing information in the Address Information tool.	N/A	Allows the user to delete address information.

## Suggested User Groups

- [Principals](#)
- [Counselors](#)
- [Front Office Staff](#)
- [Registrars](#)
- [Transportation](#)

See [User Groups](#) and [Suggested Roles](#) for more information.