

Address Information Tool Rights

Last Modified on 02/14/2025 11:42 am CST

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.

Let us know what you think! Submit feedback for the Tool Rights Catalog by posting in the [Tool Rights Catalog](#) forum.

The screenshot shows the 'Address Information' tool interface. At the top, there is a breadcrumb trail: 'Census > Addresses > Address Information'. Below this, the address '2215 141st LN NW' is displayed with a 'View in Google Maps' link. There are 'Save' and 'Delete' buttons. A warning message states: 'Modifying address information affects all households associated with this address. Search for the address before modifying.' The main form contains fields for P.O. Box, 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 fields for 'Legal Description', 'Comments', 'District', and 'Impact Aid Site'. A 'Related Tools' dropdown menu is visible in the top right. On the right sidebar, there is a list of tools: 'Add Address', 'Address Information', 'Related Households', 'School Boundaries', and 'School Boundaries Override'. The 'Related Households' and 'School Boundaries' items are highlighted with a red box. At the bottom of the form, it says '- Modified by: Tudaright, Eileen 01/07/2019 15:44'.

Address Information All Read Write Add Delete

Census > Addresses > Address Information

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.