

Address Import: State Users (Delaware)

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NOTE: The Address Import process is dependent on the University of Delaware keeping consistent RECIDs. If the source data changes, the files are unusable until an update is requested by Delaware DOE and subsequently released by Infinite Campus.

The University of Delaware provides a file containing all applicable state addresses as defined by Infinite Campus and the State Department of Education (DOE) specifications. Each night, after midnight, files are uploaded from a secure file transfer location and the address import is processed.

File Creation

Two types of import files are created: Address Files and School Boundary Files.

The Address File

The Address File is used to insert new address records (including school boundaries), fill in missing information on manually entered address records (including school boundaries), and update existing address records with corrections for things like spelling.

Address Files can be uploaded as often as necessary. Only updates fitting the criteria listed above are inserted.

The School Boundaries File

The School Boundaries File is used to update school boundary records from one year to the next.

School Boundary Files should be uploaded annually. If school boundary changes are made midyear, the file can be uploaded.

File Format

Be sure to create the file in the format listed below. Files not created in this format prevent the import from running.

Column	Order	Header Name	Data Format
A	1	Bndry_Date	MM/DD/YYYY or M/D/YYYY <i>ex. 05/01/2024 OR 5/1/2024</i>
B	2	RECID	Integer
C	3	School_Year	Numerical
D	4	HOUSENUMBER	Alphanumeric
E	5	PREFIXDIRECTION	Alphanumeric
F	6	STREETNAME	Alphanumeric
G	7	SUFFIXTYPE	Alphanumeric
H	8	SUFFIXDIRECTION	Alphanumeric
I	9	APTNUM	Alphanumeric
J	10	DEVELOPMENT	Alphanumeric
K	11	CITY	Alphanumeric
L	12	STATE	2-Digit Code
M	13	ZIPCODE	5-Digit Code
N	14	COUNTY	Alphanumeric
O	15	Municipality	Alphanumeric
P	16	DistCode	2-Digit code
Q-AC	17-29	Grade Levels (Various)	6-Digit code District Code + School Code <i>ex. 360740</i>
AD	30	TRACTCE20	6-Digit code
AE	31	BLOCKCE20	4-Digit code
AF	32	Lat_X	Maximum 9-Character code with a single decimal in the 3rd position. <i>ex. 38.451425</i>
AG	33	Long_Y	10-Character code with a single decimal in the 3rd position preceded by a dash. <i>ex. -75.207096</i>

File Naming Convention

It is important to name each file as described below so that the import can run successfully. Files

incorrectly named will not be recognized as part of the import.

File	Naming Convention	Explanation
Address File	AddressYYYYMMDD.csv <i>ex. Address20240501.csv</i>	YYYYMMDD = the date the file should be uploaded e.g. Files named 20250501 will ONLY process on May 1st, 2025. NOTE: The file date only impacts the import run date. This date has NO effect on data contained within the file.
School Boundary File <i>(Typically created annually)</i>	BoundariesYYYYMMDD.csv <i>ex. Boundaries20240501.csv</i>	

File Placement

Files must be placed in a specific location for the import to upload any changes.

1. On the remote server, navigate to the folder named **To_InfiniteCampus/AddressImport**.
2. Upload all applicable files to the folder.

NOTE: Users can only access the To_InfiniteCampus/AddressImport folder using a secure username and password.