



QuickGuide: TEA Census Block Utility

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This utility allows you to create a zip folder for the purposes of assigning a Census Block GEO ID. **It must be run in the Firefox browser.**

NOTE:

- TEA allows 10,000 records to be calculated at a time.
- Multiple files will be created if the record count exceeds the limit of 10,000 records.

NOTE: Users will use the **Census Block Group Tool** to look up a census block number for a single address, or upload a .CSV file with multiple addresses to which the system applies a census block number. For additional information and instructions on how to download the **Census Block Group Tool**, login to the TSDS Portal (TEA Login (TEAL)) and refer to the **TSDS Census Block Group Tool User Guide**.

Review Missing/Invalid Data Report

- [Registration > Utilities > TEA Census Block > Export Address](#)

Click **Missing/Invalid Data Report**.

A report opens that provides a list of students not eligible for the census block export due to errors.

Students are included on the report if they are ineligible due to any of the following conditions:

- **Blank UID** - The column displays **Yes** for students with a blank Texas Unique Student ID.
- **Homeless** - The column displays **Yes** if the student is homeless.
- **Invalid Address** - The column displays **Yes** if the student has an invalid physical address.
- **ADA Ineligible** - The column displays **Yes** if the student's code is 0, 4, 5, or 8. The student's code must be 1, 2, 3, 6, 7, or 9.

Review the report and correct student data as needed.

Export Data

- [Choose Export Type](#)

Verify and make selections under **Export Type:**

- The current **PEIMS Year** is displayed.
- **All Addresses** is automatically selected.
- Choose the **Campus** to export from.

Click **Execute**.

A .csv file is generated that can be exported to the TEA to obtain census block data for eligible students who do not have it. The file contains the student's Texas Unique Student ID and physical address (street number and name, city, state, and zip code).

NOTE: The TEA-calculated file must be completed in text format and must be saved **Save as Type .CSV** (comma delimited) to import.


Import Data

- [Registration > Utilities > TEA Census Block > Import Census Block](#)

Click **Browse** to locate the file.

File Selected The selected file name is displayed.

Click **Submit**.


Begin Date Type the begin date using the MMDDYYYY format. Or, click  to select the date from a calendar.

Click **Import Codes**.


- You are prompted to confirm that the correct file is selected. Click **Yes**.
- When the import is complete, a message is displayed indicating the number of codes written to the database and the number of error records. Click **OK**.
- The import listing is displayed. [Review, save, and/or print the report.](#)

Review the report using the following buttons:


Click  to go to the first page of the report.


Click  to go back one page.


Click  to go forward one page.

Click  to go to the last page of the report.

The report can be viewed and saved in various file formats.

Click  to save and print the report in PDF format.

Click  to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included.

Click  to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.

Review Errors

- [Review Error List](#)

Click to view the error list if errors are encountered.

Errors are created if the import file contains any of the following:

- Invalid economic disadvantage codes
- A student campus ID that does not equal the campus ID from the import file
- A student ID that is not found on the campus ID from the import file
- A date of birth from the import file that does not match the student's date of birth record at the campus
- A student name in the import file that does not match the enrollment record at the campus. In this case, the data is still imported, but the name is not overwritten.

Errors are sorted by campus.

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