

tea-census-block-import-body

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Import the Census Block from the .CSV file provided by the TEA.

❑ 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 First to go to the first page of the report.
  Click to go back one page.
  Click to go forward one page.
  Click Last 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.

Preview Errors	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 **Review the report using the following buttons**: Click First to go to the first page of the report. Click to go back one page. Click to go forward one page. Click Last 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. Click **Preview Report** to return to the import listing.


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