

tea-census-block-import-body

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❑ Save the file as a .csv file with a unique name (e.g., ASCENDERISD_CENSUS_BLOCK.csv).

❑ Click **Browse** to locate and select the .csv file provided by the TEA.

❑ Click **Import**.

Records are created in the census block table that contain the student's social security number and GEO ID.

❑ Click **Print Report** to view the file and any errors. The number of records updated or inserted in the census block table is also included.

NOTE:
This process also applies if you changed the address for one or several students, putting them into a different block:

❑ Add the student(s) to TEA spreadsheet and calculate.
❑ Created a new TEA .csv with only that one student (or several students).
❑ Import the file.


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