Import Campus Attendance Zones

Table of Contents

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Registration > Utilities > Import Campus Attendance Zones

This utility imports campus attendance zones from a .csv or .txt file provided by the post office, local city hall registry, or any other entity that contains the street information.

File format

Field	Length	Description
Record ID	6	(Required) Alpha. 'ATZIMP' must appear on each record.
School Year	4	(Required) Numeric. Current school year.
Campus ID	3	(Required) Numeric. Must be valid campus ID.
Street Direction	2	Alpha. Valid values are N, NE, NW, S, SE, SW, E, W, or blank.
Street Name	60	(Required) Alphanumeric.
From Block	6	(Required) Numeric. Six digits with leading zeroes.
To Block	6	(Required) Numeric. Six digits with leading zeroes.
Odd/Even Block Code	1	(Required) Alpha. Valid values are O, E, or B.
City	25	(Required) Alpha. Only first 17 characters are accepted.
State	2	(Required) Alpha. State abbreviation.
Zip Code	5	(Required) Numeric.
Zip Code +4	4	Numeric.
Census Tract	6	Numeric. Assigned by US Census Bureau.
County	3	(Required) Numeric. County-district number assigned by the TEA.
Federal Property Code	1	Alphanumeric. Assigned by district to indicate the federal government ownership status of the property at this address.
Neighborhood Code	4	Alphanumeric. Defined by district.
Precinct Code	4	Alphanumeric. Voting precinct.
Transportation Eligible Code	1	Alpha. Valid values are - (blank), E - two-mile eligible, H - hazardous eligible, or I - ineligible to ride the bus. Please note that a valid value must be provided for this field, even if it is a space.

Import Campuses Attendance Zones

Import

File: [ ] Browse

Import data:

❏ Click **Browse**, then locate and select the file.

The **Import** button is enabled.

❏ Click **Import**.

A message indicates that the process is completed. Click **OK**.

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.

Back Cover