



Import Campus Attendance Zones

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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, government or tax entity, 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.

NOTE: If multiple campuses correspond to the same street address, you must submit a record for each campus. Once an address is imported with a campus number, you must use the maintenance page to add any additional campuses for the address.



The screenshot shows a software window titled "Import Campuses Attendance Zones". Inside the window, there is a light blue rectangular area containing an "Import" button. Below this area, on the left, is the label "File:" followed by a white text input field. To the right of the input field is a blue "Browse" button.

Import data:

- ☐ Click **Browse**, then locate and select the .csv or .txt 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  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.



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