Import Campus Attendance Zones

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This utility allows the district to import campus attendance zones data from a file with .txt file format provided by the post office, government or tax entity, or any other entity that contains the street information. The import file must be comma delimited where the fields of data in each row are delimited with a comma. The file must not contain a header and the last record in the file should not be blank. Every field will need to be accounted for in each row of data. A row of data that includes only the required fields may look like the following:
ATZIMP,2022,001,,Example Street,006850,007210,E,Alamo City,TX,95095,,,925,,,,
Once imported, Registration > Maintenance > District Profile > Attendance Zones is populated.

The utility will only import records to the current year Attendance Zones. Therefore the import file will need to contain the current school year in the field SCHOOL YEAR. The table name in which the records are loaded for the current year is the CR_STR_DIR.

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.

Update 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 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.

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 First to go to the first page of the report.
Click ◀ to go back one page.
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