TEA Census Block - Export Address

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IMPORTANT: This utility must be run in the Firefox browser. This utility allows you to create a zip folder for the purposes of assigning a Census Block GEO ID.

TEA allows 10,000 records to be calculated at a time. Multiple files will be created if the record count exceeds the limit of 10,000 records.

NOTE: Users will use the **Census Block Group Tool** to look up a census block number for a single address, or upload a .CSV file with multiple addresses to which the system applies a census block number. For additional information and instructions on how to download the Census Block Group Tool, login to the TSDS Portal (TEA Login (TEAL)) and refer to the **TSDS Census Block Group Tool User Guide** PDF.

Export Data:

❑ Click **Missing/Invalid Data Report**.

A report opens that provides a list of students not eligible for the census block export due to errors.

Students are included on the report if they are ineligible due to any of the following conditions:

- **Blank UID** - The column displays **Yes** for students with a blank Texas Unique Student ID.
- **Homeless** - The column displays **Yes** if the student is homeless.
- **Invalid Address** - The column displays **Yes** if the student has an invalid physical address.
- **ADA Ineligible** - The column displays **Yes** if the student's code is 0, 4, 5, or 8. The student's code must be 1, 2, 3, 6, 7, or 9.

❑ Click **Execute**.

A .csv file is generated that can be exported to the TEA to obtain census block data for eligible students who do not have it. The file contains the student's Texas Unique Student ID and physical address (street number and name, city, state, and zip code).

❑ Under **Export Type**:

The current **PEIMS Year** is displayed.

All Addresses	Choose the campus to export from.

IMPORTANT: The TEA-calculated file must complete in text format and must be saved **Save as Type** .CSV (comma delimited) to import.

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