



# Attendance Zones Address Change



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This utility allows the district to modify the street name or street number for a particular street segment, for situations such as the following:

- A street name was entered incorrectly, or the street was renamed
- A street got longer in one or both directions
- A street dropped a range of numbers (beginning or end)
- A street was renamed and the number range was re-assigned

All students whose **Physical Address** on [Demo1](#) matches the specified segment will be updated with the new address information for all school years.

### Import data:

Retrieve an existing block by entering the following information.

Or, click **Directory** to [select an existing block](#).

<b>Direction</b>	If applicable, type the compass direction associated with a street name. Valid values are N, NE, NW, S, SE, SW, E, W, or blank.
<b>Street Name</b>	(Required) Type the street name, up to 60 characters. As you begin typing, the a drop-down list displays streets that begin with the characters you have typed. From the drop-down list you can select the street.  Only the following characters are allowed: alpha, numeric, space, hyphen, period, #, /, and apostrophe.
<b>From/To</b>	(Required) Type the from/to street numbers for the range included within the particular block or segment. Use six digits with leading zeroes.  Only the following characters are allowed: alpha, numeric, space, hyphen, period, and #.
<b>O/E/B</b>	(Required) Indicate whether the block includes only the even-numbered side of the street (E), only the odd-numbered side of the street (O), or both (B).

Click **Retrieve**.

The **Address Being Changed From** section is populated with existing information.

Under **Address Being Changed To**, enter the new information:

<b>Direction</b>	If applicable, type the compass direction associated with a street name. Valid values are N, NE, NW, S, SE, SW, E, W, or blank.
<b>Street Name</b>	(Required) Type the street name, up to 60 characters.  Only the following characters are allowed: alpha, numeric, space, hyphen, period, #, /, and apostrophe.
<b>From/To</b>	(Required) Type the from/to street numbers for the range included within the particular block or segment. Use six digits with leading zeroes.  Only the following characters are allowed: alpha, numeric, space, hyphen, period, and #.
<b>O/E/B</b>	(Required) Indicate whether the block includes only the even-numbered side of the street (E), only the odd-numbered side of the street (O), or both (B).
<b>City</b>	(Required) Type the city name, up to 17 characters.  Only the following characters are allowed: alpha, space, hyphen, and apostrophe.
<b>State</b>	(Required) Type the two-character state abbreviation.
<b>Zip Code</b>	(Required) Type the five-digit zip code, followed by the four-digit delivery route code.
<b>Neighborhood</b>	Type the code indicating the neighborhood in which the block exists, up to four characters. This code is optional and district defined.
<b>County Code</b>	Type the three-digit county portion of the county-district number assigned by the TEA. For example, if the county-district code is 123456, type 123.
<b>Census Tract</b>	Type the six-digit code for the tract in which the block lies, as assigned by the US Census Bureau.
<b>Precinct Code</b>	Type the four-digit voting precinct code for this block.
<b>Federal Property Code</b>	Type the one-character code indicating the federal government ownership status of the property at this address. This code is optional and district defined.

Click **Execute**.

All students whose **Physical Address** on [Demo1](#) matches the specified segment will be updated with the new address information for all school years.



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