



## TEA Census Block - Import



# Table of Contents

TEA Census Block - Import ..... 1



# TEA Census Block - Import

**State Reporting > Utilities > TEA Census Block > Import Census Block**

**IMPORTANT: This utility must be run in the Firefox browser.** This utility allows you to import a .csv file of Census Block GEO ID to assign the Census Block data to eligible students. This automatically populates the **Student Census Block** field on [State Reporting > Maintenance > Fall > Student > Demo](#).

## Import Data:

- ☐ Save the file as a .csv file with a unique name (e.g., ASCENDERISD\_CENSUS\_BLOCK.csv).
- ☐ Click **Browse** to locate and select the .csv file provided by the TEA.
- ☐ Click **Import**.

Records are created in the census block table that contain the student's social security number and GEO ID.

- ☐ Click **Print Report** to view the file and any errors. The number of records updated or inserted in the census block table is also included.

## NOTE:

This process also applies if you changed the address for one or several students, putting them into a different block:

- ☐ Add the student(s) to TEA spreadsheet and calculate.
- ☐ Created a new TEA .csv with only that one student (or several students).
- ☐ [Import](#) the file.



## Back Cover