



**ASCENDER**

ELEVATING TECHNOLOGY SOLUTIONS

# Census Block

SUPPORTING THE TEXAS EDUCATION COMMUNITY

# Resources

The following resources are available on the [IMS TSDS page](#).

- Census Block Group Tool User Guide
- Census Block Group Tool
- Census Block Group Tool Training Video

*HB3 requires that Texas Local Education Agencies (LEAs) report a census block group number for each economically disadvantaged student.*

## PEIMS

### Fall Submission ▼

[ASCENDER Fall PEIMS Guide](#)

[2022-2023 ESC's SSA's](#)

[Fall Staff Extract Document](#)

### Support Documents

[PEIMS Fall Comparison](#)

[2022-2023 PEIMS Fall Review Documentation](#)

[PEIMS ASCENDER Census Block Step by Step - PDF](#)

[Census Block User Guide](#)

[Census Block Group Tool](#)

[Census Block Training Video \(please use Chrome to access\)](#)

# Delete Census Block Data from State Reporting

State Reporting > Utilities > Delete/Clear Tables

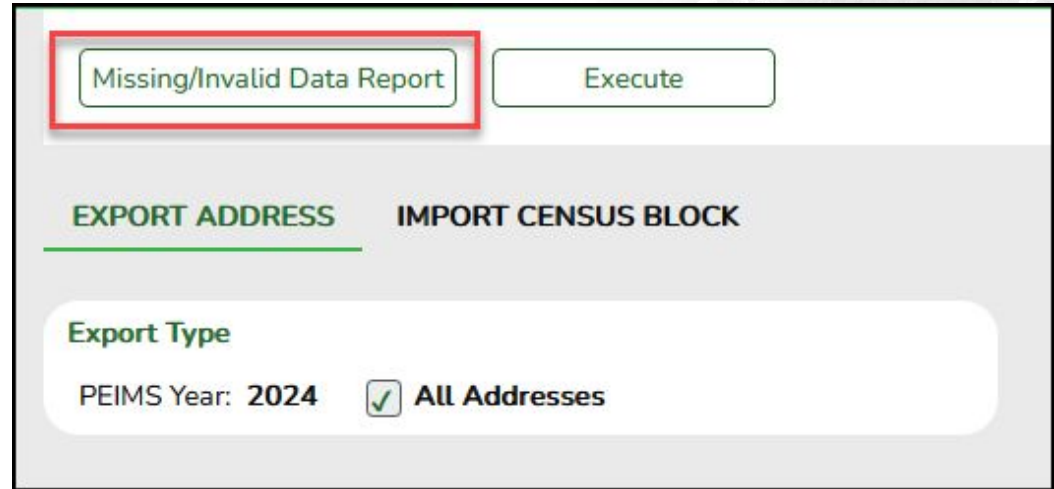
- Census Block data is not included in the deletion of the Fall Collection.
- Delete **ONLY** Census Block data when working for this process.

**Fall Collection**  
 **Finance Data**  
 Budget  
 **Staff Data**  
 Demo & Payroll    Responsibilities    Contracted Staff (Staff Type 2)  
 **Student Data**  
 Demo, Enrollment, Special Ed, CTE & Leaver Data  
 **Census Block**

# Review Missing/Invalid Data Report

State Reporting > Utilities > TEA Census Block

Before exporting the file, review the Missing/Invalid Data Report.



The screenshot shows a software interface for generating a report. At the top, there are two buttons: "Missing/Invalid Data Report" (highlighted with a red border) and "Execute". Below these buttons, there are two sections: "EXPORT ADDRESS" (underlined) and "IMPORT CENSUS BLOCK". Under "EXPORT ADDRESS", there is a section titled "Export Type" containing the text "PEIMS Year: 2024" and a checked checkbox next to "All Addresses".

# Review Missing/Invalid Data Report

State Reporting > Utilities > TEA Census Block

The following columns must be **resolved** prior to exporting: **Blank UID & Invalid Address**

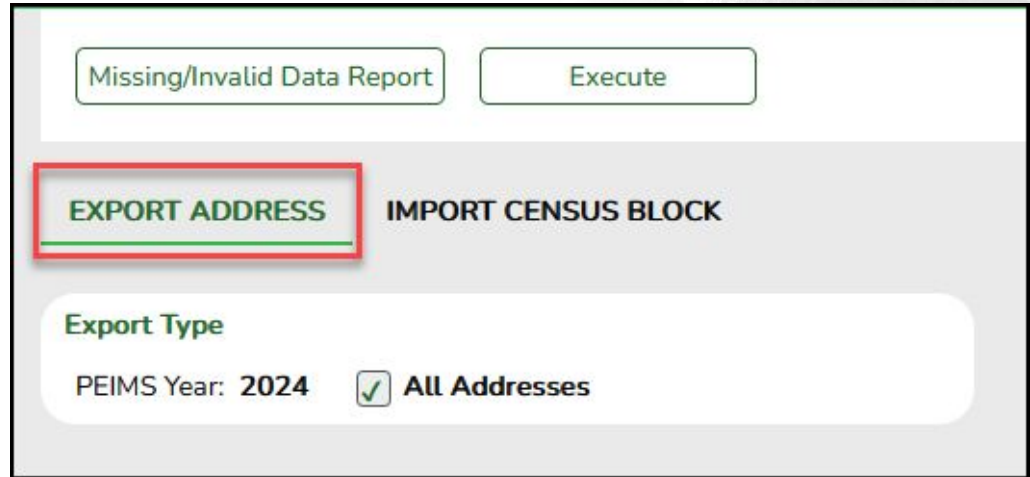
The following columns are for **review** only: **Homeless, ADA Ineligible, & As-of-Status Ineligible**

Date Run: 09-19-2023 2:47 PM		List Of Students Not Eligible for Export - Census Block Export					Page: 1 of 1		
Cnty Dist: 161-616		161616 Independent School District							
TX Unique Stu ID	Student ID	Student Name	Campus	Blank UID	Homeless	Invalid Address	ADA Ineligible	As-of Status Ineligible	
	104377	Samudio, Mercedes Kate	001	Yes	No	No	No	No	
5282982468	104629	Sanchez, Adrienne Nicole	001	No	Yes	No	No	No	
7721495682	104913	SANCHEZ, Alex ROGELIO	001	No	No	Yes	No	No	

# Export Census Block from ASCENDER

State Reporting > Utilities > TEA Census Block > Export Address

- This utility **MUST** be run in the Firefox Browser.
- The export file will be a .CSV File.



The screenshot shows a web interface with the following elements:

- Buttons: "Missing/Invalid Data Report" and "Execute".
- Section Header: "EXPORT ADDRESS" (highlighted with a red box) and "IMPORT CENSUS BLOCK".
- Form Section: "Export Type" with "PEIMS Year: 2024" and a checked checkbox for "All Addresses".


# Upload file into CBGT

## TEA Census Block Group Tool

Use the File Upload option in the CBGT to load the .CSV File extracted from ASCENDER.  
Click Process File.

### File Upload

Select File

File Name :  

Input File	Record Count	Status	Output File	Time Taken (seconds)	Errors File
C:\Users\joel.delafuente\Downl...	65	Unprocessed			

# File Upload Complete

City :  
State :  
Zip :  
Zip Extension :

Type :  
State Code :  
County Code :  
Tract :  
Block Group :  
Census Block Group :

Success!

File processing complete!

Ok

## File Upload

Select File

File Name :

Input File	Record Count	Status	Output File	Time Taken (seconds)	Errors File
<a href="#">C:\Users\Administrator\Downlo...</a>	5	Processed		0	




## Review Errors (If Any)

- If **NO** errors are found, a file will display in the Output File column.
- If errors are found, a file will display in the Errors File column. Review and correct any errors.

### File Upload

Select File

File Name :  

Input File	Record Count	Status	Output File	Time Taken (seconds)	Errors File
<a href="#">C:\Users\joel.delafuente\Downl...</a>	65	Processed	<a href="#">C:\Users\joel.delafuente\Downl...</a>	1	

# Output File

The Output file is saved in the same folder where the ASCENDER extract file was saved.

**Do not open the Output File.**

**File Upload**

Select File

File Name : C:\Users\joel.delafuente\Downloads\exportCensusBlock.csv

Input File	Record Count	Status	Output File	1
C:\Users\joel.delafuente\Downl...	65	Processed	C:\Users\joel.delafuente\Downl...	1

Process File      Reset

This PC > Downloads

Search Downloads

Today (2)

Name	Date modified
exportCensusBlock	10/24/2022 10:03 AM
exportCensusBlock_Output	10/24/2022 10:07 AM

**The Census Block Output file must be formatted before it is imported into ASCENDER:**

**Formatting the Output File - 2 Options (Excel or Google Sheets)**

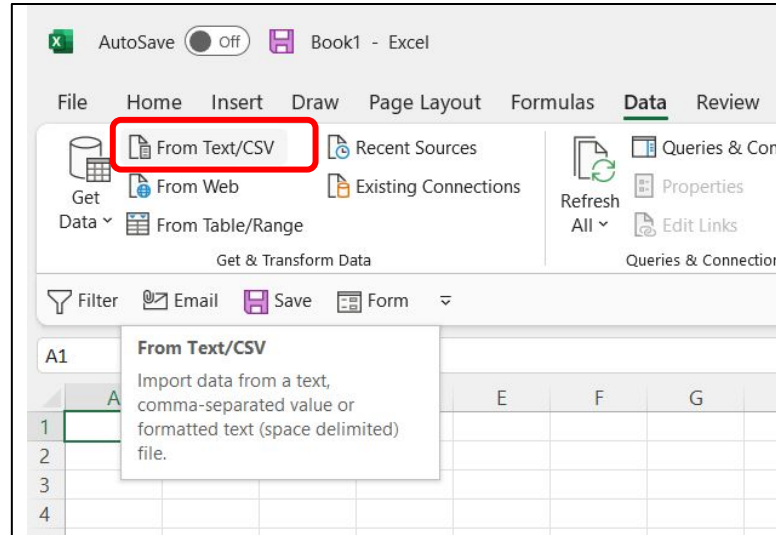
# Formatting File Option 1

**This option requires an up to date version of Microsoft Excel**

# Open a Blank Excel Spreadsheet

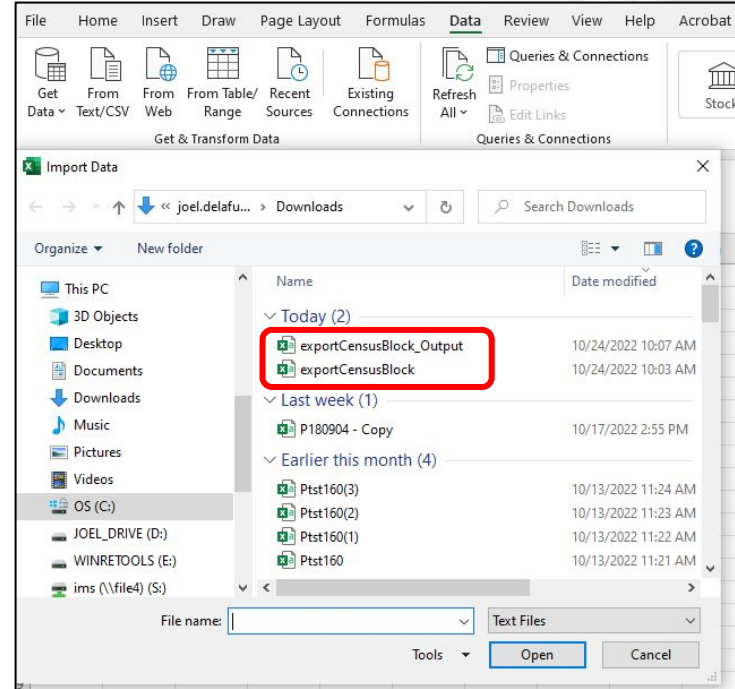
Excel > Data > From Text/CSV

Due to a formatting issue with the Output file, you need to import the Output file into a blank Excel Spreadsheet. Use the breadcrumb above.



# Import CSV File to Blank Spreadsheet

Go to the folder where the file(s) are saved and select the file with the ending of `_Output`.



# Change Format Settings

A Pop-Up window will display. Modify the following fields:

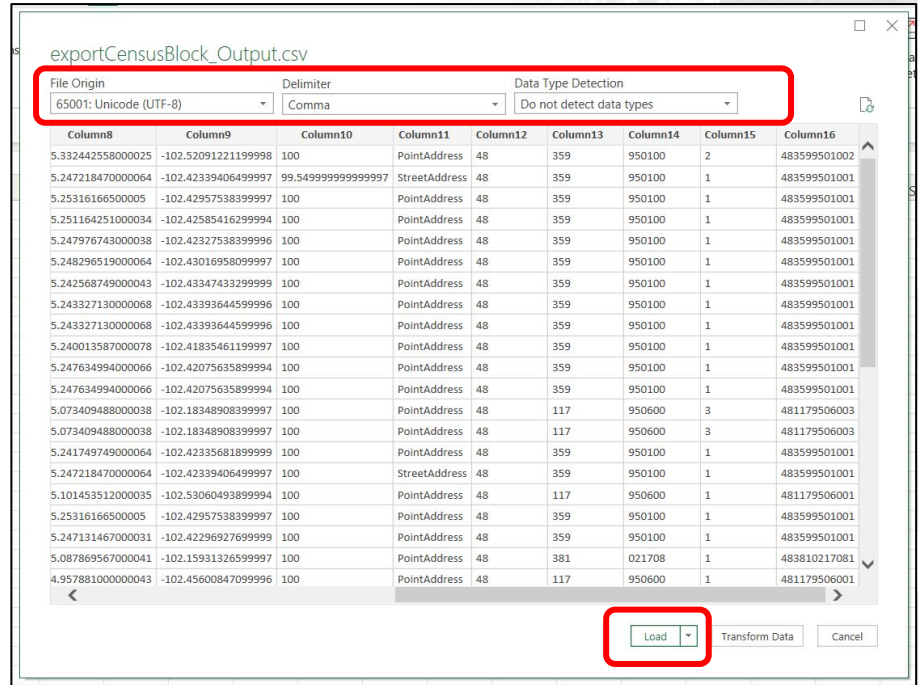
**File Origin** = 65001: Unicode (UTF-8)

**Delimiter** = Comma

**Data Type Detection** = Do not detect data types

Click Load.

**NOTE:** Reference slide 1.6.6 in the CBGT Video. He mentions why these changes are necessary.



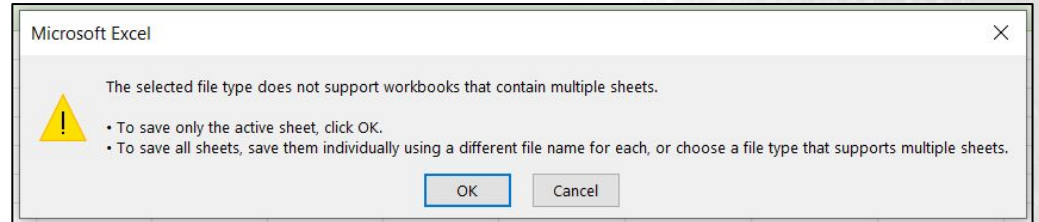
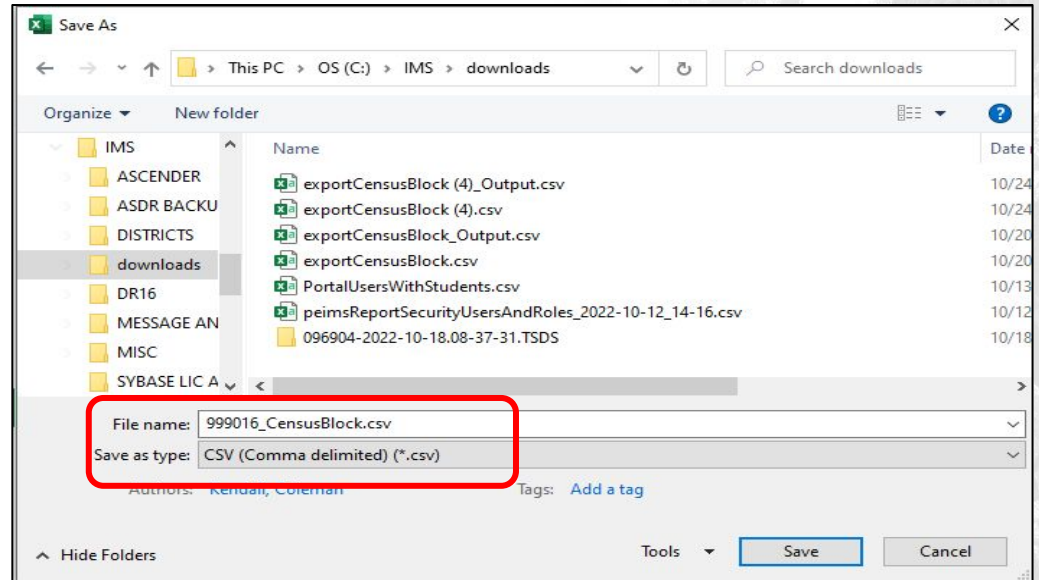
# Save New CSV File

Do not make any changes to data displaying. Change the file type to a .CSV file.

Suggested location to save file:  
Same location as Output file

Suggested File name example:  
123456\_CensusBlock

This message will appear after saving. Select 'OK' to continue.





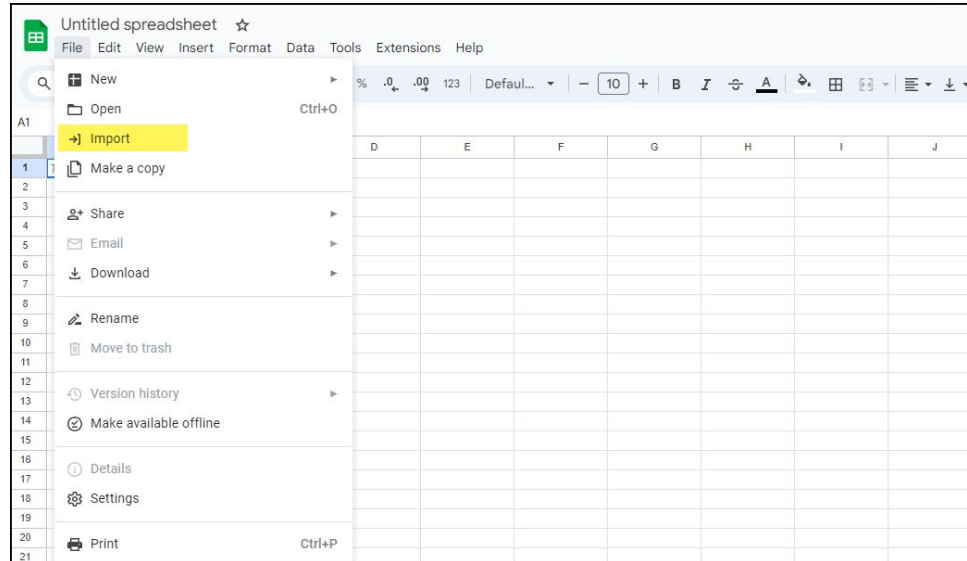
# Formatting File Option 2

## Google Sheets

# Open a Blank Google Sheets

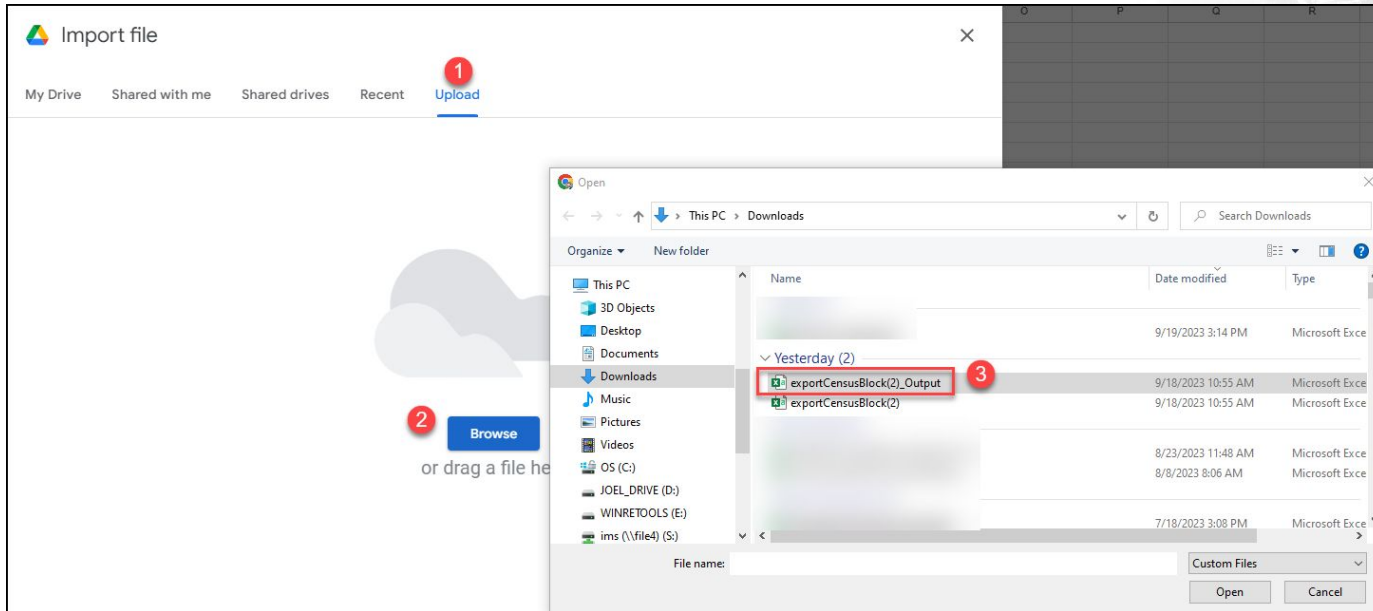
Google Sheets > File > Import

Due to a formatting issue with the Output file, you need to import the Output file into a blank Google Sheets. Use the breadcrumb above.



# Import CSV File to Google Sheets

Go to the folder where the file(s) are saved and select the file with the ending of `_Output`.



# Change Format Settings

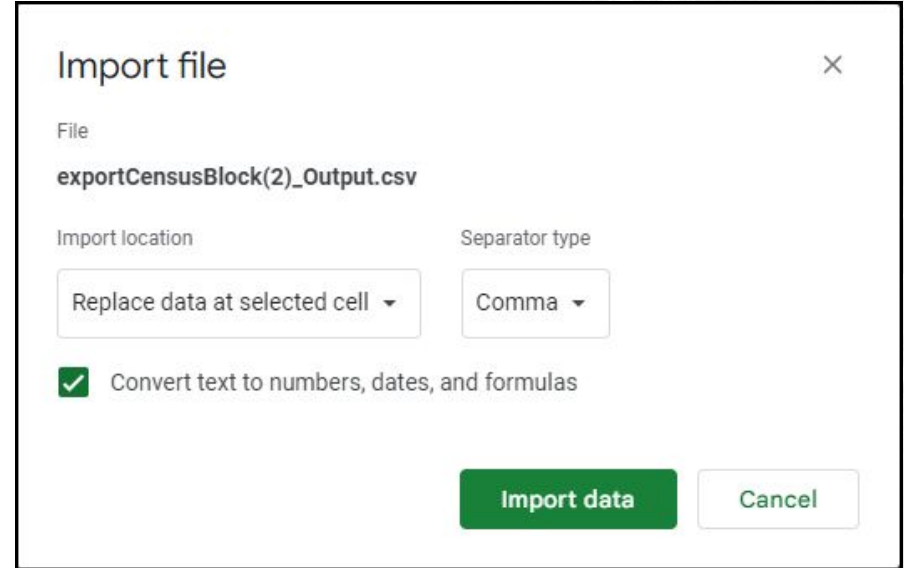
A Pop-Up window will display. Modify the following fields:

**Import Location** = Replace data at selected Cell

**Separator Type** = Comma

Import Data.

**NOTE:** Reference slide 1.6.6 in the CBGT Video. He mentions why these changes are necessary.



Import file ×

File  
**exportCensusBlock(2)\_Output.csv**

Import location Separator type

Replace data at selected cell Comma

Convert text to numbers, dates, and formulas

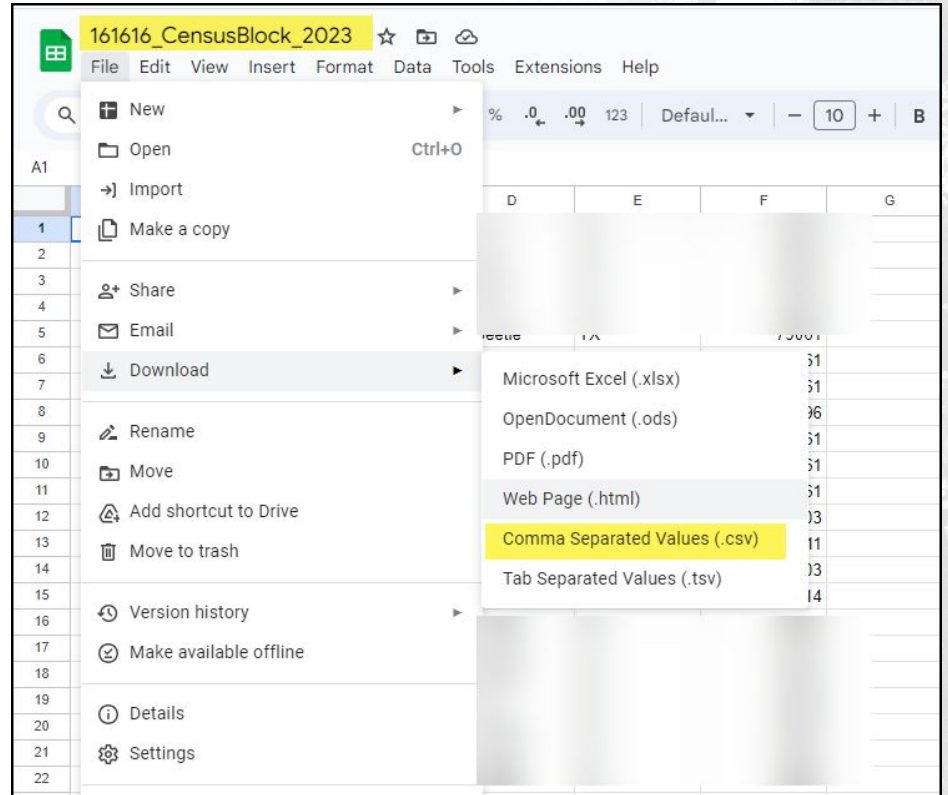
**Import data** Cancel

# Download New CSV File

Do not make any changes to data displaying.

Change File Name  
Suggested File name example:  
123456\_CensusBlock

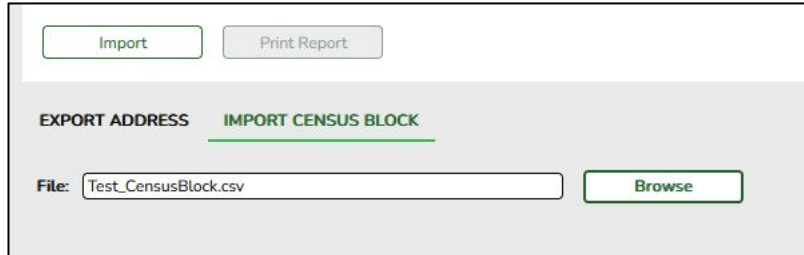
Download file as a .CSV



# Import File into ASCENDER

State Reporting > TEA Census Block > Import Census Block

Import the CSV file you created.

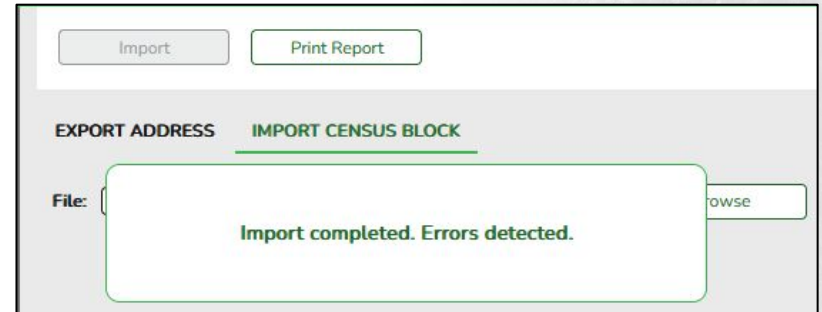


Import Print Report

EXPORT ADDRESS IMPORT CENSUS BLOCK

File:  Browse

The following message will appear. Review the error report.



Import Print Report

EXPORT ADDRESS IMPORT CENSUS BLOCK

File: 

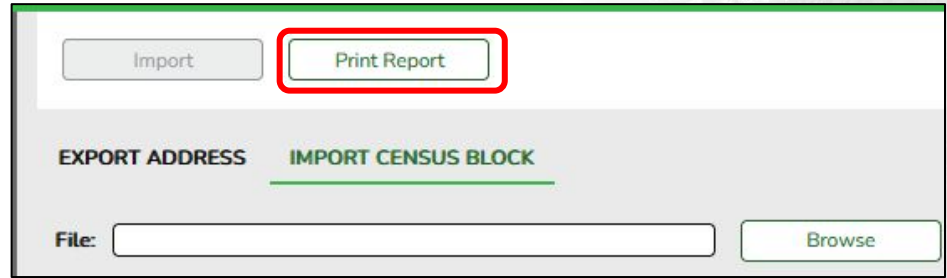
Import completed. Errors detected.

 Browse

# Review Error Report

State Reporting > TEA Census Block > Import Census Block

Select Print Report Button to review errors.



Import   **Print Report**

EXPORT ADDRESS   IMPORT CENSUS BLOCK

File:   

The error messages displayed here are okay and can be disregarded. Review the Total Number of Records Inserted.



Line	UID	GEO ID	Error Message
1	Column1	Column16	Invalid UID.
1	Column1	Column16	Unique ID must be numeric.
1	Column1	Column16	GEO ID must be 12 char long.

**Import File Name:** Book2.csv

**Import Results:**

<b>Total Records with Errors:</b>	1
<b>Total Records Read:</b>	66
<b>Total Records Updated:</b>	0
<b>Total Records Inserted:</b>	65

# Single Entry for CBGT

The CBGT does have the ability to obtain a Census Block Group Number for an individual student.

## Single Entry

[Link to Census Block Group Map](#)

### Input

Student UID

\* City

Zip Extension

\* Street Address 1

\* State

Street Address 2

\* Zip Code



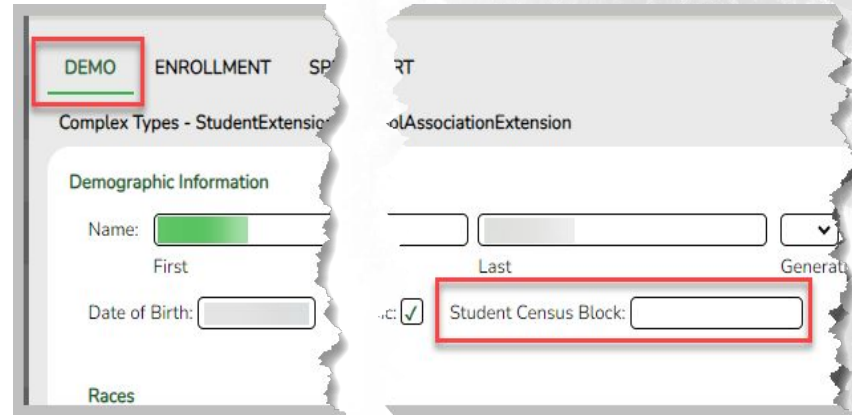
# Single Entry for CBGT

After entering the student's address, you'll process the data and this information will display.

Copy the Census Block Group Number and paste it in the student record in ASCENDER > State Reporting > Maintenance > Fall > Student - Demo Tab - Student Census Block.

## Output

UID :		Latitude :	35.148079362196334
Street 1 :	5800 Bell St.	Longitude :	-101.90207912230815
Street 2 :		Confidence % :	100
City :	Amarillo	Type :	PointAddress
State :	TX	State Code :	48
Zip :	79109	County Code :	381
Zip Extension :		Tract :	021605
		Block Group :	2
		<b>Census Block Group Number :</b>	<b>483810216052</b>



The screenshot shows a web form with a navigation bar at the top containing 'DEMO', 'ENROLLMENT', 'SP', and 'RT'. Below the navigation bar, there are sections for 'Complex Types - StudentExtension' and 'AssociationExtension'. The 'Demographic Information' section includes fields for 'Name' (with 'First' and 'Last' sub-labels), 'Date of Birth', and 'Races'. A 'Student Census Block' field is highlighted with a red box, and it contains the value '483810216052'. There is also a 'Generat' button next to the field.

# Link to Census Block Group Map

## Single Entry

[Link to Census Block Group Map](#)

### Input

Student UID

\* Street Address 1

Street Address 2

\* City

\* State

\* Zip Code

Zip Extension

# Help is Available

## **FOR ASSISTANCE**

[Student.services@esc16.net](mailto:Student.services@esc16.net)

## **FOR REMOTE SUPPORT**

<http://support.region16.net>

## **IMS Student Documentation**

Training Guides available in ASCENDER  
ASCENDER > Any Application > Help > [Training Guides](#)

**OR**

Go to <http://www.esc16.net>

Click on SCHOOL **SERVICES** tab

Under **School Services** click **IMS**

click **IMSStudent**

Username: **imsstudent**  
password: **stuims16ESC!**

Click Documentation