

The Economic Disadvantage menu has been split into two parts — Economic Disadvantage Demographic Info contains the Census Block information, and Economic Disadvantage Status contains the date-driven status.

While all students will have a census block, the system will pull only reportable students for the Fall PEIMS submission.

The census block can be either manually entered or automatically completed via an address lookup using the address on the Contact Info tab.

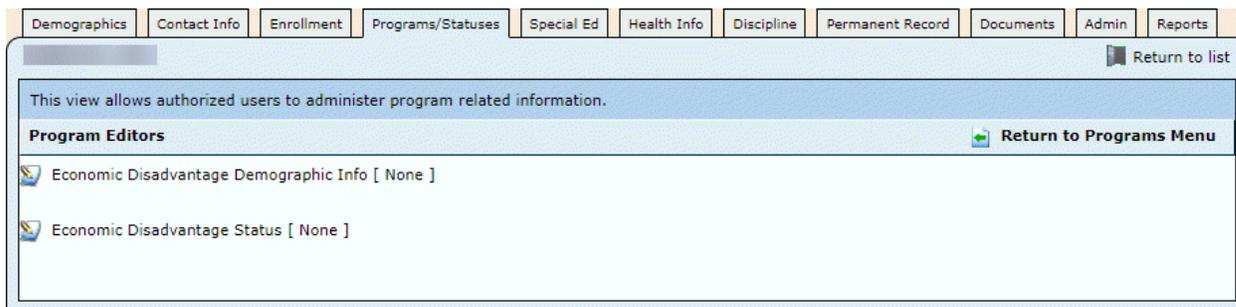
If the student's address is missing from the Contact Info tab in the Student Manager, the census block won't be automatically completed.

- If you then enter the address in the Economic Disadvantage Demographic Info window, the address will be copied to the Contact Info tab.
- If you enter/correct the address on the Contact Info tab before the Fall PEIMS submission, the census block will be automatically updated. If the address on the Contact Info tab is edited after the Fall PEIMS submission, the only way to update the census block is in the Economic Disadvantage Demographic Info window.

If the address accuracy score in the Economic Disadvantage Demographic Info window is less than 100%, the Census Block will need to be reviewed for accuracy. A report will be released very soon that will enable you to review the students missing the census block.

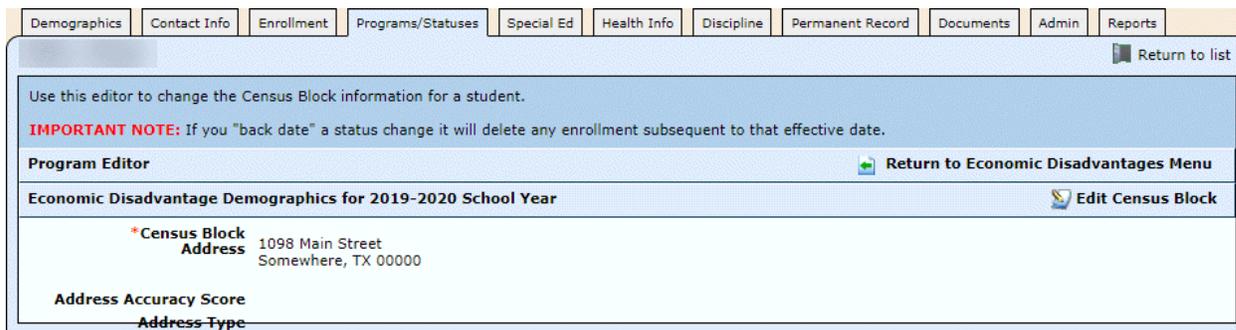
## Enter/correct the address using the lookup feature

1. Select Student Manager from the Students menu.
2. Select a student, and click the  icon. Then click on the Programs/Statuses tab.
3. Click Economic Disadvantage.



The screenshot shows a web application interface with a navigation bar at the top containing tabs: Demographics, Contact Info, Enrollment, Programs/Statuses, Special Ed, Health Info, Discipline, Permanent Record, Documents, Admin, and Reports. The 'Programs/Statuses' tab is selected. Below the navigation bar, there is a 'Return to list' link. The main content area has a blue header with the text: 'This view allows authorized users to administer program related information.' Below this is a section titled 'Program Editors' with a 'Return to Programs Menu' link. Two items are listed: 'Economic Disadvantage Demographic Info [ None ]' and 'Economic Disadvantage Status [ None ]', each with a pencil icon to its left.

4. Click Economic Disadvantage Demographic Info.



The screenshot shows the 'Economic Disadvantage Demographic Info' editor. The navigation bar is the same as in the previous screenshot. The main content area has a blue header with the text: 'Use this editor to change the Census Block information for a student.' Below this is an 'IMPORTANT NOTE: If you "back date" a status change it will delete any enrollment subsequent to that effective date.' Below the note is a section titled 'Program Editor' with a 'Return to Economic Disadvantages Menu' link. The main content area is titled 'Economic Disadvantage Demographics for 2019-2020 School Year' with an 'Edit Census Block' link. The address information is displayed as follows: '\* Census Block Address 1098 Main Street Somewhere, TX 00000'. Below the address is the 'Address Accuracy Score' and 'Address Type'.

For more information  
[support@websmart.freshdesk.com](mailto:support@websmart.freshdesk.com)  
<http://websmart.freshdesk.com>

© 2019, Harris School Solutions. All rights reserved.



- Click Edit Census Block.

Demographics | Contact Info | Enrollment | Programs/Statuses | Special Ed | Health Info | Discipline | Permanent Record | Documents | Admin | Reports

Return to list

Use this editor to change the Census Block information for a student.

**IMPORTANT NOTE:** If you "back date" a status change it will delete any enrollment subsequent to that effective date.

Program Editor [Return to Economic Disadvantages Menu](#)

**Economic Disadvantage Demographics for 2019-2020 School Year**

\*Retrieval Method

\*Census Block

Street Line 1

City/State/ZIP

Country

Address Accuracy Score  
Address Type

- Enter or edit the Street Line(s), City, State, and Zip.
- Click Save. The Census Block field will be completed, with the accuracy score displayed.

Demographics | Contact Info | Enrollment | Programs/Statuses | Special Ed | Health Info | Discipline | Permanent Record | Documents | Admin | Reports

Return to list

Use this editor to change the Census Block information for a student.

**IMPORTANT NOTE:** If you "back date" a status change it will delete any enrollment subsequent to that effective date.

Program Editor [Return to Economic Disadvantages Menu](#)

**Economic Disadvantage Demographics for 2019-2020 School Year**

\*Retrieval Method

\*Census Block

Street Line 1

City/State/ZIP

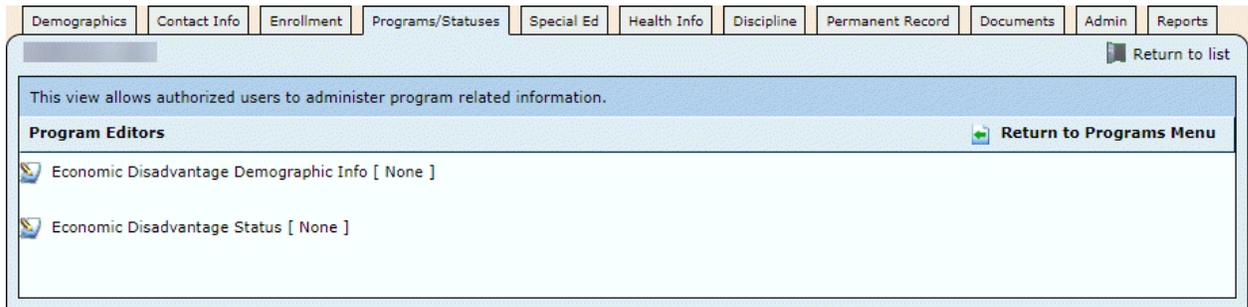
Country

Address Accuracy Score 100

Address Type PointAddress

## Enter the census block manually

1. Select Student Manger from the Students menu.
2. Select a student, and click the  icon. Then click on the Programs/Statuses tab.
3. Click Economic Disadvantage.



Demographics | Contact Info | Enrollment | **Programs/Statuses** | Special Ed | Health Info | Discipline | Permanent Record | Documents | Admin | Reports

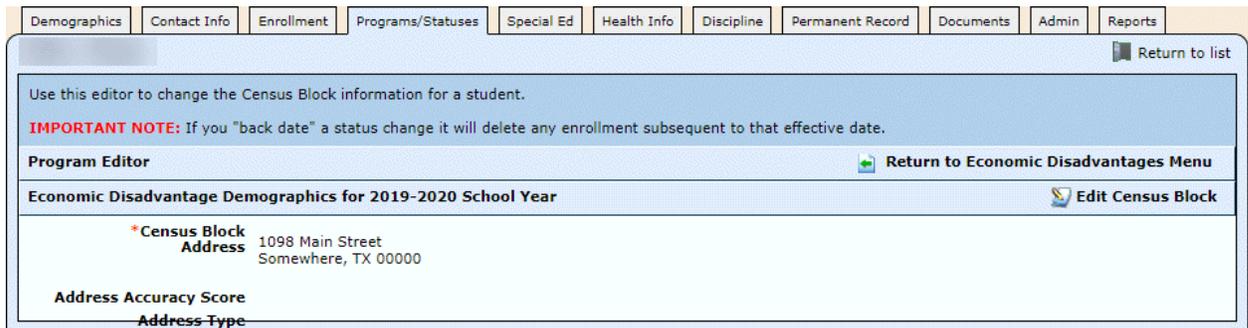
[Return to list](#)

This view allows authorized users to administer program related information.

**Program Editors** [Return to Programs Menu](#)

-  Economic Disadvantage Demographic Info [ None ]
-  Economic Disadvantage Status [ None ]

4. Click Economic Disadvantage Demographic Info.



Demographics | Contact Info | Enrollment | **Programs/Statuses** | Special Ed | Health Info | Discipline | Permanent Record | Documents | Admin | Reports

[Return to list](#)

Use this editor to change the Census Block information for a student.

**IMPORTANT NOTE:** If you "back date" a status change it will delete any enrollment subsequent to that effective date.

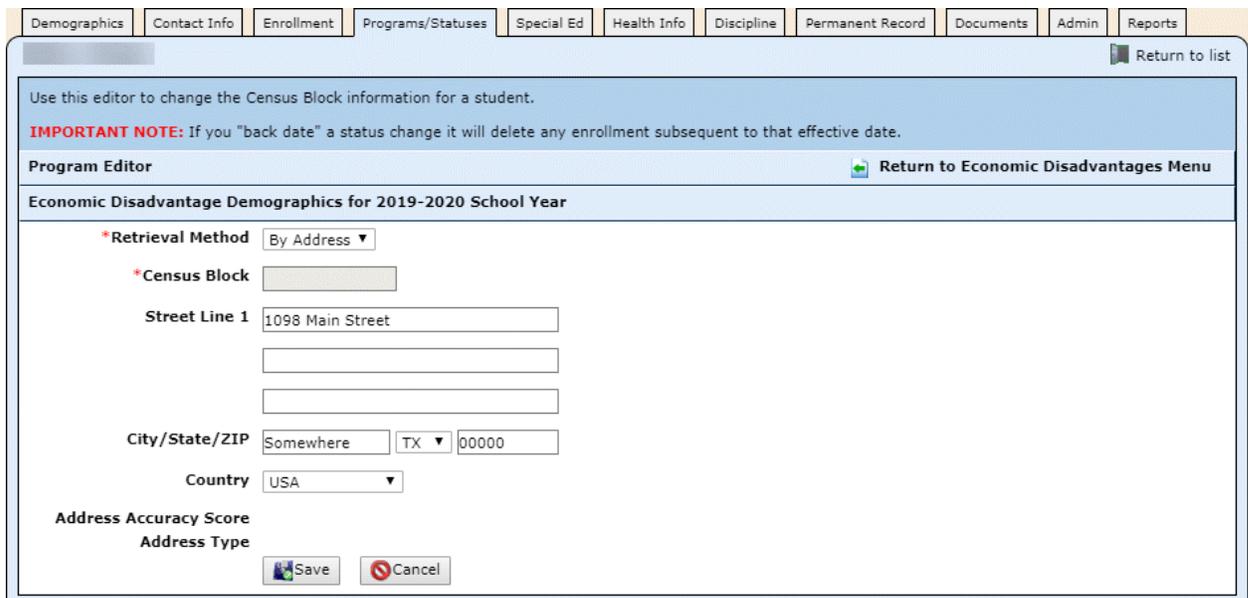
**Program Editor** [Return to Economic Disadvantages Menu](#)

**Economic Disadvantage Demographics for 2019-2020 School Year** [Edit Census Block](#)

\*Census Block Address 1098 Main Street  
Somewhere, TX 00000

Address Accuracy Score  
Address Type

5. Click Edit Census Block.



Demographics | Contact Info | Enrollment | **Programs/Statuses** | Special Ed | Health Info | Discipline | Permanent Record | Documents | Admin | Reports

[Return to list](#)

Use this editor to change the Census Block information for a student.

**IMPORTANT NOTE:** If you "back date" a status change it will delete any enrollment subsequent to that effective date.

**Program Editor** [Return to Economic Disadvantages Menu](#)

**Economic Disadvantage Demographics for 2019-2020 School Year**

\*Retrieval Method

\*Census Block

Street Line 1

City/State/ZIP

Country

Address Accuracy Score  
Address Type

6. Select Manual from the Retrieval Method pull-down.

The screenshot shows a web interface with a navigation bar at the top containing tabs: Demographics, Contact Info, Enrollment, Programs/Statuses, Special Ed, Health Info, Discipline, Permanent Record, Documents, Admin, and Reports. Below the navigation bar is a header area with a 'Return to list' link. The main content area contains the following text: 'Use this editor to change the Census Block information for a student.' followed by an 'IMPORTANT NOTE: If you "back date" a status change it will delete any enrollment subsequent to that effective date.' Below this is a 'Program Editor' section with a 'Return to Economic Disadvantages Menu' link. The main form title is 'Economic Disadvantage Demographics for 2019-2020 School Year'. The form contains the following fields: '\* Retrieval Method' (a dropdown menu set to 'Manual'), '\* Census Block' (an empty text input field), 'Address' (1098 Main Street, Somewhere, TX 00000), 'Address Accuracy Score', and 'Address Type'. At the bottom of the form are 'Save' and 'Cancel' buttons.

7. Enter the 12-digit Census Block, and click Save. The census block is entered with the notation that it was manually entered. Note: There is no address accuracy score when this method is used.

The screenshot shows the same web interface as above. The 'Return to Economic Disadvantages Menu' link is now replaced by an 'Edit Census Block' link. The '\* Census Block' field now contains the value '480215073491'. Below the field, the text 'MANUALLY ENTERED' is displayed. The 'Address Accuracy Score' and 'Address Type' fields are no longer visible.

## Important Notes:

The Census Block is in relation to the address on the student as of Fall Snapshot. Please note the different types of address changes and when you will need to use each.

Changes to addresses made on the Contact tab *prior* to the Snapshot will update Census Block information. Those made after the Snapshot date should be handled in one of the following ways, depending on need.

1. If the student has a change of address due to a move that occurs after the Snapshot Date, make the change on the student's Contact tab **ONLY**. This will retain the Census Block that was applicable for Fall PEIMS reporting. **DO NOT** edit the Economic Disadvantage Demographic Info screen.
2. If you are correcting an address and need to recapture a corrected Census Block number, and are doing so after the Fall PEIMS Snapshot, make the correction on the Economic Disadvantage Demographic Info screen. This will update the student's address as well as the Census Block number, if appropriate.