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.

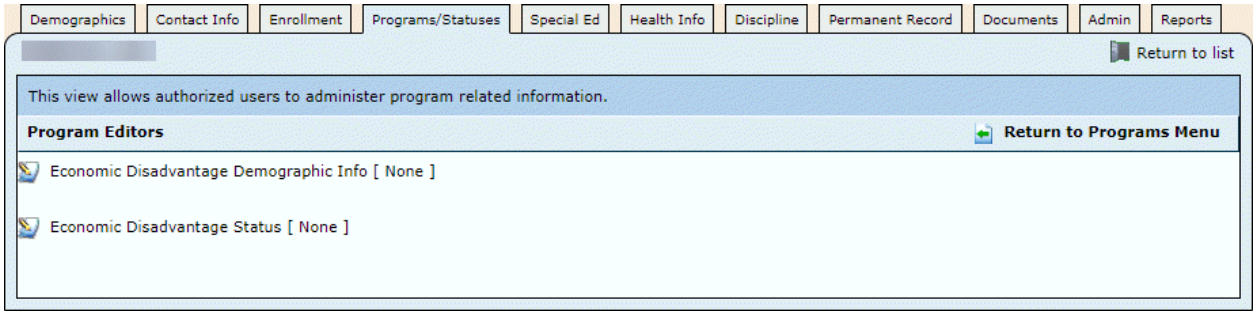
If the student's address is missing from the Contact Info tab in the Student Manager, the census block won't be automatically completed.

- 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.

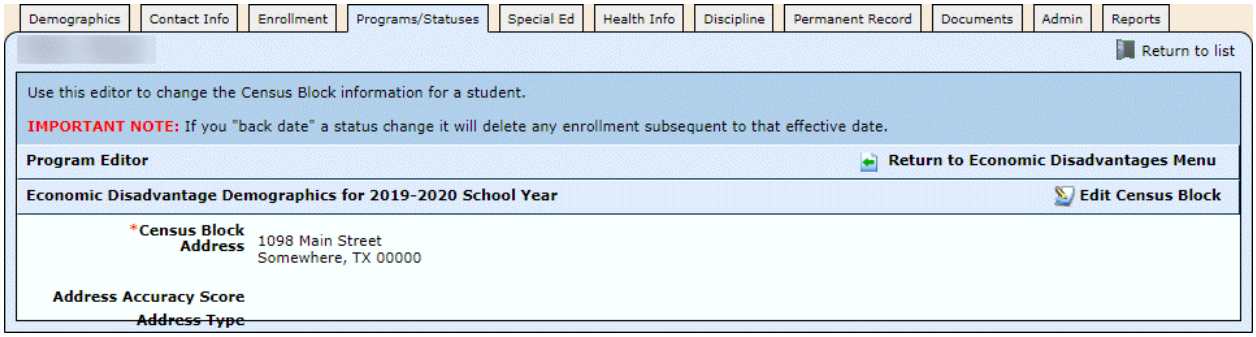
If the address accuracy score in the Economic Disadvantage Demographic Info window is less than 100%, the Census Block will need to be reviewed for accuracy. A report will be released very soon that will enable you to review the students missing the census block.

Enter/correct the address using the lookup feature

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



4. Click Economic Disadvantage Demographic Info.



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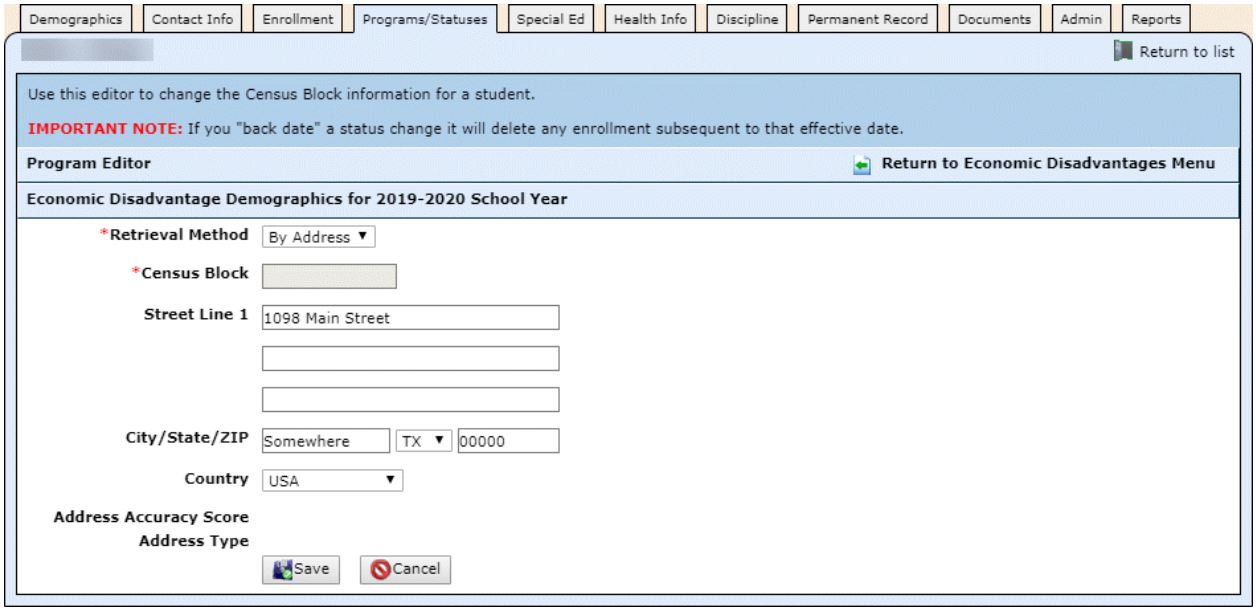
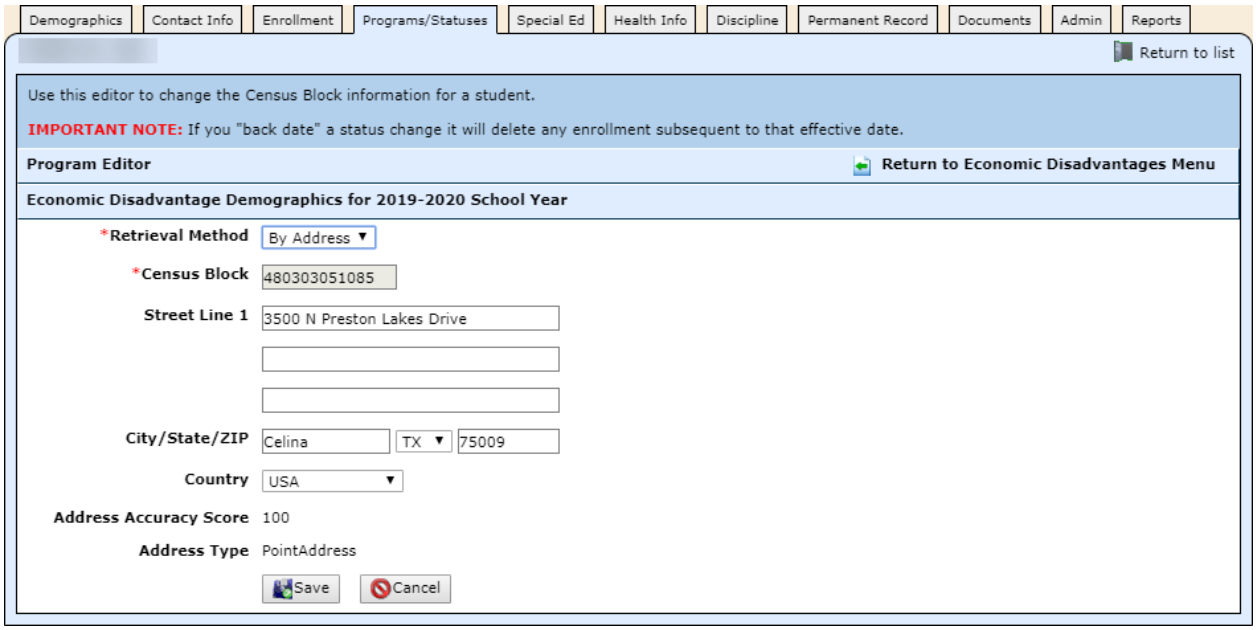
5. Click Edit Census Block.

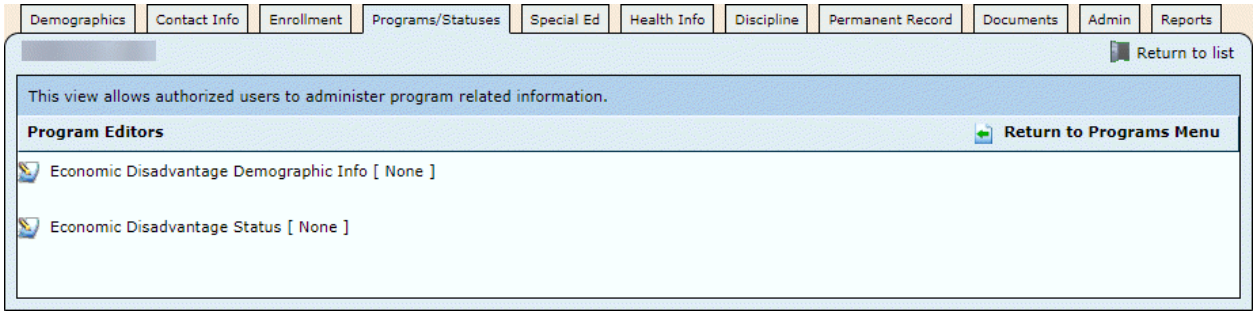


6. Enter or edit the Street Line(s), City, State, and Zip.
7. Click Save. The Census Block field will be completed, with the accuracy score displayed.

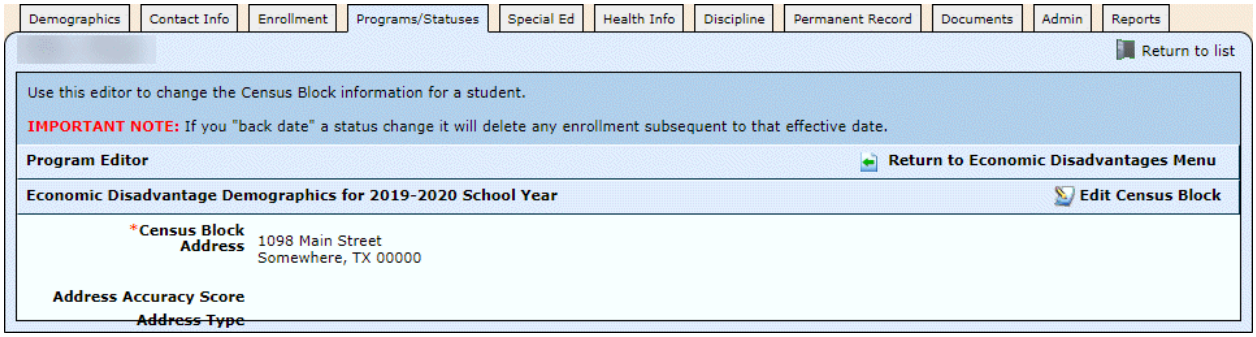


Enter the census block manually

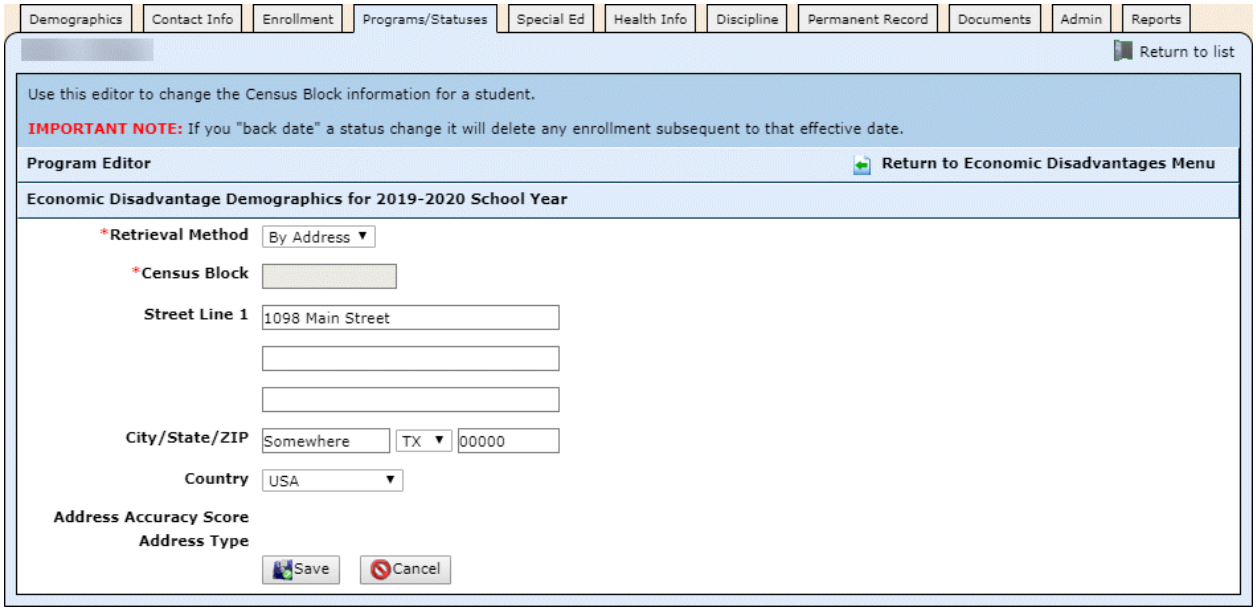
1. Select Student Manger from the Students menu.
2. Select a student, and click the icon. Then click on the Programs/Statuses tab.
3. Click Economic Disadvantage.



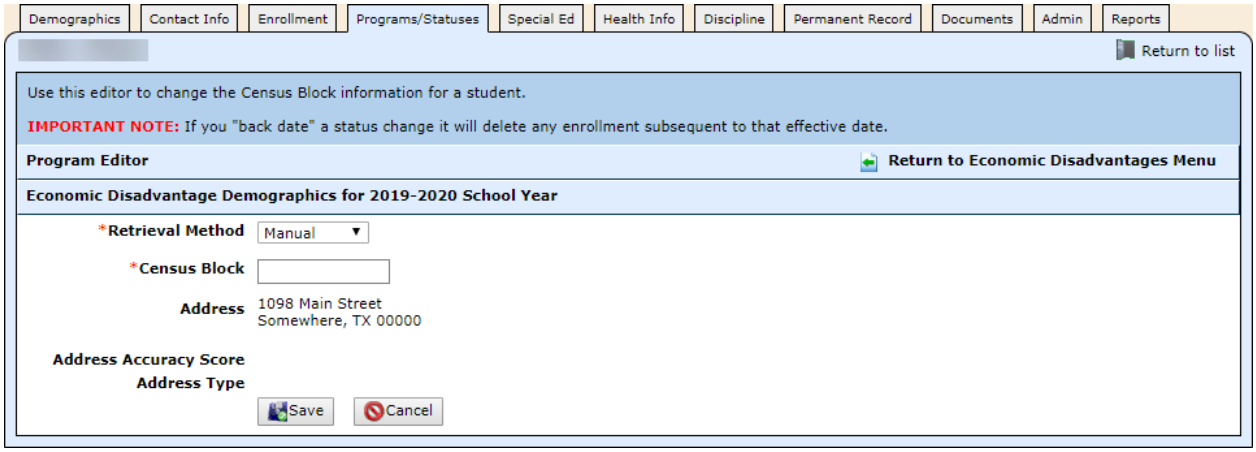
4. Click Economic Disadvantage Demographic Info.



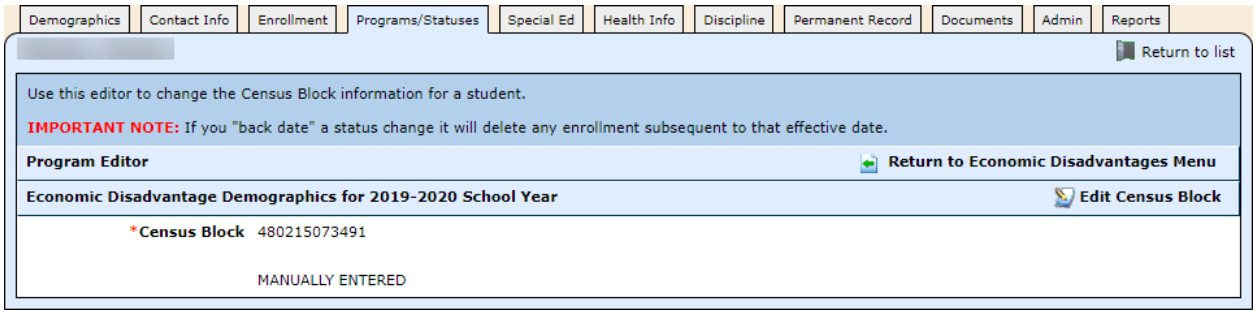
5. Click Edit Census Block.



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



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.



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.