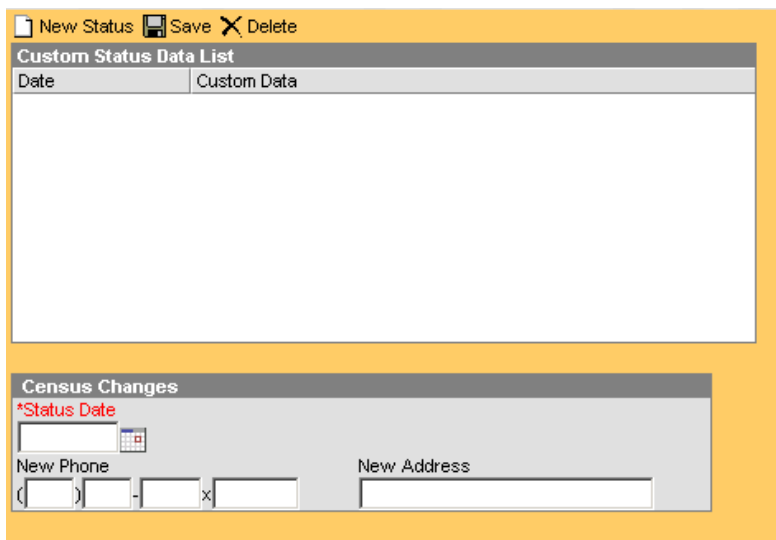# Census Changes Using Custom Tab

This process allows the schools to enter Census Changes into Infinite Campus using the Census Changes tab. A filter will be provided to the DPP Office that can be run every few days. The filter will return all students who have an entry in this custom tab. The DPP Office can then follow up on any census changes. If found to be accurate, the entry in the custom tab can be deleted, and a true census change can be made.

For Schools:

- Locate the student.
- Click the Census Changes tab.
- Click the New Status link and enter changes. Save.

For DPP Office:

- Expand Ad Hoc Reporting > Filter Designer > Census
- Click on **Census Changes (TAB)** and click the Search button.