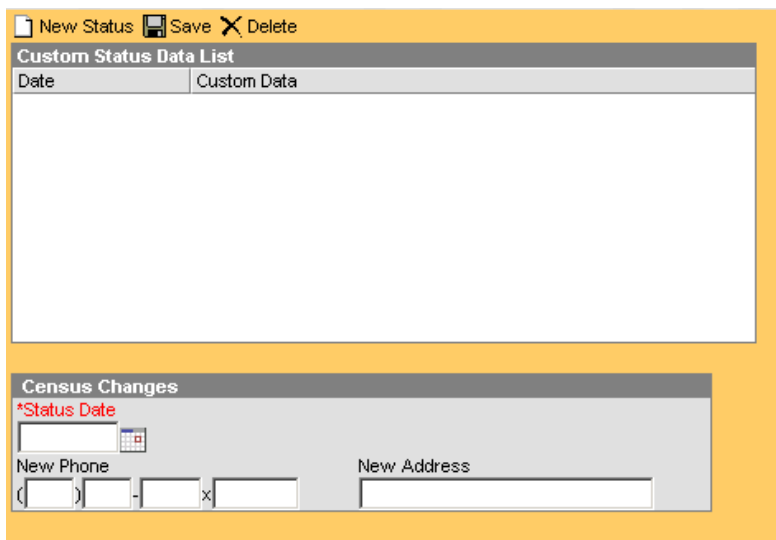


# Census Changes Using Custom Tab

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.



The screenshot shows a web interface with a yellow background. At the top, there are buttons for 'New Status', 'Save', and 'Delete'. Below this is a table titled 'Custom Status Data List' with two columns: 'Date' and 'Custom Data'. The table is currently empty. Below the table is a form titled 'Census Changes'. The form has a field for '\*Status Date' with a calendar icon. Below that are fields for 'New Phone' (with a format guide '( ) - x ') and 'New Address'.

## For DPP Office:

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

