

Checking / Entering Addresses

A. A caller wants to know if a student or contact address is within your school boundaries:

- Go to **Demographics > Address Search**
- Click on **Magnifying Glass** next to the **Block** field.
- Type the **street name** in the **Street Name** field.
 - If it is a named street, just type in the name (i.e., Namba Way, Namba Circle – **just enter Namba**)
 - If it is a **numbered** street, type in the number plus **N S E or W** (do not spell out the directions)
- Click on **Search**
 - This brings up a list of the streets that match your criteria.
 - The **Low and High** columns indicate the Low and High house numbers. There are at least two lines for each street, one for the even numbers and one for the odd numbers.
 - The **School List** column indicates the schools for which that street/address is in the boundaries.

B. Entering Student or Contact Address (you have the address in front of you):

a. Student (or Contact) Lives within School Boundaries:

- Go to **Demographics** (or **Registration**)
- Conduct a **Search** for the student by typing in the name or student number and clicking on the **Search** button.

*If the student is new to the school, click on the **Add** button to add a new student.*
- Go to **Primary Info** (or **Contacts**)
- Enter the **House No.**, **Street Name**, and **Street Direction**. After filling in these fields, click on the **Check Address** button, it will go out and find the **block code** for you. Click on the **block code** and it will complete the information in the **Address** field, including city, state, country, and ZIP.
- An address such as 2956 East 5360 South is formatted as follows (**North, South, East, or West** are entered **N, S, E, W**):
 - 2956 = house number
 - 5360 S = street name
 - E = street direction
- An address such as 4658 South Namba Way is formatted as follows:
 - 4658 = house number
 - Namba = street name
 - S = street direction

- Click on the **block code**. This will fill in the address of the student, and it will show as verified.
- If you need to enter an apartment number, this information goes on the second line of the address.

b. Student is on Special Permit and you know that the student lives within the district, but is out of your school boundaries:

- Go to **Demographics (or Registration) > Primary Info (or Contacts)**
- In the drop-down menu for **Verify Flag**, choose **Out of School Boundaries**.
- Enter the **House No.**, **Street Name**, and **Street Direction** as you did above. After filling in these fields, click on the **Check Address** button, it will go out and find the **block code** for you. Click on the **block code** and it will complete the information in the **Address** field, including city, state, country, and ZIP.
- Once the address is entered, go to the **Additional Info** page. Enter the **Special Permit Code** in the **Federal ID** field.

c. Student (or Contact) is Out of District or address is Unknown:

- If you choose **Out of District** or **Unknown** as the **Verify Flag**, you will type the address in the **Address** field. You will need to fill in city, state, country, and ZIP.
- You just type in the information in the following fields (They are indicated with asterisks).

Address – enter the address in the address field as it was given to you. (**Do not** fill in the following fields: **Block Code, House No., Street Name, or Street Direction**)

Apartment Number – Enter the apartment number on the second line of the address.

City, State, Country, ZIP

- Once the address is entered, go to the **Additional Info** page. Enter the **Special Permit Code** in the **Federal ID** field.