



Aeries Student Information System Street Address Verification July 1, 2011

The **Street (STR)** table contains mapping information for the different streets within each district. This information can be hand entered or loaded into Aeries from a text file. This table will contain the exact street name, number range of the address, whether or not the address is odd or even, direction, city, zip code, grid code and map reference.

The screenshot shows a software window titled "Streets" for "Screaming Eagle High School" dated "6/30/2011". It contains a form for entering street details and a table of school assignments.

Street Details:

- Street Name: Arrow Dr
- Number Range: 100 - 298
- Odd/Even: E
- Direction: W
- City: Eagle Point
- ZipCode: 99999
- Grid Code: 104
- Map Reference: C-2

Schools (2010-11) | Schools (2011-12)

K: 990	Golden Eagle Elementary School	7: 993	Bald Eagle Intermediate School
1: 990	Golden Eagle Elementary School	8: 993	Bald Eagle Intermediate School
2: 990	Golden Eagle Elementary School	9: 994	Screaming Eagle High School
3: 990	Golden Eagle Elementary School	10: 994	Screaming Eagle High School
4: 990	Golden Eagle Elementary School	11: 994	Screaming Eagle High School
5: 990	Golden Eagle Elementary School	12: 994	Screaming Eagle High School
6: 993	Bald Eagle Intermediate School		

[Old Fields] Auto populate Next Year Auto populate higher grades Show Grades 13-18

[Elementary School] 990 Golden Eagle Elementary Sch | **[Intermediate School]** 993 Bald Eagle Intermediate Sch | **[High School]** 994 Screaming Eagle High School

LOCATE **UPDATE** **OTHER**

Backward Get Forward Add Change Delete Print eXit Convert

The **Street** table will also store the School that a student should be enrolled in according to the street location for each grade level in the current year as well as the next school year. Grades 13-18 can also be populated for the current year or the next year.



NOTE: The Street table data should be originally populated in a test Database. Once a Street (STR) table record exists, the address Validation process is enabled.

STREET TABLE FORM

The **Street** table form displays the street information at the top of the form. In the middle of the form are 2 tabs with the grade levels and school code fields. The 1st tab is for the current school year, **Schools (2010-2011)**. The next school year grade levels and school code fields are on the **Schools (2011-2012)** tab.

Street Name	Number Range	Odd/Even	Direction
Arrow Dr	100 298	E	W
City	ZipCode	Grid Code	Map Reference
Eagle Point	99999	104	C-2

Grade	School Name	School Code
K:	Golden Eagle Elementary School	990
1:	Golden Eagle Elementary School	990
7:	Bald Eagle Intermediate School	993
8:	Bald Eagle Intermediate School	993

The **Schools (2011-2012)** tab accommodates boundary changes for the next school year.

Data consistency should be maintained when populating the **Street** table form. Below are some guidelines to follow.

- **Street Name**
 - Keep the abbreviations consistent. Ex: “St” for Street, “Ave” for Avenue
 - Do not enter the direction in the Street Name field. Use the Direction field.
 - If the street name is a direction name (North, South, East or West) spell out the word in the Street Name field.
- **Number Range**
- **Odd/Even** – use if applicable
- **Direction** – enter N, S, E, W, NW, NE, SW or SE if applicable
- **City**
- **Zipcode** – zip extension is not required.
- **Grid Code** – if populated will update the Grid Code field on the Students form when entering or changing an address.
- **Map Reference** – for reference only.

The following options are available on the Street table form.

- **Auto populate Next Year** – when entering the current year grade level with a school code, the next year grade will auto populate. If option is not selected, the next grade will need to be manually entered.
- **Auto populate higher grades** – This option will auto populate the school code for the higher grades. EX: If a school code is entered in the K field, it will auto populate the remaining grades. Enter the correct middle school and high school codes.
- **Show grades 13-18** – if districts are using grades 13-18 this data can be displayed.

CONVERTING THE STREET TABLE

The **Convert** button was designed to convert the existing STR data from the 3 existing fields Elementary (EL), Intermediate School (JH), and High School (HS) to the new grade level fields. The existing EL, JH and HS fields will continue to work as they always have if the new school fields are not populated.

The following messages will display when clicking the mouse on the **Convert** button.

- Please select the Elementary high grade
- Please select the High School low grade
- Would you like to populate grades 13-18 with High School values?

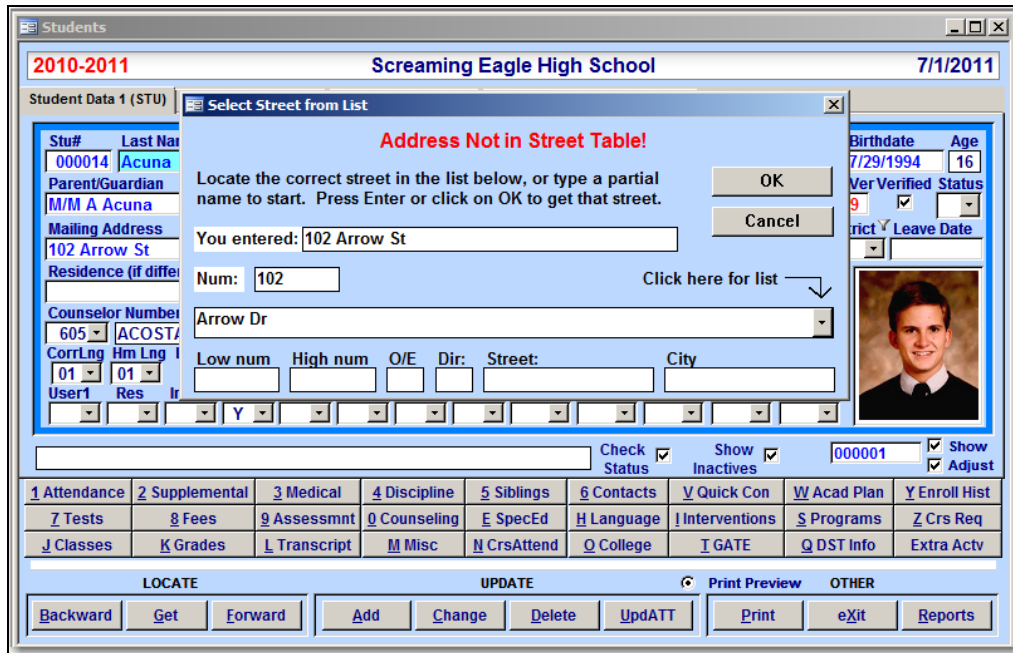
If data is already in the new grade level fields a warning message will be displayed to overwrite existing data.

ADDING STUDENT ADDRESSES

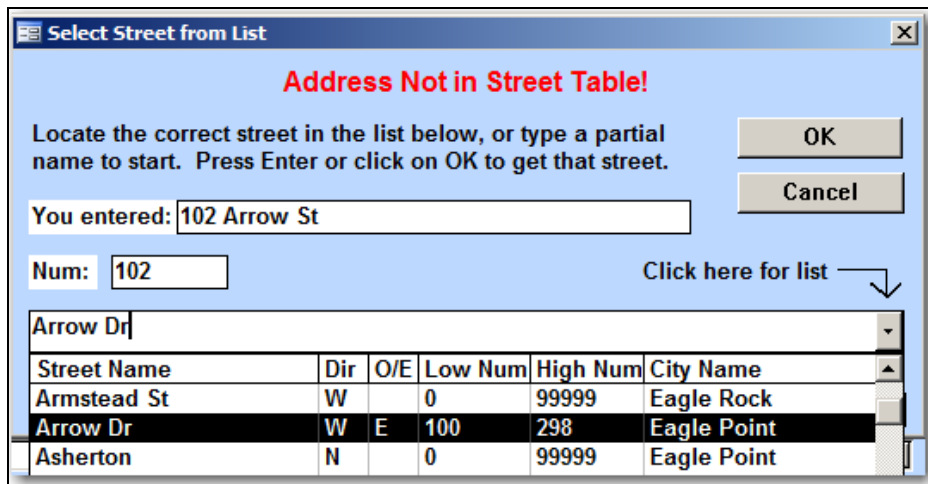
Consistency should be maintained when adding or changing address on the **Students** form. Below are some guidelines to follow for data entry:

- If the address contains an apartment or unit #, enter the “#” symbol instead of “Apt.”
- If the address has a ½ as part of the street number, enter the address then a space then the ½. Ex: “320 ½ Main St”
- The Residence Address does **NOT** need to be populated if it is the same as the Mailing Address

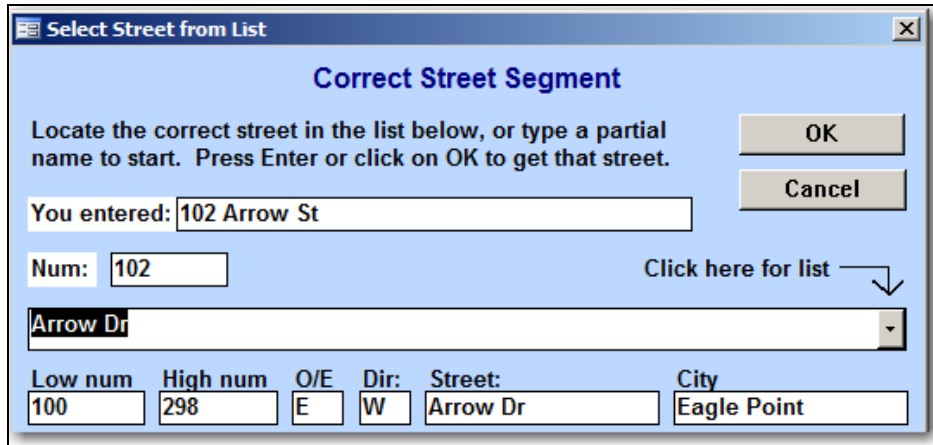
The **Street** table is utilized when a new student is added or an address change is made and any records exist in the **Street** table. When the address has been entered the address will be verified in the **Street** table. If the street is misspelled or not located in the street table a **Street Selection** box will display indicating the address that you entered is incorrect.



A drop down arrow will also display to allow you to locate the correct address. When the address is located, click the mouse on the address.



The correct address will display with the mapping located within the **Street** table. Verify the correct street and address have been selected and click the mouse on the **OK** button.



The **Student** will now be updated with the correct Street information. If the address entered is not in the enrollment area for your school a **Warning** message will display. This will indicate the address entered is not in the enrollment area as specified within the **Street** table for the address entered.

For example, the student below is currently being enrolled in School code 3. The school enrollment area located in the street table for the address entered is school code 2. The warning message will display “**Warning – This address is in school 2 enrollment area**”.



The following are some of the other possible error messages that might display when an incorrect Address has been entered:

- **Address Not in Street Table!**
- **Street Number Not in Selected Segment!**
- **Please Select an ODD Street Segment!**
- **Please Select an EVEN Street Segment!**
- **Street Direction Does Not Match Street Segment!**
- **No Street Selected!**

STREET ADDRESS ERROR LISTING

A **Print Street Address Error Listing** report is available to help try and resolve incorrect addresses that may have been entered into **Student Data**. Different options are available along with **Update Options**. The **Update Options** allow the City, Zip Code, Grid Code, Next School and/or Residence data to be updated based on the data in the **Street** table.

The screenshot shows a dialog box titled "Street Address Error Listing". It is divided into three main sections: "General Options", "Update Options", and "Limit Options".

- General Options:** Contains radio buttons for "Use Mailing Address" (selected) and "Use Residential Address". Below are radio buttons for "Print Only Errors" (selected) and "Print All Addresses". A checkbox for "Sort by Error?" is also present.
- Update Options:** Contains three checkboxes: "Update Address with Corrected Data", "Update Next School with Corrected Data", and "Update School of Residence with Corrected Data". Below these are two columns of buttons for "Elementary high grade" (with a dropdown set to "6") and "High school low grade" (with a dropdown set to "9").
- Limit Options:** Contains five checkboxes: "Ignore Mismatched Next School fields", "Ignore Mismatched School of Residence fields", "Include Inactives?", "Include Address Verified?", and "Skip Interdistr Transfers?".

At the bottom right are "OK" and "Cancel" buttons. A note at the bottom left states: "Note - These values will be ignored if all of your STR table schools by grade are populated".

General Options:

Use the Mailing Address (STU.AD) or Residence Address (STU.RAD)
Print Only the Errors or Print ALL Addresses
Sort by Error? Page Break by Error?

Update Options:

Update Address with Corrected Data – will update the **City, Zip Code** and/or **Grid Code** with data from the **Street** table.
Update Next School with Corrected Data – will update **Next School (STU.NS)**.
Update School of Residence with Corrected Data– will update **Residence (STU.RS)**.

Limit Options:

Ignore Mismatched Next School Fields
Ignore Mismatched School of Residence Fields
Include Inactive Students?
Include Address Verified? Include students if the **Address Verified (STU.AV)** field is selected.
Skip Inter District Transfers? When selected a dropdown of the **Inter/Intra District (STU.IT)** codes from the COD table will be available. Select **All/None** or specific codes to skip.

After the options have been selected, click the mouse on the **OK** button. The following is an example of the report generated. The data printed on the top line across from the student name is the data from the **Student Data** form. The data on the line below is from the **Street** table.

Screaming Eagle High School									
2010-2011		Street Address Error Listing						Page 1	
STU#	Student Name	Street Address	City	Zipcode/extn	Grid CD	Res Sch	Nxt Sch	Interdist	Transfer / District
003148	Albert, Ivette I.	13642 Green Valley	Eagle Point	99788		994	994		
		Address fields do not match Street table!	Eagle Point	99999	101	994	994		
000034	Alejandro, Arturo	1118 N Alvarado Ave #P	Eagle Rock	99999		0	994		
		Address is not in the Street table!				0	0		
000044	Alva, Lynette M.	227 N Sunset Ave #65	Eagle Point	99998		0	994		
		Address is not in the Street table!				0	0		
000053	Ancheta, Shannon M.	4423 Alfredo	Eagle Point	99998	B2	995	995		
		Warning - This address is in school 995 enrollment area	Eagle Point	99998	B2	995	995		
000081	Arguelles, Jennifer A.	1121 S Soderberg Ave.	Eagle Point	99777		0	994		
		Address is not in the Street table!				0	0		

If **Update Options** are selected the addresses changed in **Student Data** will display with a message printed. For example, **Update Next School with Corrected Data** was selected. A message will display indicating the data was updated from the **Street** table. In the example below, the **Zip Code** and **Grid Code** will be updated.

Screaming Eagle High School									
2010-2011		Street Address Error Listing						Page 1	
STU#	Student Name	Street Address	City	Zipcode/extn	Grid CD	Res Sch	Nxt Sch	Interdist	Transfer / District
003148	Albert, Ivette I.	13642 Green Valley	Eagle Point	99788		994	994		
		UPDATED WITH CORRECT DATA:	Eagle Point	99999	101	994	994		

DISTRICT RULES

At the District level rules can be setup to handle how the **Next School (NS)** and **School of Residence (RS)** fields will be updated at the school. After the rules are selected, they can be **pushed** out to the school databases using the **Push** button for Access databases. The **Push** is not needed for Client Server databases. From the **Schools** form there is a tab for **Student Address Rules** with four rules that all default to false.

The screenshot shows the 'Schools / Options' window for 'Eagle Unified School District' as of 6/17/2011. The form contains various fields for school and principal information. At the bottom, there are three tabs: 'School Rules', 'Student Rules', and 'Student Address Rules'. The 'Student Address Rules' tab is active, showing four rules with unchecked checkboxes:

- Next School (STU.NS) is the next grade-level, not next matriculation-level.
- Do Not update Next School (STU.NS) field on address change.
- Update of Student Next School Field (STU.NS) requires User to have Security group permission.
- Update of School of Residence Field (STU.RS) requires User to have Security group permission.

At the bottom of the window, there are buttons for 'LOCATE' (Backward, Get, Forward), 'UPDATE' (Add, Change, Delete, Push), and 'OTHER' (Print, eXit, Help).

The following are the Student Address Rules:

- **Next School (STU.NS) is the next grade-level, not next matriculation-level.**
Turning this rule on means that a student's Next School field should be where the student will be attending next year, not when he/she graduates from the current school. This rule is utilized by schools that allow for open-enrollment.
- **Do Not update Next School (STU.NS) field on address change.**
This rule only applies for schools that use a Street table and is also utilized by schools that allow for open-enrollment. This rule should be turned on when students are allowed into a school based on a lottery system, to ensure that a correction/change of address doesn't change their next school.
- **Update of Student Next School Field (STU.NS) requires User to have Security group permission.**
- **Update of School of Residence Field (STU.RS) requires User to have Security group permission.**
Both of these rules require the user to have Security group permissions in order to allow them to update. They are also related to the prior rules particularly the "Do Not Update" rule.