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 **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.

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.

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.

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.
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 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.