



## **sbg\_setup\_and\_use\_checklist**



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**Standards-Based Grading, Set Up and Use - Quick Checklist**

✓ Step	Breadcrumb
<b>Enable the Feature</b>	
Enable the Attendance Zones feature for the district.	Registration > Maintenance > District Profile > District Information > District Maintenance > Attendance Zones Options
<b>Create Attendance Zones</b>	
Import address file.	Registration > Utilities > Import Campus Attendance Zones
Add address data, and maintain campus data.	Registration > Maintenance > District Profile > District Information > Attendance Zones
Modify a street name or number.	Registration > Utilities > Attendance Zones Address Change
Update a student's home campus based on Attendance Zone.	Registration > Maintenance > Student Enrollment > Demo2
View a student's Attendance Zone campuses.	Registration > Maintenance > Online Registration > New Student Enrollment (click spyglass Icon)
	Registration > Maintenance > Student Enrollment > Demo1
<b>Cap Campuses</b>	
Cap campuses to prevent over-enrollment.	Registration > Maintenance > Campus Profile > Campus Information Maintenance > Control Info
<b>Override Capped Campuses</b>	
Set up codes for override conditions.	Registration > Maintenance > District Profile > Tables > CY Transfer Factor
Allow individual students to be enrolled at a capped campus.	Registration > Maintenance > Online Registration > New Student Enrollment (click spyglass Icon)
	Registration > Maintenance > Student Enrollment > Demo1
<b>Reports</b>	
View all street segments and their campuses.	Attendance > Reports > Attendance Reports > Membership > SAT5500 - Attendance Zones Street Detail Report
View students who have an invalid address.	Registration > Reports > Registration Reports > Student > SRG2600 - Attendance Zones Invalid Addresses



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