

Attendance Zones - Current/Next Year

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These tabs allow you to manually add street segments for Attendance Zone boundaries, including campus assignments and bus eligibility. This data is used to verify student addresses and ensure that students are attending the appropriate schools for their area.

You can update data for the current school year or next school year.

Optionally, you can import this information using the Import Campus Attendance Zones utility, and then manually update campus the information as needed.

Update data:

❑ Enter a new block, or retrieve an existing block.

Or, click **Directory** to select an existing block.

Direction	If applicable, type the compass direction associated with a street name. Valid values are N, NE, NW, S, SE, SW, E, W, or blank.
Street Name	(Required) Type the street name, up to 60 characters. As you begin typing, the a drop-down list displays streets that begin with the characters you have typed. From the drop-down list you can select the street. Only the following characters are allowed: alpha, numeric, space, hyphen, period, #, /, and apostrophe.
From/To	(Required) Type the from/to street numbers for the range included within the particular block or segment. Use six digits with leading zeroes. Only the following characters are allowed: alpha, numeric, space, hyphen, period, and #.
O/E/B	(Required) Indicate whether the block includes only the even-numbered side of the street (E), only the odd-numbered side of the street (O), or both (B).

❑ Click **Retrieve**.

- If the block already exists, the information is displayed and can be updated.
- If the block does not already exist, blank fields are displayed allowing you to enter the information.

❑ Use the **CY Attendance Zones** tab to maintain data for the current school year.

Or, click **NY Attendance Zones** to maintain data for the next school year.

❑ Click **+Add** to add a new street segment.

The following fields are enabled.

City	(Required) Type the city name, up to 17 characters. Only the following characters are allowed: alpha, space, hyphen, and apostrophe.
State	(Required) Type the two-character state abbreviation.
Zip	(Required, first five only) Type the five-digit zip code, followed by the four-digit delivery route code.
Neighborhood	Type the code indicating the neighborhood in which the block exists, up to four characters. This code is optional and district defined.
County Code	(Required) Type the three-digit county portion of the county-district number assigned by the TEA. For example, if the county-district code is 123456, type 123.
Census Tract	Type the six-digit code for the tract in which the block lies, as assigned by the US Census Bureau.
Precinct Code	Type the four-digit voting precinct code for this block.
Federal Property Code	Type the one-character code indicating the federal government ownership status of the property at this address. This code is optional and district defined.

❑ Click **+Add** to add a campus for the specified block.

A row is added to the grid.

❑ Enter a row for each campus serving students who live on the specified block.

NOTE: Grade levels cannot overlap for any campuses listed.

Campus	Type the three-digit campus ID for students living in the specified block.
Transportation Eligibility	Select the current year bus eligibility for students living in this street segment.

From/Thru Grade Level	(Display only) The range of grade levels at the specified campus is displayed once the record is added and cannot be changed from this page. These grade levels are set in **Low/High Grade Level** on Registration > Maintenance > Campus Profile > Campus Information Maintenance > Control Info.
Capped To	(Display only) The campus where students must be enrolled after the **Capped To Date** is reached is displayed. This is specified in the **Capped to Campus** field on Registration > Maintenance > Campus Profile > Campus Information Maintenance > Control Info. This field is only applicable on the CY Attendance Zones tab.
Date Capped	(Display only) If the campus has reached its enrollment capacity, the cutoff date is displayed. This is specified in the **Capped Date** field on Registration > Maintenance > Campus Profile > Campus Information Maintenance > Control Info. This field is only applicable on the CY Attendance Zones tab.
	Delete a row. 1. Click  to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. You can select multiple rows to be deleted at the same time. 2. Click **Save**. You are prompted to confirm that you want to delete the row. Click **Yes** to continue. Otherwise, click **No**. You can save edits and delete records in the same step (i.e., the changes are all committed when the record is saved).

NOTE: A campus cannot be deleted if there are any active students at that campus whose **Physical Address** on Demo1 is part of the street segment.

❑ Click **Save**.

If errors are encountered, the **Errors** button is displayed. Click **Errors** to view and correct any errors.

NOTE:
- The **Save** button is disabled until you retrieve a valid address.
- For a new entry, the **Save** button is enabled when you click **+Add** to add a campus.


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