

## Enroll Students Using Attendance Zones - 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 > 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 > 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