



# **ASCENDER Registration - Using Attendance Zones**



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# ASCENDER Registration - Using Attendance Zones

These steps allow you to set up and use Attendance Zones which ensure that student are enrolled at the correct campus according to where they live.

## Prerequisites:

- This guide assumes you are familiar with the basic features of the ASCENDER Student system and have reviewed the [ASCENDER Student Overview guide](#).

## I. Enable the Feature

Enable the Attendance Zones feature for the district.

[Registration](#) > [Maintenance](#) > [District Profile](#) > [District Maintenance](#) > [Attendance Zones Options](#)

This tab allows the district to enable the use of Attendance Zones for identifying street boundaries and properly enrolling students at the correct campuses according to where they live.

<b>Enable Attendance Zones</b>	<p>Select to enable the use of Attendance Zones for the district. When selected, a student's physical address will be validated against the Attendance Zone boundaries when the student is being enrolled.</p> <p>Current and next year boundaries are maintained on <a href="#">Maintenance &gt; District Profile &gt; District Maintenance &gt; Attendance Zones</a>.</p>
<b>Auto Update Home Campus from Attendance Zones</b>	<p>Select to automatically update a student's home campus (i.e., <b>Att Zone Home Campus</b> on <a href="#">Registration &gt; Maintenance &gt; Student Enrollment &gt; Demo2</a>) according to the student's Attendance Zone, which is based on the student's physical address. This field is only enabled if <b>Enable Attendance Zones</b> is selected.</p>

## II. Create Attendance Zones

Initially, Attendance Zones data is acquired by the district from the United States Postal Service, a government entity, or a tax entity, and mass loaded into the system.

[Import address file.](#)

[Registration > Utilities > Import Campus Attendance Zones](#)

This utility allows the district to import campus attendance zones data from a file with .txt file format provided by the post office, government or tax entity, or any other entity that contains the street information. The import file must be comma delimited where the fields of data in each row are delimited with a comma. The file must not contain a header and the last record in the file should not be blank. Every field will need to be accounted for in each row of data. A row of data that includes only the required fields may look like the following:

ATZIMP,2022,001,,Example Street,006850,007210,E,Alamo City,TX,95095,,,925,,,,

Once imported, [Registration > Maintenance > District Profile > Attendance Zones](#) is populated.

The utility will only import records to the current year Attendance Zones. Therefore the import file will need to contain the current school year in the field SCHOOL YEAR. The table name in which the records are loaded for the current year is the CR\_STR\_DIR.

[File format](#)

Field	Length	Description
Record ID	6	(Required) Alpha. 'ATZIMP' must appear on each record.
School Year	4	(Required) Numeric. Current school year.
Campus ID	3	(Required) Numeric. Must be valid campus ID.
Street Direction	2	Alpha. Valid values are N, NE, NW, S, SE, SW, E, W, or blank.
Street Name	60	(Required) Alphanumeric.
From Block	6	(Required) Numeric. Six digits with leading zeroes.
To Block	6	(Required) Numeric. Six digits with leading zeroes.
Odd/Even Block Code	1	(Required) Alpha. Valid values are O, E, or B.
City	25	(Required) Alpha. Only first 17 characters are accepted.
State	2	(Required) Alpha. State abbreviation.
Zip Code	5	(Required) Numeric.
Zip Code +4	4	Numeric.
Census Tract	6	Numeric. Assigned by US Census Bureau.
County	3	(Required) Numeric. County-district number assigned by the TEA.
Federal Property Code	1	Alphanumeric. Assigned by district to indicate the federal government ownership status of the property at this address.
Neighborhood Code	4	Alphanumeric. Defined by district.
Precinct Code	4	Alphanumeric. Voting precinct.

Field	Length	Description
Transportation Eligible Code	1	Alpha. Valid values are - (blank), E - two-mile eligible, H - hazardous eligible, or I - ineligible to ride the bus. Please note that a valid value must be provided for this field, even if it is a space.

**NOTE:** If multiple campuses correspond to the same street address, you must submit a record for each campus. Once an address is imported with a campus number, you must use the maintenance page to add any additional campuses for the address.

- Click **Browse**, then locate and select the .csv or .txt file.

The **Import** button is enabled.

- Click **Import**.

A message indicates that the process is completed. Click **OK**.

[Review, save, and/or print the report.](#)

#### Review the report using the following buttons:

Click  to go to the first page of the report.

Click  to go back one page.

Click  to go forward one page.

Click  to go to the last page of the report.

#### The report can be viewed and saved in various file formats.

Click  to save and print the report in PDF format.

Click  to save and print the report in CSV format. (This option is not available for all reports.)

When a report is exported to the CSV format, the report headers may not be included.

Click  to close the report window. Some reports may have a **Close Report, Exit, or Cancel** button instead.

[Add address data, and maintain campus data.](#)

[Registration > Maintenance > District Profile > Attendance Zones](#)

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.

Enter a new block, or retrieve an existing block.

Or, click **Directory** to [select an existing block](#).

<b>Direction</b>	If applicable, type the compass direction associated with a street name. Valid values are N, NE, NW, S, SE, SW, E, W, or blank.
<b>Street Name</b>	(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.
<b>From/To</b>	(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 #.
<b>O/E/B</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.

<b>City</b>	(Required) Type the city name, up to 17 characters.  Only the following characters are allowed: alpha, space, hyphen, and apostrophe.
<b>State</b>	(Required) Type the two-character state abbreviation.
<b>Zip</b>	(Required, first five only) Type the five-digit zip code, followed by the four-digit delivery route code.
<b>Neighborhood</b>	Type the code indicating the neighborhood in which the block exists, up to four characters. This code is optional and district defined.
<b>County Code</b>	(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.
<b>Census Tract</b>	Type the six-digit code for the tract in which the block lies, as assigned by the US Census Bureau.
<b>Precinct Code</b>	Type the four-digit voting precinct code for this block.
<b>Federal Property Code</b>	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.

<b>Campus</b>	Type the three-digit campus ID for students living in the specified block.
<b>Transportation Eligibility</b>	Select the current year bus eligibility for students living in this street segment.
<b>From/Thru Grade Level</b>	(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 <b>Low/High Grade Level</b> on <a href="#">Registration &gt; Maintenance &gt; Campus Profile &gt; Campus Information Maintenance &gt; Control Info</a> .

<p><b>Capped To</b></p>	<p>(Display only) The campus where students must be enrolled after the <b>Capped To Date</b> is reached is displayed. This is specified in the <b>Capped to Campus</b> field on <a href="#">Registration &gt; Maintenance &gt; Campus Profile &gt; Campus Information Maintenance &gt; Control Info</a>.</p> <p>This field is only applicable on the CY Attendance Zones tab.</p>
<p><b>Date Capped</b></p>	<p>(Display only) If the campus has reached its enrollment capacity, the cutoff date is displayed. This is specified in the <b>Capped Date</b> field on <a href="#">Registration &gt; Maintenance &gt; Campus Profile &gt; Campus Information Maintenance &gt; Control Info</a>.</p> <p>This field is only applicable on the CY Attendance Zones tab.</p>
<p></p>	<p><a href="#">Delete a row.</a></p> <ol style="list-style-type: none"> <li>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.</li> <li>2. Click <b>Save</b>. You are prompted to confirm that you want to delete the row. Click <b>Yes</b> to continue. Otherwise, click <b>No</b>.</li> </ol> <p>You can save edits and delete records in the same step (i.e., the changes are all committed when the record is saved).</p>

**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.

[Modify a street name or number.](#)

[Registration > Utilities > Attendance Zones Address Change](#)

This utility allows the district to modify the street name or street number for a particular street segment, for situations such as the following:

- A street name was entered incorrectly, or the street was renamed
- A street got longer in one or both directions
- A street dropped a range of numbers (beginning or end)
- A street was renamed and the number range was re-assigned

All students whose **Physical Address** on [Demo1](#) matches the specified segment will be updated with the new address information for all school years.

Retrieve an existing block by entering the following information.

Or, click **Directory** to [select an existing block](#).

<b>Direction</b>	If applicable, type the compass direction associated with a street name. Valid values are N, NE, NW, S, SE, SW, E, W, or blank.
<b>Street Name</b>	(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.
<b>From/To</b>	(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 #.
<b>O/E/B</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**.

The **Address Being Changed From** section is populated with existing information.

Under **Address Being Changed To**, enter the new information:

<b>Direction</b>	If applicable, type the compass direction associated with a street name. Valid values are N, NE, NW, S, SE, SW, E, W, or blank.
<b>Street Name</b>	(Required) Type the street name, up to 60 characters.  Only the following characters are allowed: alpha, numeric, space, hyphen, period, #, /, and apostrophe.

<b>From/To</b>	(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 #.
<b>O/E/B</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).
<b>City</b>	(Required) Type the city name, up to 17 characters.  Only the following characters are allowed: alpha, space, hyphen, and apostrophe.
<b>State</b>	(Required) Type the two-character state abbreviation.
<b>Zip Code</b>	(Required) Type the five-digit zip code, followed by the four-digit delivery route code.
<b>Neighborhood</b>	Type the code indicating the neighborhood in which the block exists, up to four characters. This code is optional and district defined.
<b>County Code</b>	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.
<b>Census Tract</b>	Type the six-digit code for the tract in which the block lies, as assigned by the US Census Bureau.
<b>Precinct Code</b>	Type the four-digit voting precinct code for this block.
<b>Federal Property Code</b>	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 **Execute**.

All students whose **Physical Address** on [Demo1](#) matches the specified segment will be updated with the new address information for all school years.

[Update a student's home campus based on Attendance Zone.](#)

[Registration > Maintenance > Student Enrollment > Demo2](#)

DEMO1	<u>DEMO2</u>	DEMO3	AT RISK	CONTACT	W/R ENROLL	SPEC ED	G/T
<b>Counselor Information</b> Counselor: 469 Dt Entry 5th Grd: 08-24-2016 Dt Entry 8th Grd: 08-16-2019 Dt Entry 9th Grd: 08-15-2020 District Entry Date: 08-20-2018 Birth City: SAN ANTONIO Birth State: TX Birth Country: 01 Cohort: 2024				<b>Miscellaneous</b> Primary Language: Immig Tracking: Headstart Code: Alien Tuition Cd: Parent Federal Connected: <b>Att Zone Home Campus:</b> SAT-ACT-TSIA Reimburse:			

Under **Miscellaneous**:

<b>Att Zone Home Campus</b>	<p>For districts using Attendance Zones:</p> <ul style="list-style-type: none"> <li>If <b>Auto Update Home Campus from Attendance Zones</b> is selected on <a href="#">Registration &gt; Maintenance &gt; District Profile &gt; District Maintenance &gt; Attendance Zone Options</a>, this field is disabled and automatically populated with the student's home campus (by comparing the student's physical address to the list of campuses having the same physical address, and identifying the campus in which student's grade level falls within).</li> <li>If <b>Auto Update Home Campus from Attendance Zones</b> is not selected, this field can be manually entered.</li> </ul> <p>This field is only enabled for campuses using Attendance Zones.</p>
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[View a student's Attendance Zone campuses.](#)

You can view a student's attendance zone information when enrolling a new student, or on a student's demographic tab.

[Registration > Maintenance > Online Registration > New Student Enrollment](#) (click )

Track:  Elig Code:  Next Year Student:

Middle Last Gen Nickname

Sex: M DOB: 01-01-2016 Previous District:  Previous Campus:  Last Year Grade: PK Xfer Factor:

Hispanic:  Asian:  American Indian/ Alaskan Native:  Hawaiian/Pacific Isl:

E-mail:

Alamo City TX 36018 +

Direction Apt Nbr City State Zip Code

Alamo City TX 36018 +

**Attendance Zones**

Campus	From Grd Lvl	Thru Grd Lvl
no rows		

[Registration > Maintenance > Student Enrollment > Demo1](#)

DEMO1 DEMO2 DEMO3 AT RISK CONTACT W/R ENROLL SPEC ED G/T BIL/ESL TITLE I PRS LOCAL PROGRAMS PK ENROLL FORMS

**Demographic Information**

Grade: 03 Entry Dt: 08-09-2021 Track: 01 Orig Entry: 08-09-2021 Withdrawal Dt: - - Portal ID: 6XQHv2vJXM

Name: TANNER NELSON ACOSTA RIOS JR LJ

First Middle Last Gen Nickname

Social Security Number Denied  SSN: 138-77-2542 Prior SSN: - - Texas Unique Student ID: 2889287485 Medicaid Eligible:  Medicaid ID:

Sex: M DOB: 02-10-2013 Hispanic/Latino:  Aggregate Race/Ethnicity: W - White

White:  Black/African American:  Asian:  American Indian/ Alaskan Native:  Hawaiian/Pacific Isl:

**Student Indicators**

Elig Code: 1 Attribution Cd: 00

Campus ID Resid: - - Eco Disadvan:

Military Connected: 0 Foster Care: 0

Star of Texas Award:  Rep Excl:

**Current / Next Year Information**

Control Num: 165 CY Team Code:

Next Yr Contrl: 441 NY Team Code: H

Nxt Yr Camp: 101 Here Last Yr:

**Attendance Zones**

Campus	From Grd Lvl	Thru Grd Lvl
no rows		

Under **Attendance Zones**:

If Attendance Zones are used in the district (i.e, **Attendance Zone Edit** is selected on [Registration > Maintenance > District Profile > Attendance Zones Options](#)), the student's **Physical** address will be validated against the district's [Attendance Zones](#).

The list of campuses in the student's attendance zone are listed.

If the student's **Physical** address is not within a street segment as defined on the district [Attendance Zones](#) page, the student cannot be enrolled unless the student has a transfer factor override code.

### III. Cap Campuses

Cap campuses to prevent over-enrollment.

[Registration > Maintenance > Campus Profile > Campus Information Maintenance > Control Info](#)

Campus ID:

**DEMOGRAPHIC INFO**    **CONTROL INFO**    **PRINCIPAL/COUNSELOR**

Low Grade Level:  High Grade Level:

Accreditation:

College Board Campus Code Number:

Default Track:

Exclude from District Reporting:

School Type:

**Capped To Campus:**  **Capped Date:**

Full Day PK Waiver:

Additional Days Program:

<b>Capped To Campus</b>	<p>This field is only enabled if <b>Enable Attendance Zones</b> is selected on <a href="#">Registration &gt; Maintenance &gt; District Profile &gt; District Information &gt; District Maintenance &gt; Attendance Zone Options</a>, and is used to prevent over enrolling students at a particular campus.</p> <p>Select the campus at which a student will be enrolled if the campus you are logged onto is capped.</p> <p>For a student to be allowed to enrolled at the capped campus, the student's entry date must be later than the <b>Capped Date</b>, and that student's <b>Transfer Factor</b> must be 0 (<b>CY/NY Xfer Factor</b> on <a href="#">Registration &gt; Maintenance &gt; Student Enrollment &gt; Demo1</a>).</p>
<b>Capped Date</b>	<p>If <b>Capped To Campus</b> is used, enter the date after which students can be enrolled at the capped campus. The date must be a valid school or working date.</p>

## IV. Override Capped Campuses

Set up codes for override conditions.

[Registration](#) > [Maintenance](#) > [District Profile](#) > [Tables](#) > [CY Transfer Factor](#)

This tab allows the district to create codes for various conditions where enrollment at a capped campus can be overridden. **These codes apply to the current school year.**

Existing transfer factor codes are displayed in order by code.

- **System** codes are displayed in the top grid and cannot be updated.
- The **User** code grid is displayed below the system code grid.

Click **+Add**.

A blank row is added to the **User** code (lower) grid.

<b>code</b>	Type a one-character code (A-Z) that is not already in use. Only alpha codes are allowed.
<b>description</b>	Type a description of the code, up to 35 characters.

Click **Save**.

To update a code or description, type over the existing text and save.

**NOTE:** A code cannot be changed once it is associated with a student.

## Other functions and features:

<p> A code cannot be deleted if it is associated with a student. <a href="#">Delete a row.</a></p> <ol style="list-style-type: none"> <li>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.</li> <li>2. Click <b>Save</b>. You are prompted to confirm that you want to delete the row. Click <b>Yes</b> to continue. Otherwise, click <b>No</b>.</li> </ol> <p>You can save edits and delete records in the same step (i.e., the changes are all committed when the record is saved).</p>
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[Registration](#) > [Maintenance](#) > [District Profile](#) > [Tables](#) > [NY Transfer Factor](#)

This tab allows the district to create codes for various conditions where enrollment at a capped campus can be overridden. **These codes will apply to the upcoming school year.**

Existing transfer factor codes are displayed in order by code.

- **System** codes are displayed in the top grid and cannot be updated.
- The **User** code grid is displayed below the system code grid.

Click **+Add**.

A blank row is added to the **User** code (lower) grid.

<b>code</b>	Type a one-character code (A-Z) that is not already in use. Only alpha codes are allowed.
<b>description</b>	Type a description of the code, up to 35 characters.

Click **Save**.

To update a code or description, type over the existing text and save.

**NOTE:** A code cannot be changed once it is associated with a student.

## Other functions and features:

	<p>A code cannot be deleted if it is associated with a student.  <a href="#">Delete a row.</a></p> <ol style="list-style-type: none"> <li>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.</li> <li>2. Click <b>Save</b>. You are prompted to confirm that you want to delete the row. Click <b>Yes</b> to continue. Otherwise, click <b>No</b>.</li> </ol> <p>You can save edits and delete records in the same step (i.e., the changes are all committed when the record is saved).</p>
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The screenshot shows a registration form for a student named TANNER NELSON ACOSTA RIOS. The 'Current / Next Year Information' section includes fields for Control Num (165), Next Yr Cntrl (441), and CY Xfer Factor (1). The CY Xfer Factor field is circled in red.

☐ Under **Current/Next Year Information:**

<p><b>CY Xfer Factor</b></p>	<p>If a campus is capped for the current year (i.e., <b>Capped To Campus</b> and <b>Capped Date</b> are set for a particular campus on <a href="#">Registration &gt; Maintenance &gt; Campus Profile &gt; Campus Information Maintenance &gt; Control Info</a>), this field allows you to override the cap when enrolling a student who would otherwise be assigned to another campus.</p> <p>Select the reason you are enrolling the student in the capped campus. The list of reasons is maintained on <a href="#">Registration &gt; Maintenance &gt; District Profile &gt; Tables &gt; Transfer Factor CY</a>.</p> <table border="1" data-bbox="304 1070 1476 1429"> <thead> <tr> <th>Student's Entry Date</th> <th>Student's Physical Address</th> <th>Transfer Factor</th> </tr> </thead> <tbody> <tr> <td>Before <b>Capped Date</b></td> <td>Exists in <a href="#">Attendance Zones</a></td> <td>Not required</td> </tr> <tr> <td>Before <b>Capped Date</b></td> <td>Does not exist in <a href="#">Attendance Zones</a></td> <td>Not required</td> </tr> <tr> <td>After <b>Capped Date</b></td> <td>Exists in <a href="#">Attendance Zones</a></td> <td>Code 3 (<i>override capped campus</i>) is automatically assigned</td> </tr> <tr> <td>After <b>Capped Date</b></td> <td>Does not exist in <a href="#">Attendance Zones</a></td> <td>Required</td> </tr> </tbody> </table>	Student's Entry Date	Student's Physical Address	Transfer Factor	Before <b>Capped Date</b>	Exists in <a href="#">Attendance Zones</a>	Not required	Before <b>Capped Date</b>	Does not exist in <a href="#">Attendance Zones</a>	Not required	After <b>Capped Date</b>	Exists in <a href="#">Attendance Zones</a>	Code 3 ( <i>override capped campus</i> ) is automatically assigned	After <b>Capped Date</b>	Does not exist in <a href="#">Attendance Zones</a>	Required
Student's Entry Date	Student's Physical Address	Transfer Factor														
Before <b>Capped Date</b>	Exists in <a href="#">Attendance Zones</a>	Not required														
Before <b>Capped Date</b>	Does not exist in <a href="#">Attendance Zones</a>	Not required														
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After <b>Capped Date</b>	Does not exist in <a href="#">Attendance Zones</a>	Required														
<p><b>NY Xfer Factor</b></p>	<p>If a campus is capped for the next school year, this field allows you to override the cap when enrolling a student who would otherwise be assigned to another campus.</p> <p>Select the reason you are enrolling the student in the capped campus. The list of reasons is maintained on <a href="#">Registration &gt; Maintenance &gt; District Profile &gt; Tables &gt; Transfer Factor NY</a>.</p>															

## V. Reports

[View all street segments and their campuses.](#)

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[Attendance > Reports > Attendance Reports > Membership > SAT5500 - Attendance Zones Street Detail Report](#)

This report is only available to districts using Attendance Zones. The report lists all street segments included in the Attendance Zones, including the current year and next year campuses. You must specify a range of street names.

[View students who have an invalid address.](#)

[Registration > Reports > Registration Reports > Student > SRG2600 - Attendance Zones Invalid Addresses](#)

This report is only available to districts using Attendance Zones. The report provides a list of students who have an invalid address, which can be used to correct Attendance Zone information. The report matches the student's **Physical Address** on [Demo1](#) against the Attendance Zones addresses.

- If the student's address is not found, the student is listed, along with the valid Attendance Zone campuses for that address.
- If the student's address is found, the student is not listed.



## Back Cover