Attendance Zones Address Change

Table of Contents

iv

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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.

Update data:

❑ Retrieve an existing block by entering the following information.

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

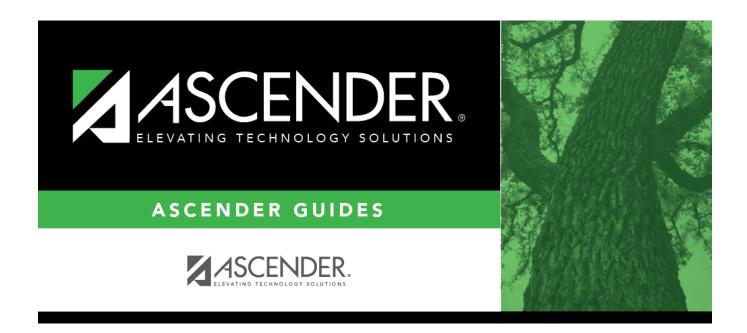| Direction	If applicable, type the compass direction associated with a street name. Valid values are N, NE, NW, S, SE, SW, E, W, or blank.
Street Name	(Required) Type the street name, up to 60 characters. As you begin typing, the a drop-down list displays streets that begin with the characters you have 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**.

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

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

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. 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).
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 Code	(Required) 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	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 **Execute**.

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

Back Cover