



Chancery SMS

Address Validation

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Address Validation and Next Year Preparation

The Active and Planning Calendars both have separate Geocode maps. When the NYP process creates the next (Planning) year, Chancery copies the current (Active) year's Geocode map to the Planning year.

Anything new added after the NYP process must be added in both the Planning and Active calendars (if applicable).

Also any zoning changes made to the Geocode map need to occur in the correct year.

Setting up Geocodes

Geocodes are geographical areas that determine a student's zoned school for each calendar. They are applied to both the active and planning calendars to allow the Geocode map to change from year to year.

1. Log on as a district admin user.



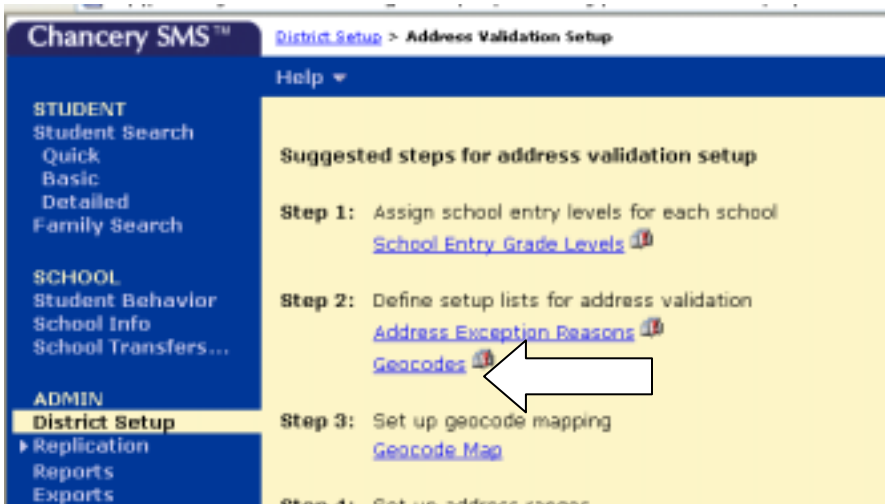
2. In the control bar, under Admin, click District Setup.



3. On the District Setup page, under District, click Address Validation Setup.

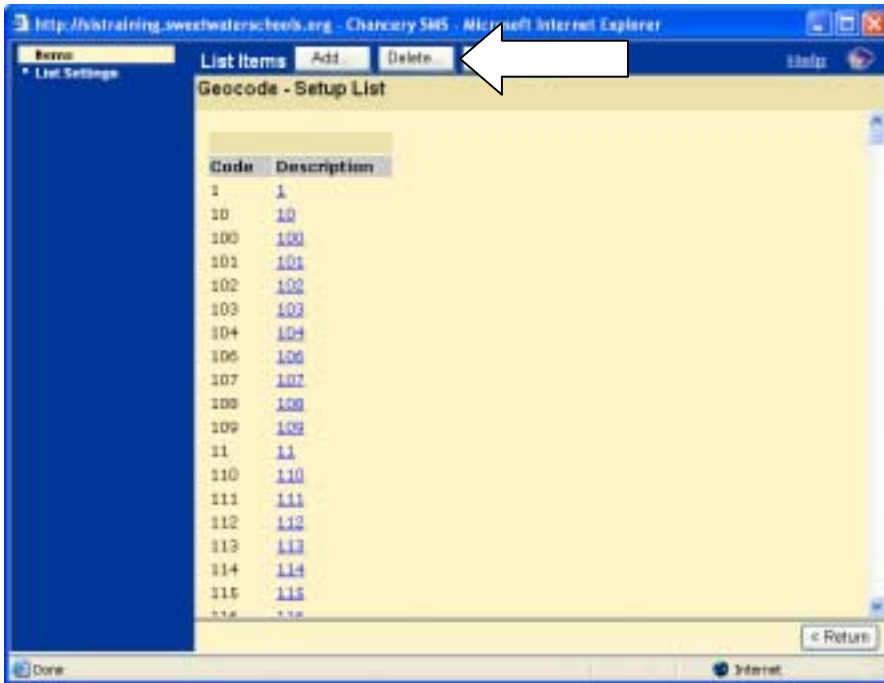


4. On the Address Validation Setup page, under Step 2, click Geocodes.



5. In the Geocode – Setup List dialog, do the following, as required.
- Add a geocode Click Add. In the Add List Item dialog, enter the required information. Click OK.
 - Edit a geocode Click the link for a geocode. In the Edit List Item dialog, change the information as required. Click OK.

- Delete a geocode Click Delete. In the Delete List Items dialog, select the checkbox for the item to be deleted. Click OK



6. Repeat until all geocodes are set up.

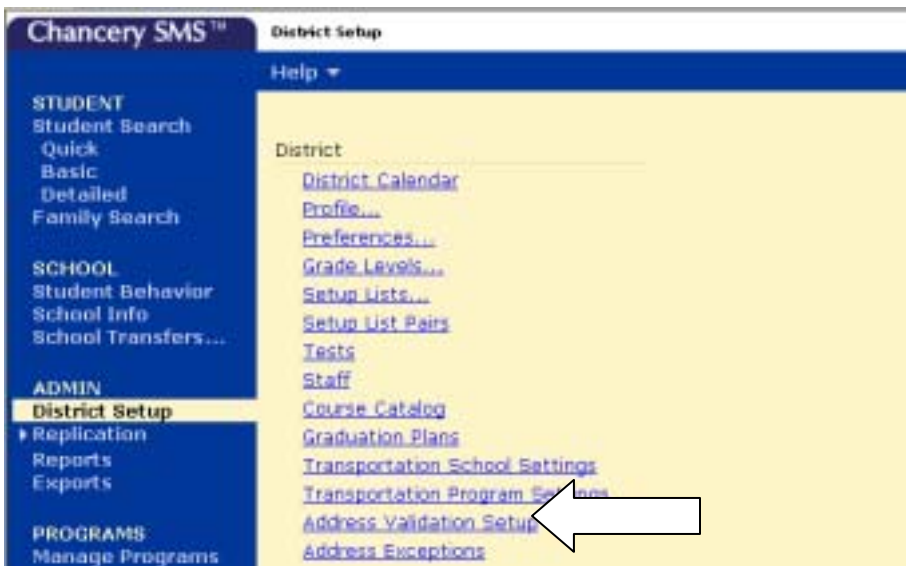
Setup the Geocode Map

A Geocode map is a matrix that identifies the geocodes within each school. You cannot assign a single geocode to more than one school for the same grade. The geocode maps are applied to both the active and planning calendars to allow it to change from year to year.

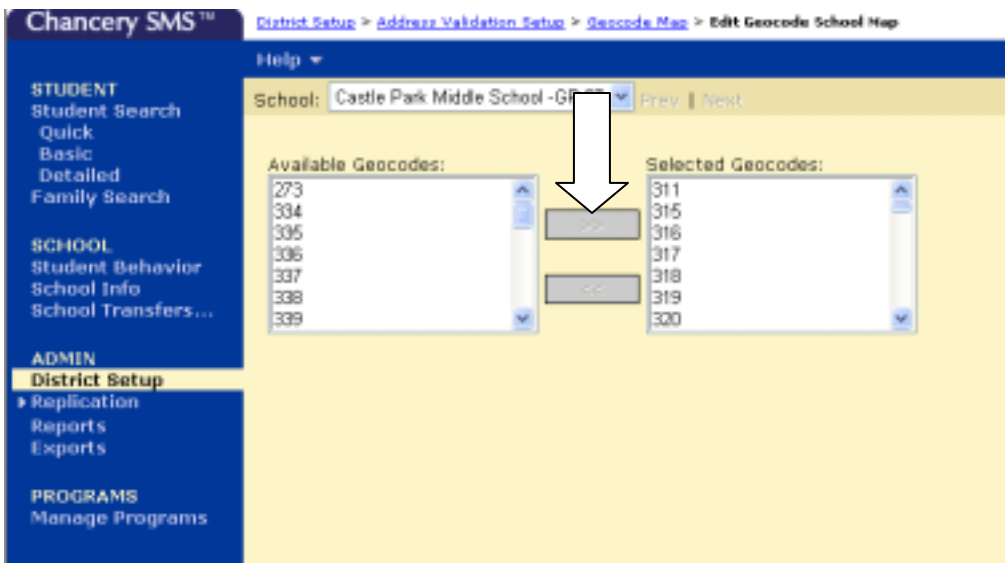
1. Log on as a district admin user.
2. In the control bar, under Admin, click District Setup.



3. On the District Setup page, under District, click Address Validation Setup.



4. On the Address Validation Setup page, click Geocode Map.



7. Repeat steps 5 and 6 for every entry school in your district.

Entering Address Ranges

Address ranges are a group of house numbers on a particular street. They are used in Address Validation to determine boundaries for a school. You cannot have an address range that fall within two geocodes.

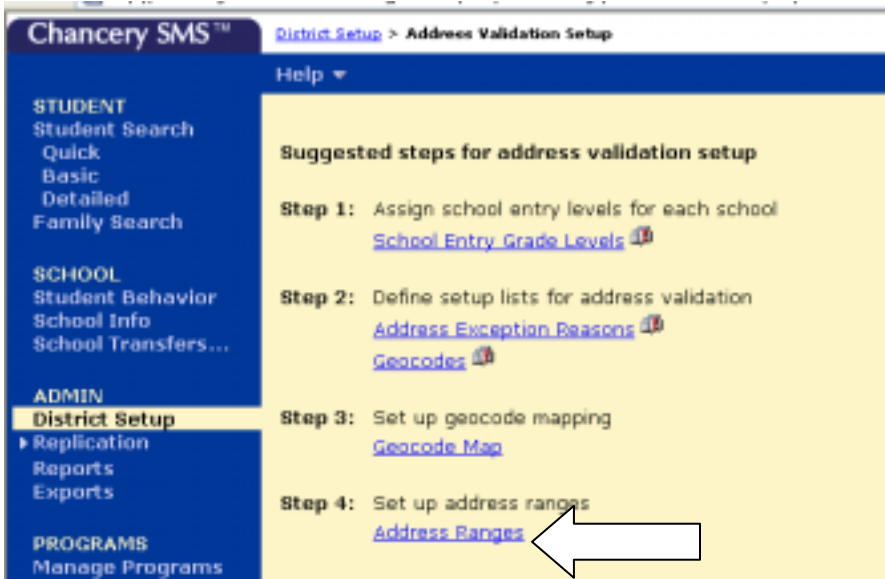
1. Log on as a district admin user.
2. In the control bar, click District Setup.



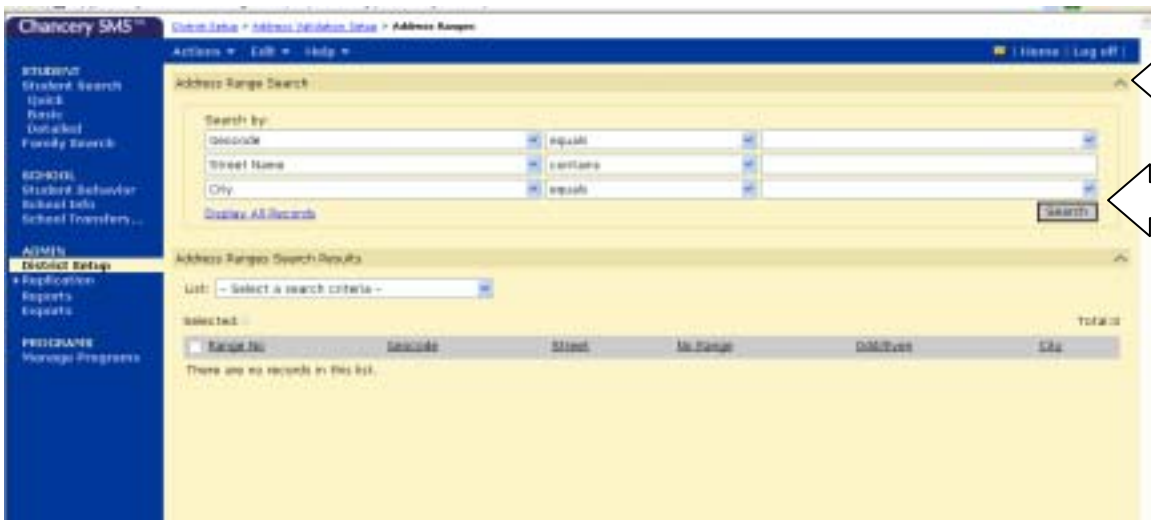
3. On the District Setup page, under District, click Address Validation Setup.



4. On the Address Validation Setup page, click Address Ranges.

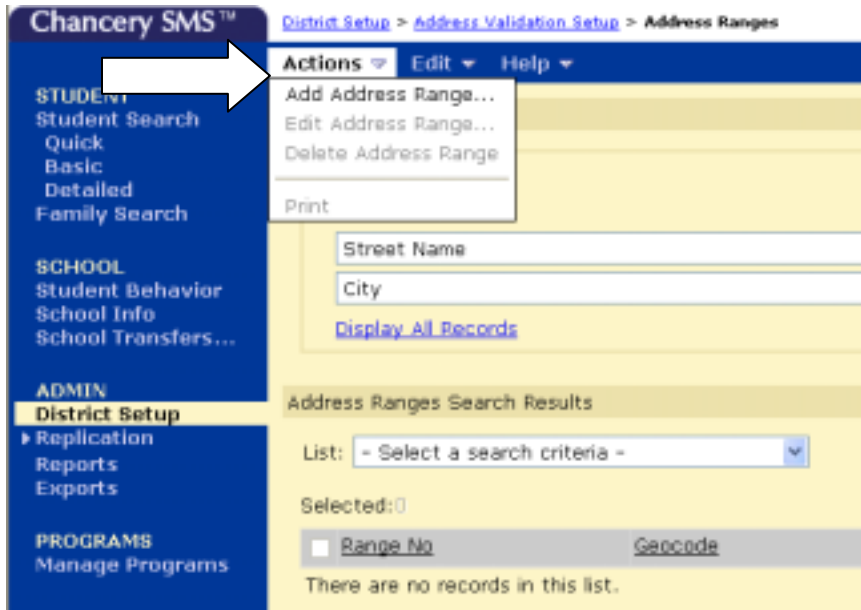


5. On the Address Ranges page, to display existing address ranges, expand the Address Range Search panel. Click Display All Records or specify the search criteria and click Search.



6. Do the following, as required:

- To Add an address range, From the Actions menu, click Add Address Range.
- To Edit an address range, Click the address range.
- To Delete an address range, Select the address range to be deleted. Choose Delete Address Range from the Actions menu.



7. On the Add or Edit Address Range page, enter information about the address range:

- Range No. - Set to automatically generate address range numbers, you cannot modify this field
- Geocode - Select a geocode from the dropdown for this address range.
- Address no. range from / to - Enter the starting and ending house numbers for this address range.
- Odd/Even - Select one of the following:
 - Click All to include both sides of the street.
 - Click Odd to include only odd house numbers.
 - Click Even to include only even house numbers.

If you select odd or even, the values entered in the Address no. range fields must also be odd or even numbers.

- Street Name - Enter the street name.
- Type - If appropriate, select the type of street from the dropdown, such as Street or Road.
- Dir. - If the street has a direction after the street name, select the direction from the dropdown.
- City - Select the city name from the dropdown.
- State - Select the state name from the dropdown.
- Zip Code - Enter the zip code.

- Description Enter a description of up to 100 characters.
8. Click Save.

Chancery SMS

Home | Log off

Range to: []

*Geocode: N/A

*address range from: [] to [] Odd/Even: All

*Street name: [] Type: N/A Dir: N/A

*City: N/A *State: N/A *Zip Code: []

Description: []

Address Ranges by Geocode

| Street | From/To | Odd/Even | City | Zip Code | Total |
|------------------------------------|---------|----------|------|----------|-------|
| There are no records in this list. | | | | | |

*Required

Save Cancel

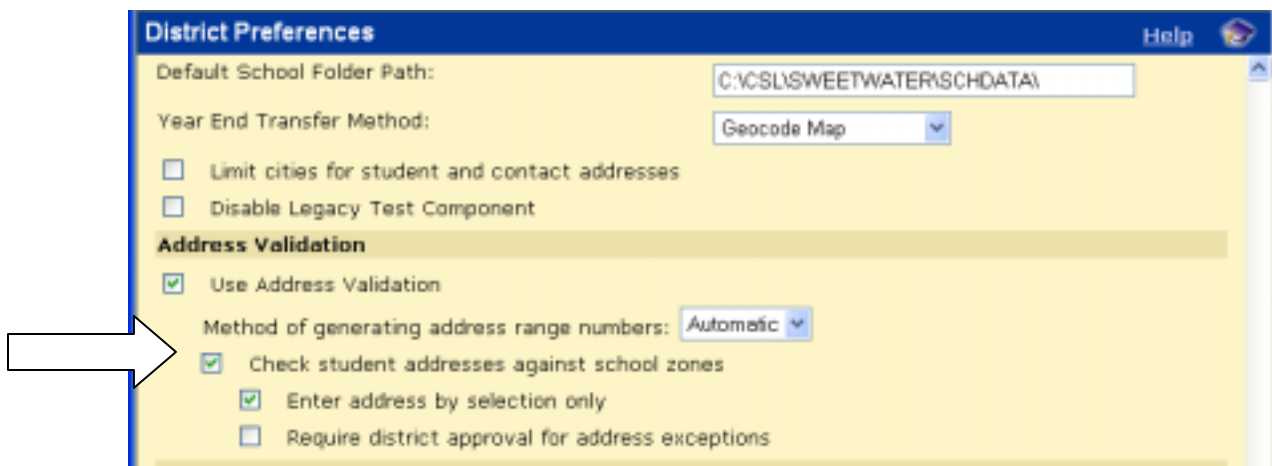
Turning On Address Validation

Address Validation should always be turned on. However, it does need to be disabled when entering an address that is outside of the school district, and should be turned back on immediately after completion.

1. Log on as a user district admin user.
2. Make sure you are in the Active Calendar.
3. In the control bar, under Admin, click District Setup.
4. On the District Setup page, under District, click Preferences.

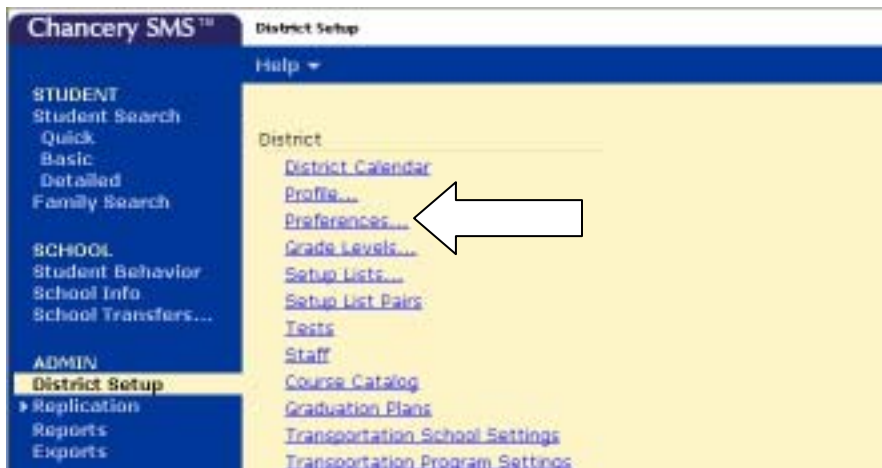


5. In the Address Validation section, select “Check student addresses against school zones”.
6. Determine whether users must select an address range when entering an address.
7. Determine whether schools can enroll out-of-zone students. If you do not want schools to be able to enroll students who are out of the school’s zone, select “Require district approval for address exceptions”. Otherwise, leave the box unmarked and enter an exception reason for each out-of-zone student enrolled.
8. Click Save, and then close the District Preferences dialog.

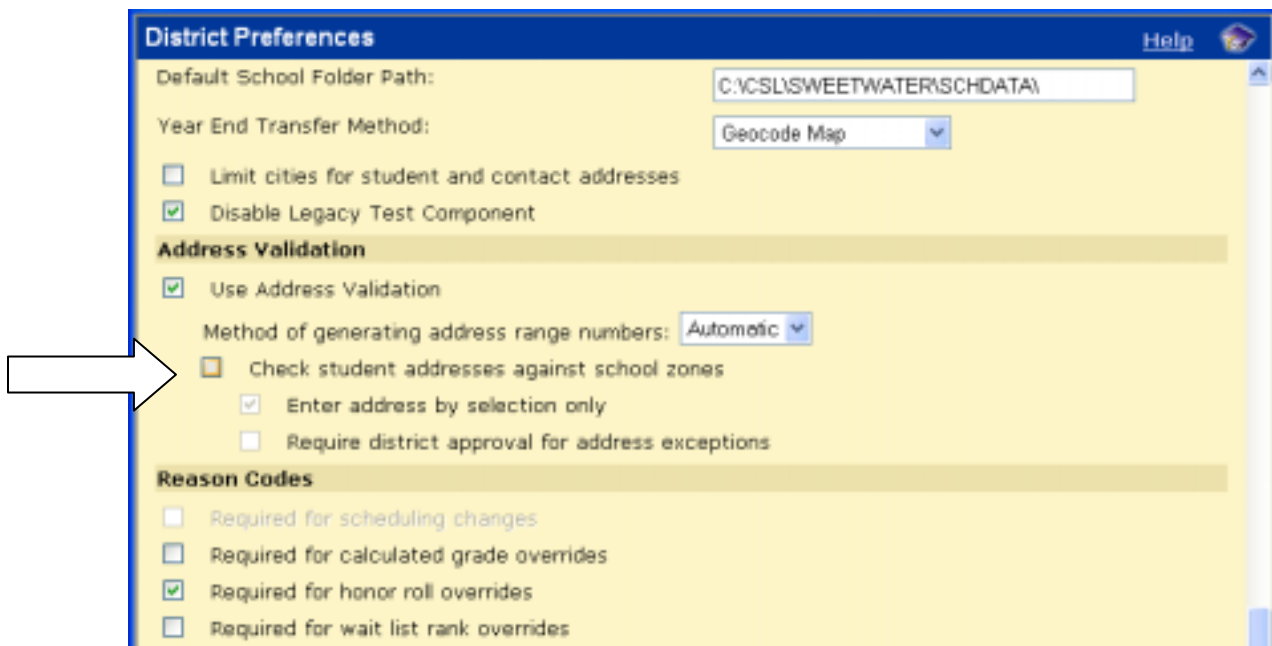


Turning Off Address Validation

9. Log on as a user district admin user.
10. Make sure you are in the Active Calendar.
11. In the control bar, under Admin, click District Setup.
12. On the District Setup page, under District, click Preferences.

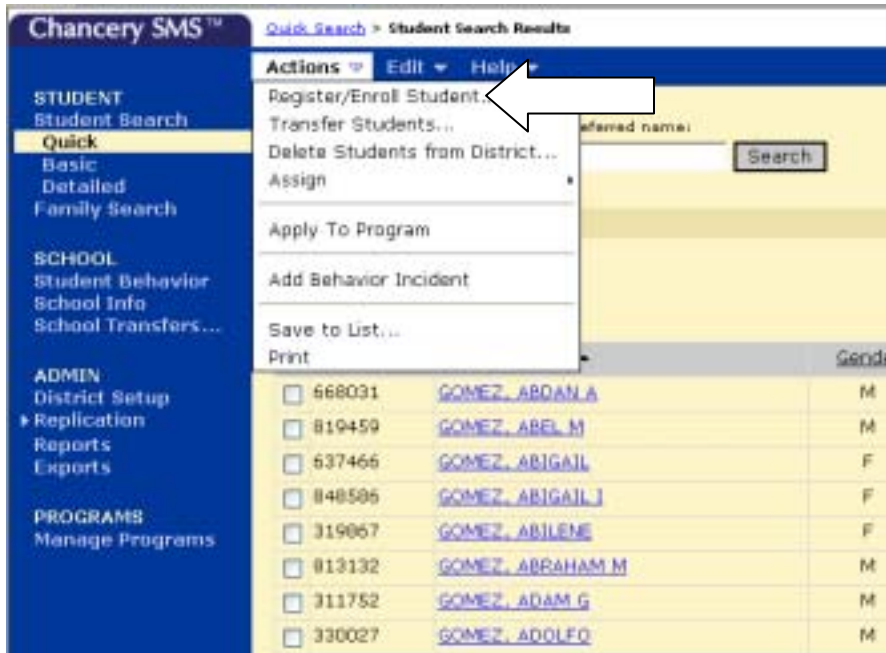


13. In the Address Validation section, uncheck “Check student addresses against school zones”.
14. Click Save, and then close the District Preferences dialog.

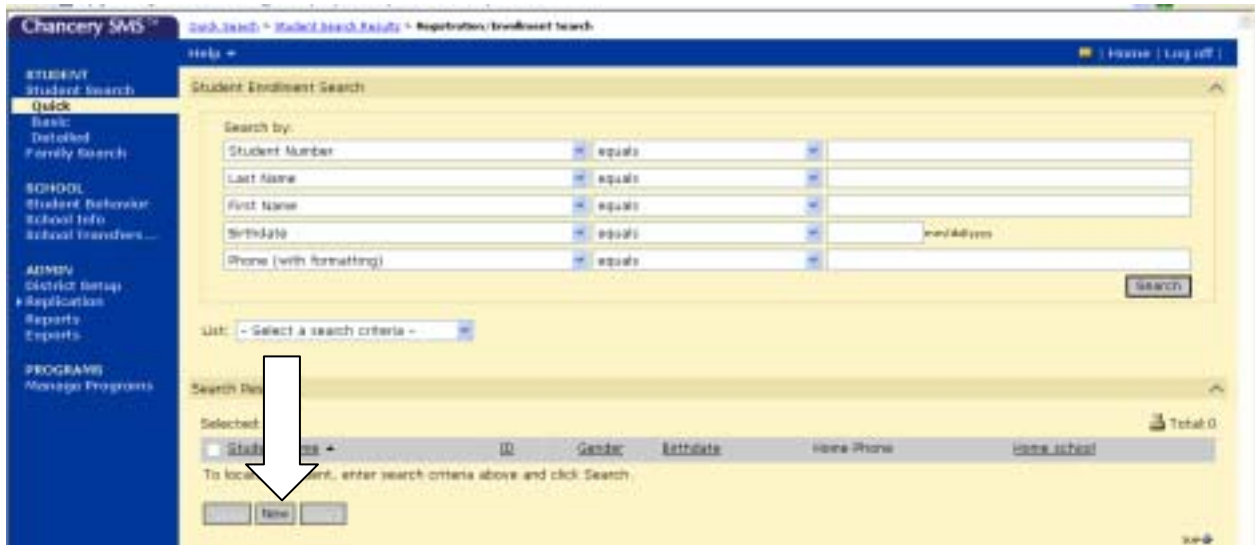


Address Validation when Enrolling a Student

1. On any Student Search page, from the Actions menu, click Register/Enroll Student.



2. On the Registration/Enrollment Search page, click New.



3. On the Registration page, enter the necessary information. Click Continue.

Chancery SMS™ Quick Search • Student Search Results • Registration/Enrollment Search • Register In District

Help + Home | Log Off

STUDENT Student Search

Quick

Basic Detailed Family Search

SCHOOL Student Behavior School Info School Transfers...

ADMIN District Setup Replications Reports Exports

PROGRAMS Manage Programs

New Student

Register Student In District

*Student ID: XXXXXX

*Last Name: Manets

First Name: Mike

Middle Name:

Generation:

*Gender: Male

Birthdate: 7/4/1977

Registration Information

Registration Grade Level: 09

Grade when entering district. The Registration Grade Level does not change as the student progresses through a school.

Registration Status: Registered

* Required

Continue Cancel

4. On the Registration/Enrollment Steps page, under Step 1: Enter Student Demographic Data, click Enter Address Information and Other Student Data.

Chancery SMS™ Quick Search • Student Search Results • Registration/Enrollment Search • Register In District • Registration/Enrollment Steps

Help +

STUDENT Student Search

Quick

Basic Detailed Family Search

SCHOOL Student Behavior School Info School Transfers...

ADMIN District Setup Replications Reports Exports

PROGRAMS Manage Programs

Manets, Mike

Suggested steps for completing registration and enrollment of student

Step 1: Enter Student Demographic Data

[Update Registration Information](#)

[Enter Address Information and Other Student Data](#)

[Reg. Info](#)

[CSB](#)

[Add Student Contacts](#)

Step 2: Enter Student Enrollment Data

[Apply To Program](#)

[Enroll Student in a School](#)

Step 3: Enter Additional Student Data

[Manage Student's Family Data](#)

[Register and Enroll a Sibling](#)

5. On the Personal page, follow your school's policy on registering and enrolling students, until you reach the Physical Address section. Click the Select Address link.

http://sistest.sweetwaterschools.org - Chancery SMS - Microsoft Internet Explorer

Personal Help

MANOS, LIZETTE - 318264

Physical Address [Select Address](#)

| Number | Street | Type | Direction | Apt. |
|--------|------------|------|-----------|------|
| 1250 | 5TH AV 809 | N/A | N/A | |

| City | State | Zip Code |
|-------------|------------|----------|
| Chula Vista | California | 91911 |

| Area | County | Country |
|------|--------|---------------|
| N/A | N/A | United States |

Geocode:

| Active Calendar | Planning Calendar |
|-----------------|-------------------|
| N/A | N/A |

Mailing Address (If different from Physical)

| Number | Street | Type | Direction | Apt. |
|--------|--------|------|-----------|------|
| | | N/A | N/A | |

| City | State | Zip Code |
|------|-------|----------|
| N/A | N/A | |

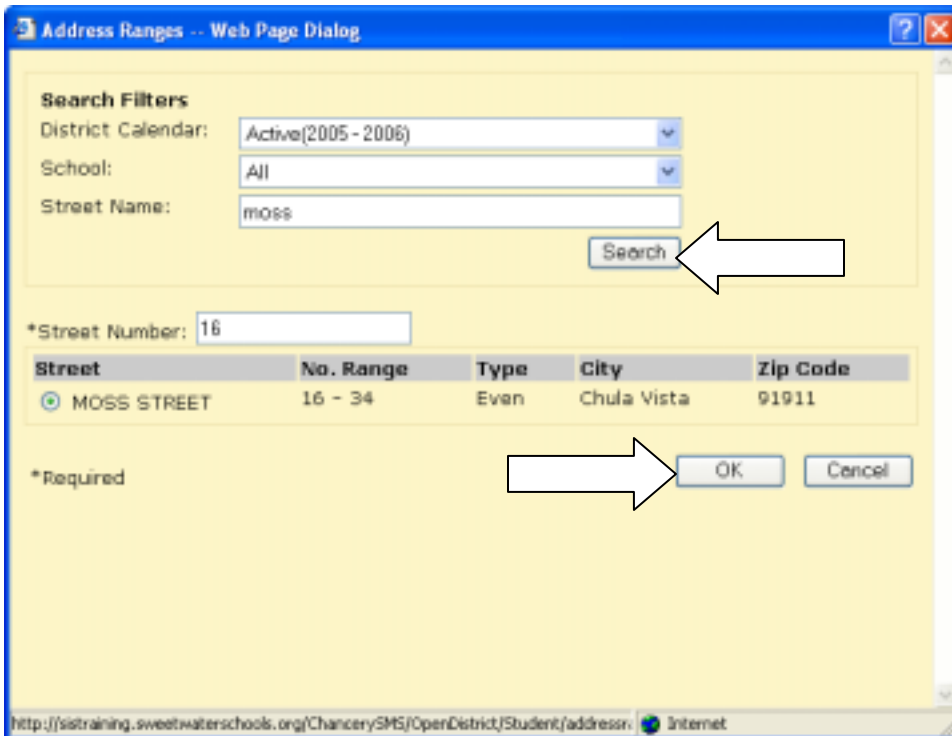
| Area | County | Country |
|------|--------|---------|
| N/A | N/A | N/A |

Save

Done Internet

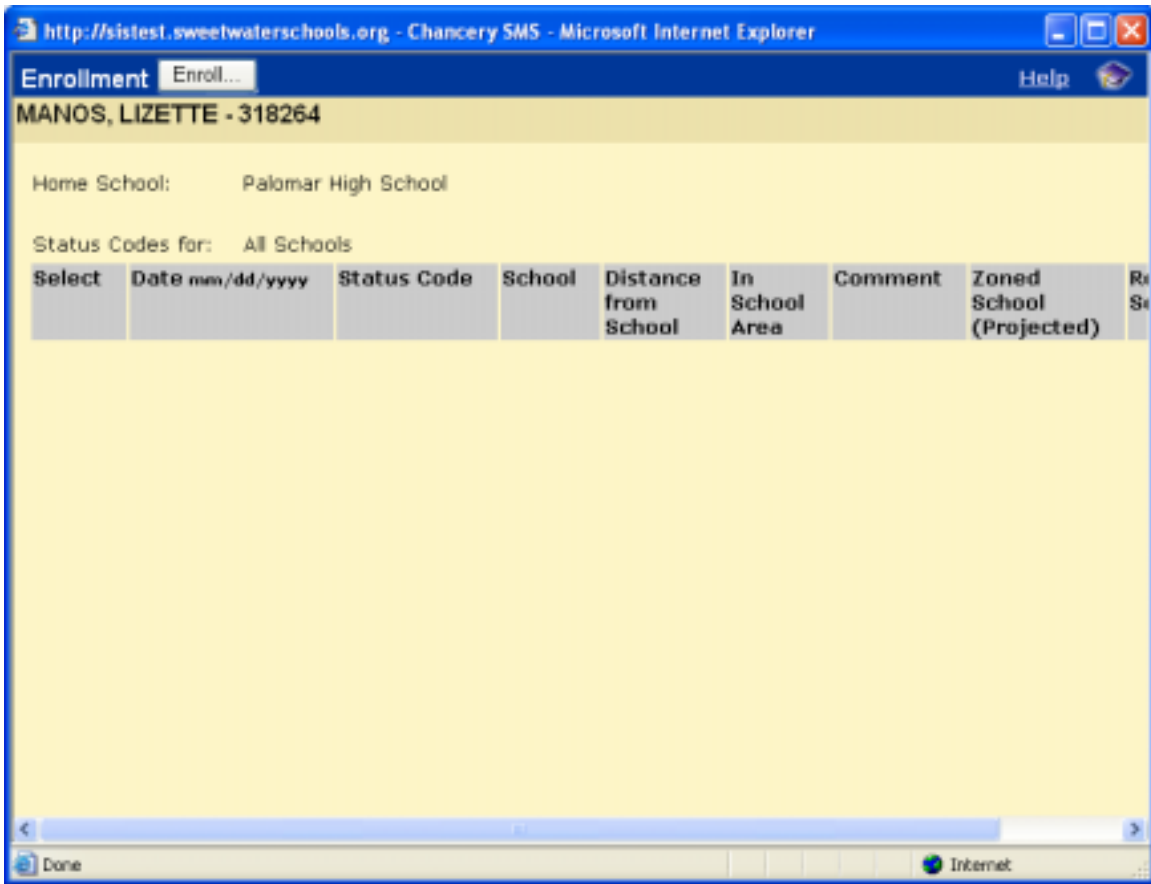
6. In the Address Ranges dialog, specify the following search criteria.
 - District Calendar - Select whether you want to view address ranges for the active calendar or planning calendar.
 - School - Select the school associated with the address ranges you want to view. If you are logged on using a school role, this field only displays your school. If you are logged on using a district role, this field displays all the schools in your district.
 - Street Name - The default street name is the name entered on the Student Personal page. If you wish, you can search by street name and street number. Enter the full or partial name of a street. Entering part of a street name will display all the streets beginning with what you enter.
7. Click Search.
8. Enter the street number for the student address. Ensure that it is in the range of street numbers specified for the address range.
9. Select an address range.

Note: If the street number is outside of the address range, the district may need to add a new address range or change the existing address range. Contact the district administrator.
10. Click OK. The Street Number is entered in the Number field on the Personal page.

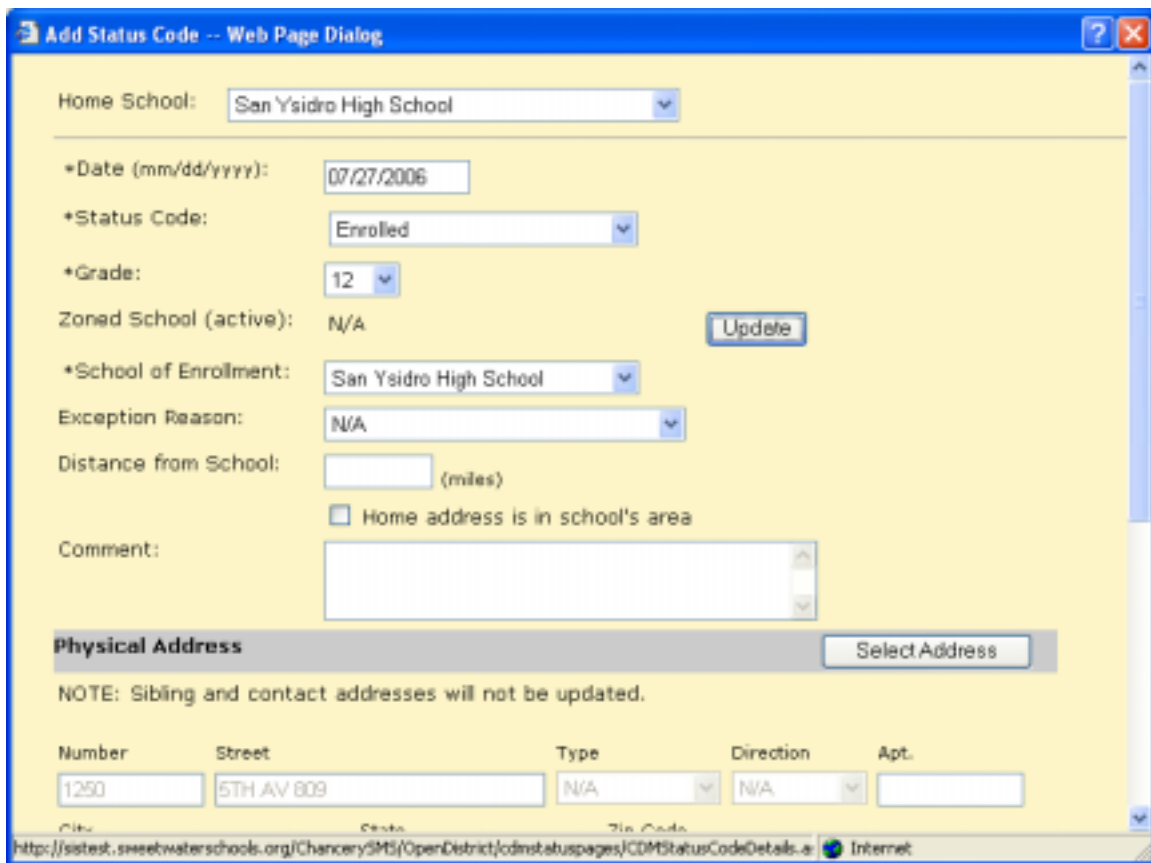


11. If applicable, enter the student's apartment number.
12. Complete the rest of the Personal page. Click Save and close the Personal page.

13. On the Registration/Enrollment Steps page, under Step 2, click Enroll Student in a School.
14. On the Enrollment page, click Enroll.



15. On the Add Status Code page, enter the following information:
- Home School – Select the school that the student is assigned to.
 - Date – Enter the date you want the enrollment to take effect.
 - Status Code – Select an enrollment Status Code.
 - Grade – Select the student’s grade.
 - Zoned School – This is the school in the student’s geocode zone
 - School of Enrollment – Select the school the student is attending
 - Exception Reason – If the Zoned School is different from the School of Enrollment, select an exception reason for the student.
 - Comment – Enter a comment if needed.



16. For Zoned School, after you enter Date and Grade, click Update to display the student’s Zoned School.

17. Click OK

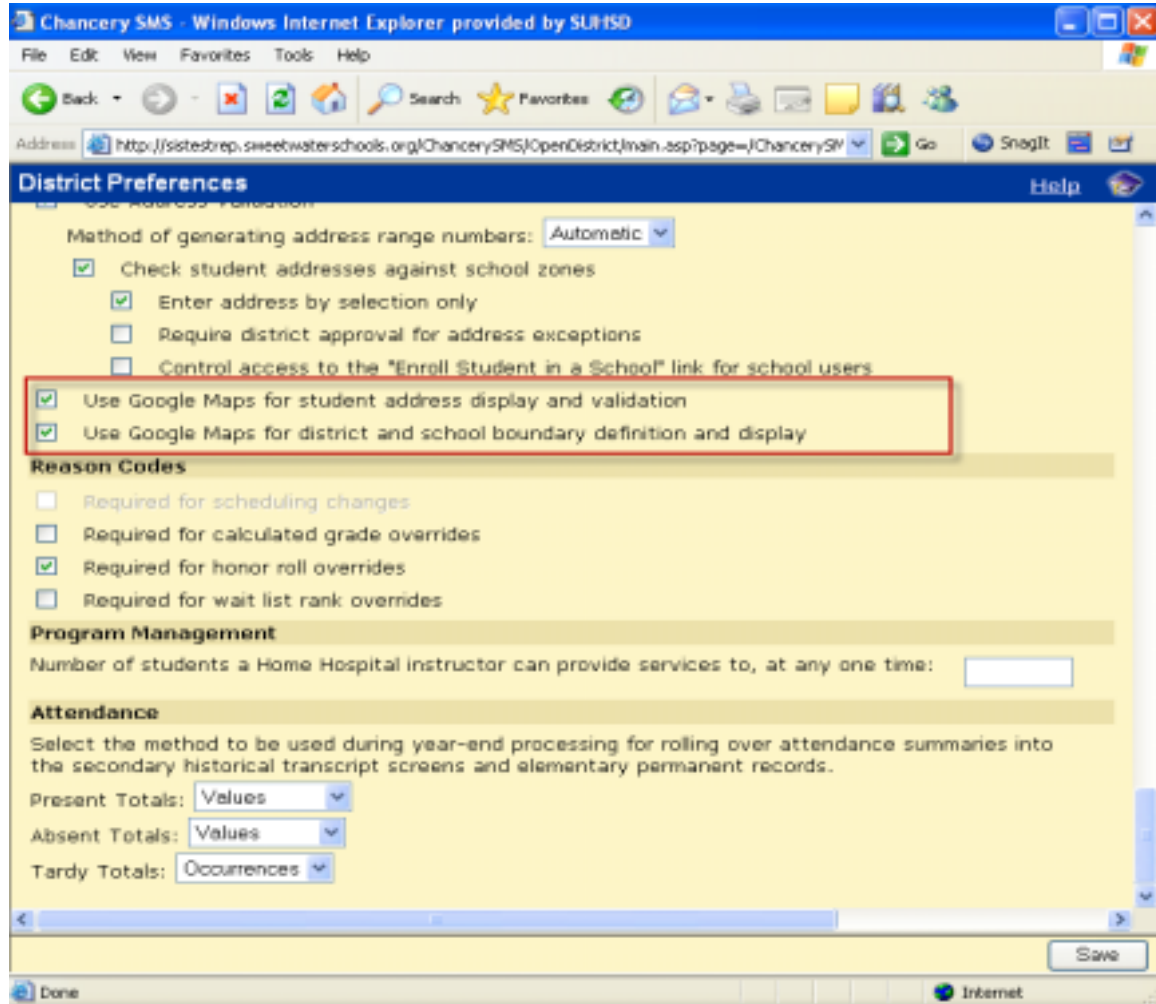
Google Maps in Chancery

Setting up District Boundaries

Not Active

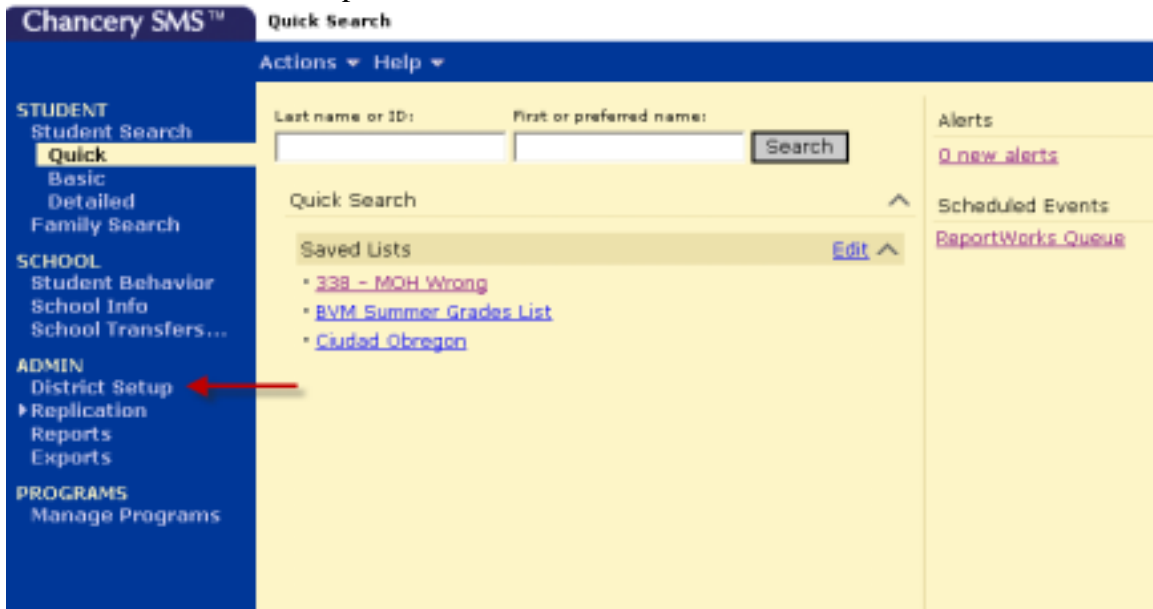
Activation the Address Validation

To activate the feature check the boxes below:



Setting up School Boundaries

1. Select district Setup



2. Click on the Schools link Schools



3. Select a school

Chancery SMS™ District Setup - School Info

Actions - Edit - Help - Home

| <input type="checkbox"/> | 02408 | Mar Vista High School - Summer School | 20784 | Senior High School | | | High School | N/A |
|--------------------------|-------|---|-------|-----------------------|-------|--|---------------------------------|-----|
| <input type="checkbox"/> | 02499 | Mar Vista Learning Center | 20301 | Learning Center | | | High School | N/A |
| <input type="checkbox"/> | 026 | Mar Vista Middle School | 19988 | Middle School | Chart | | Middle School | N/A |
| <input type="checkbox"/> | 00608 | Mar Vista Middle School - Summer School | 31043 | Middle School | | | | |
| <input type="checkbox"/> | 025 | Montgomery High School | 19996 | Senior High School | Chart | | High School | N/A |
| <input type="checkbox"/> | 02588 | Montgomery High School - Summer School | 29988 | Senior High School | | | High School | N/A |
| <input type="checkbox"/> | 02599 | Montgomery Learning Center | 20300 | Learning Center | | | High School | N/A |
| <input type="checkbox"/> | 007 | Montgomery Middle School | 19987 | Middle School | Chart | | Middle School | N/A |
| <input type="checkbox"/> | 00788 | Montgomery Middle School - Summer School | 31348 | Middle School | | | | |
| <input type="checkbox"/> | 009 | National City Middle School | 19990 | Middle School | Chart | | Middle School | N/A |
| <input type="checkbox"/> | 00888 | National City Middle School - Summer School | 31388 | Middle School | | | | |
| <input type="checkbox"/> | 450 | Clydeplan High School | 20786 | Senior High School | Chart | | High School | N/A |
| <input type="checkbox"/> | 45088 | Clydeplan High School - Summer School | 31341 | Senior High School | | | | |
| <input type="checkbox"/> | 143 | Options Secondary School (IS) | 20378 | Alternative Education | | | 7-12 | N/A |
| <input type="checkbox"/> | 140 | Options Secondary School - Mast | 20371 | Academy | | | 7-12 | N/A |
| <input type="checkbox"/> | 14088 | Options Secondary School - Mast (Summer) | 32388 | Alternative Education | | | | |
| <input type="checkbox"/> | 121 | Options Secondary School - Skills | 20372 | Alternative Education | Chart | | 7-12 | N/A |
| <input type="checkbox"/> | 12188 | Options Secondary School - Skills (Summer School) | 31368 | Alternative Education | | | | |
| <input type="checkbox"/> | 140 | Options Secondary School - Shelter Program | 19999 | Alternative Education | | | 7-12 | N/A |
| <input type="checkbox"/> | 019 | Olney Ranch High School | 20076 | Senior High School | Chart | | High School, Junior High School | N/A |

Click on the Edit Boundary button on the Active Year

Chancery SMS™ District Setup - School Info - School Info Detail

Actions - Edit - Help - Home | Log

School Info Detail Olney Ranch High School

OBEDS Data School Calendar

School email:

Graduation grade: 12

School year: 7/27/2009 - 6/4/2010

Principal: Jose Breez

Phone number: (819) 991-5000

Notice the previously saved boundaries

School Boundary Definitions

Active boundary (encoded): gb'fbbu8' [AS@XCRMA[HU@K]E_86YJC] E9v/wb@URtGwfpCmE[ESWALNOR]_Hu

Planning boundary (encoded):

Buttons: Edit Boundary...

Cities Associated With School

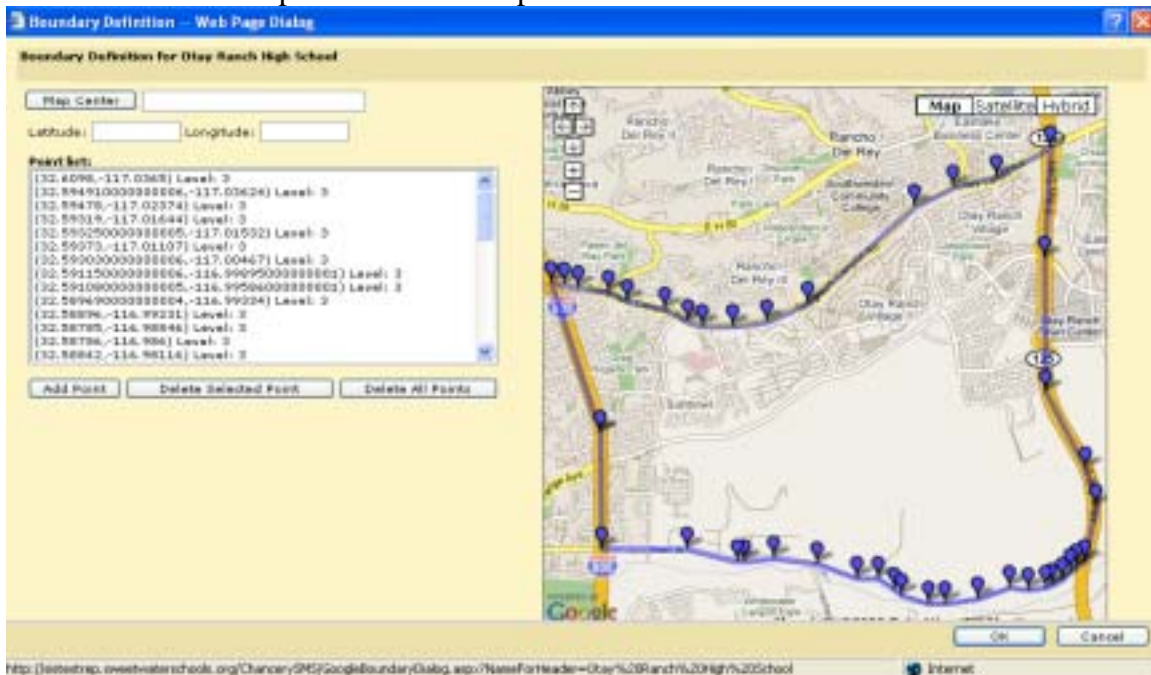
Select the cities that you want available for student addresses. The cities list will only be listed if the district preference "Limit cities for student and contact addresses" is selected.

List Cities for Students:

| Available: | Select: | Total: 0 |
|-----------------|---------|----------|
| N/A | | |
| Other | | |
| Aberdeen | | |
| Acanbaro | | |
| Acapulco | | |
| Adak | | |
| Adelaide | | |
| Agona | | |
| Agona Heights | | |
| Aguas Calientes | | |

Buttons: All ->

4. Enter an address next to the map center button to move the map to a region.
5. Start by zooming in a particular region.
6. Click on a specific part of the region and then click on the Add Point button to set the point as shown below.
7. You can delete all or a single point by using the “Delete Selected Point” or “Delete All Points”
8. Every time the Add point is pressed, the points will get connected in the order the points were created.
9. After the last point is created click the OK button and this will close the gap left from the first point with the last point.



Validating Students Address

Select Address/Phone Tab

Click on the Validate Button

The screenshot shows a web-based interface for managing student records. At the top, there is a navigation bar with 'Actions', 'Edit', 'Reports', and 'Help' menus, and a user profile for 'ABDALLAH, RASHAD X' with ID '678598', grade 'Gr-10', gender 'Male', and birth date 'Sep 5, 1994'. Below this is a tabbed interface with 'School Specific', '*Overview', 'Personal Info', 'Address/Phone', 'Medical Info', and 'Federal Info'. The 'Address/Phone' tab is selected, and a red arrow points to it. Below the tabs is a table with columns for 'Communication Type' and 'N/A'. Below the table, there is a section for 'Addresses' with a 'Select Address' link. The 'Physical Address' section contains several input fields: 'Number' (1526), 'Street' (LIVE OAK), 'Type' (STREET), 'Direction Apt.' (N/A), 'City' (CHULA VISTA), 'State' (California), 'Zip Code' (91913), 'Area', 'County', and 'Country' (all N/A). Below these fields are 'Geocodes' and 'Coordinates' (Lat: 32.802054, Long: -115.902183). At the bottom, there are 'Active Calendar' (255) and 'Planning Calendar' (N/A) fields. A red arrow points to a 'Validate' button located to the right of the address fields.

Verify the address is within the school boundaries unless it's an *Intra District Transfer*

