



WeBSIS, Student Demographic Address Update

Overview

The **Student Demographic** application will has been modified to separate the **Student Address** into a **Mailing Address and Residence Address**. The **Mailing Address** is to be used for **Mailing Labels, Report Cards, Progress Reports, etc.** This will almost always be used as the address which is printed. Recently the Post Office started enforcing that it will not deliver mail unless the address is exactly correct in the United States.

There is also a new address field, **Formal Residence Address**. This is used to correctly enter the different parts of an address into the system. This type of address will be used for Map plotting and Family unit identification.

There are many unique functions we created to assist staff in correcting their address information.

This update was created to facilitate the need to;

- Identify the exact mailing address to meet the new Post Office enforcement
- Identify the residence address exactly to allow for;
 - utilization in future mapping capabilities within WeBSIS
 - Identification of family units
 - Provide support for bond and levy elections (contact lists by street)
- Provide for many different methods to assist staff in correcting the address information used for mailing and residence identification.

Data Conversion Information

To convert the mailing address data we used the following;

- The **Address 1** field became the **Mailing Address**
- The **Address 2** field became the **Residence Address**.

New Address Format

Below is a screen shot which show the new address format.

Address Functions

If you move the cursor over the different functions such as **Copy** it will tell you what that function facilitates.

Copy

The **Copy** function will copy an address from the **Mailing Address** to the **Residence** or vice versa.

Move

The **Move** function will move an address from the **Mailing Address** to the **Residence** or vice versa.

Switch

The **Switch** function will move the **Mailing Address** to the **Residence** and the **Residence** address to the **Mailing Address**.

Convert

The **Convert** function will take the indicated address and try to create the **Formal Residence** address in the correct street address format.

Student Demographics (Admin Access) - Student Demographics (Abbott Ellen Lumen ID 18799)

File View Search Clear Refresh Menu

Add/Edit Student 0.005

Guardians Groupings Emergency Enrollment Transportation Locker State Info

Guardians 0.012

To List Save & Edit Save & Add

Student General Address NCLB

Home Phone: (816) 223-5422

Mobile Phone: - -

Mailing Address: 10920 N Ambassador Drive Copy Move Convert Switch

Residence Address: 10920 N Ambassador Drive Copy Move Convert

Formal Residence Address: House #: -- Str. Dir. Street Name Str. Tp. ID

City: Kansas City

State: MO

Zip Code: 64153

To List Save & Edit Save & Add

Total: 2 Delete Add New

#	First Name	Last Name	Decision Maker	Lives With	Details	G
1	Joe	Abbott	Yes	Yes	Details	<input type="checkbox"/>
2	Pat	Abbott	Yes	Yes	Details	<input type="checkbox"/>

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Formal Residence Address

This address is to be used for;

- utilization in future mapping capabilities within WeBSIS
- Identification of family units
- Provide support for bond and levy elections (contact lists by street)

Format of Formal Residence Address

	House #:	Str. Dir.	Street Name	Str. Tp.	ID	
Formal Residence Address:	<input type="text"/>	-- 	<input type="text"/>	-- 	<input type="text"/>	

The user can key in the value in any of the fields. The fields with a (--)allow the user to select from the **Valid Street Directions System Def table** and **Street Type System Def** table a value. The user is able to enter a value directly as well. The value selected is inserted into the field.

Important Note: The **Formal Residence address** may be copied to the **Residence Address**. It is highly recommended that the user enter the **Formal Residence Address** on new students here first and then copy to the **Residence Address**.

Guardian Address

Below shows the updated address here as well.

The screenshot displays two overlapping windows from the 'Student Demographics (Admin Access)' application. The main window is titled 'Add/Edit Student' (ID 0.005) and shows the 'Address' tab. The 'Address' section includes fields for Home Phone (816) 223-5422, Mobile Phone, Mailing Address (10920 N Ambassador Drive), Residence Address (10920 N Ambassador Drive), and Formal Residence Address (House #: 10920, Str. Dir.: N, Street Name: AMBASSADOR, Str. Tp.: DR, ID). The City is Kansas City, State is MO, and Zip Code is 64153. A blue arrow points from the 'Guardians' tab in the top navigation bar to the 'Add/Edit Guardian' form.

The 'Add/Edit Guardian' form (ID 0.003) is open, showing the 'General Information' and 'Contact Information' sections. The 'General Information' section includes: First Name (Selina), Last Name (Aa222), Type (Parent), Decision Maker (Yes), Guardian Alert (No), Language of Parent (English), Send post office mail correspondence (Yes), and Lives with Parent/Guardian (Yes). The 'Contact Information' section includes: Mailing Address (10920 N Ambassador Drive), Residence Address, Formal Residence Address (House #: 10920, Str. Dir.: N, Street Name: AMBASSADOR, Str. Tp.: DR, ID), City (Kansas City), State (MO), Zip Code (64153), and Home Phone (816) 223-5422.

Emergency Contact Address

Below shows the updated address here as well.

The screenshot displays the 'Student Demographics (Admin Access)' interface. The main window title is 'Student Demographics (Admin Access) - Student Demographics (Aa222 Christopher Lumen ID 20480)'. The interface is divided into two panes. The left pane, titled 'Add/Edit Student', shows the 'Address' tab with fields for Home Phone (816) 223-5422, Mobile Phone, Mailing Address (10920 N Ambassador Drive), Residence Address (10920 N Ambassador Drive), Formal Residence Address, City (Kansas City), State (MO), and Zip Code (64153). The right pane, titled 'Student: Aa222 Christopher School Attending: Elementary School PK-5 Grade:EC', shows the 'Emergency' tab with fields for First Name (Jack), Last Name (WHEELER), Contact Order (10), Relationship (Other), Primary Language (English), May pick up Student (No), Mailing Address (500 WEST MAIN ST), Residence Address, Formal Residence Address, City (Lawson), State (MO), Zip Code (64060), Home Phone (816) 344-6464, Mobile Phone, Work Phone, and Work Phone Ext. A blue arrow points from the 'Emergency' tab in the right pane to the 'Emergency' tab in the left pane.

Field	Value
Home Phone	(816) 223-5422
Mobile Phone	
Mailing Address	10920 N Ambassador Drive
Residence Address	10920 N Ambassador Drive
Formal Residence Address	
City	Kansas City
State	MO
Zip Code	64153
First Name	Jack
Last Name	WHEELER
Contact Order	10
Relationship	Other
Primary Language	English
May pick up Student	No
Mailing Address	500 WEST MAIN ST
Residence Address	
Formal Residence Address	
City	Lawson
State	MO
Zip Code	64060
Home Phone	(816) 344-6464
Mobile Phone	
Work Phone	
Work Phone Ext	

4/14/2008