

Address Verification Procedural Checklist

Change Log

Date	Section Number/Name	Change Description
3/30/21	Enable Address Standardization and Address Verification	Updated screenshot
7/8/20	Enable Address Standardization and Address Verification	Updated screenshot
4/20/20	Entire document	Review and update

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Address Verification: *The following steps must be completed to enable and set up Address Standardization and Verification. Once enabled, Address Standardization will run on most Address fields, while Address Verification will run on Student Registration and Student Profile Address fields.*

Unless otherwise noted, see the SI Getting Started Guide for details.

Address Standardization is the process of converting an entered address to standardized USPS address format: removing punctuation, using standard abbreviations, and using the correct Zip+4 Code. Address Standardization has additional benefits, such as easier and more accurate mailing labels, consistency across the application, and enhanced search capabilities.

Address Verification is the process of checking a standardized address against a database of addresses defined as being within a given school district, to make sure that students living in those addresses are attending the correct district. To use Address Verification, you must have enabled Address Standardization. **Note:** Address Standardization/Verification is optional, and does not function until you have enabled it at both the District and Building levels.

When Address Standardization/Verification is enabled, address fields on the Edit Student Profile and Registration Wizard will display a **caution** icon and **Validate** button next to the address fields after a user enters a new address in any set of address fields. Address fields on the Contact and Staff pages will process the address when you enter a Zip Code and leave the Zip Code field by clicking elsewhere on the screen, or by hitting the Tab key to advance to the next field. Address fields that use Address Standardization/Verification also include a Bypass Address Standardization or Bypass Address Standardization/Verification checkbox nearby. Clicking on this checkbox will disable Standardization/Verification for that address only. This should only be used if you are certain that an address is accurate, but the address will not Standardize or Verify correctly.

- View District Addresses** (District Level) - Enter all addresses which are considered valid for the District. The fields in the top portion of this screen act as Search criteria for the Local Search and State Search buttons. Enter any criteria you wish (you must enter a Zip Code) and click either Search button to see a list of addresses matching those criteria.

Navigation: StudentInformation – SIS – School – Address Verification – District Addresses

View/Edit District Addresses - List

From this screen, you can search the list of valid district addresses.

Local/State Search Criteria

Start Number:	<input type="text"/>	Stop Number:	<input type="text"/>
Pattern:	<input type="text" value="Every Number"/>		
Pre-Direction:	<input type="text"/>	Street Name:	<input type="text"/>
	<input type="text"/>	Post-Direction:	<input type="text"/>
Zip Code:*	<input type="text"/>	Street Type:	<input type="text"/>
Voting Area/Place:	<input type="text"/>	Progression Track:	<input type="text"/>

Once addresses are viewable, you can select individual addresses with the checkboxes, or select all addresses with the checkbox in the grid title bar, and click the **Edit Selected** or **Delete Selected** buttons to edit or delete all entries with their checkboxes selected. You can view and edit selected information for a single entry by clicking the **magnifying glass** icon next to that entry, or delete an entry by clicking the **trash can** icon next to that entry.

View/Edit District Addresses - List

From this screen, you can search the list of valid district addresses.

Local/State Search Criteria

Start Number:	<input type="text"/>	Stop Number:	<input type="text"/>
Pattern:	<input type="text" value="Every Number"/>		
Pre-Direction:	<input type="text"/>	Street Name:	<input type="text"/>
	<input type="text"/>	Post-Direction:	<input type="text"/>
Zip Code:*	<input type="text" value="44833"/>	Street Type:	<input type="text"/>
Voting Area/Place:	<input type="text"/>	Progression Track:	<input type="text"/>

<input type="checkbox"/>			Address ▲	City	State	Zip Code
<input type="checkbox"/>	Q	🗑	100 main St	galion	OH	44833
<input type="checkbox"/>	Q	🗑	102 main St	galion	OH	44833
<input type="checkbox"/>	Q	🗑	104 main St	galion	OH	44833
<input type="checkbox"/>	Q	🗑	106 main St	galion	OH	44833
<input type="checkbox"/>	Q	🗑	108 main St	galion	OH	44833
<input type="checkbox"/>	Q	🗑	110 main St	galion	OH	44833

Show Active Only

- **Enter a Range of District Addresses (District Level)** - Click the **Add New Single Address** button or the **Add New Address Range** button to enter an address or range of addresses. The Add New Address Range button will generate single entries for every address number in the range. For ranges, you can select a pattern of address numbers: Every Number, Even Numbers, Odd Numbers, or Other (which displays an extra field: Every, with a number-entry field, so you could enter, for example, Every 4).

Navigation: StudentInformation – SIS – School – Address Verification – District Addresses – Add New Address Range button

View/Edit District Addresses - Add Range

From this screen, you can add addresses to the list of valid district addresses.

Start Number:	<input type="text"/>	Stop Number:	<input type="text"/>
Pattern:	<input type="text" value="Every Number"/>		
Street Pre-Direction:	<input type="text"/>		
Street Name:*	<input type="text"/>		
Street Type:	<input type="text"/>	Street Post-Direction:	<input type="text"/>
City:*	<input type="text"/>		
State:	<input type="text" value="OH"/>		
Zip Code:*	<input type="text"/>		

Building Progression Track:	<input type="text"/>
Voting Area/Place:	<input type="text"/>
Date Added to District:	<input type="text"/>
Date Removed from District:	<input type="text"/>
Comments:	<input type="text"/>



- Enter a District Address** (District Level) - As Add Range, above, but only permits a single address number.

Navigation: StudentInformation – SIS – School – Address Verification – District Addresses – Add New Single Address button

View/Edit District Addresses - Add

From this screen, you can add addresses to the list of valid district addresses.

Street Number:	<input type="text"/>		
Street Pre-Direction:	<input type="text" value="▼"/>		
Street Name: *	<input type="text"/>		
Street Type:	<input type="text" value="▼"/>	Street Post-Direction:	<input type="text" value="▼"/>
City: *	<input type="text"/>		
State:	<input type="text" value="OH ▼"/>		
Zip Code: *	<input type="text"/>		

Building Progression Track:	<input type="text" value="▼"/>
Voting Area/Place:	<input type="text" value="▼"/>
Date Added to District:	<input type="text"/> 
Date Removed from District:	<input type="text"/> 
Comments:	<input type="text"/>

- Edit Information on Address Entries** (District Level) - By clicking on the **magnifying glass** icon next to an Address entry, you can view and edit some information about that address: the associated Building Progression Track, Voting Area/Place, Date Added, Date Removed, and any Comments associated with that Address entry.

Navigation: StudentInformation – SIS – School – Address Verification – District Addresses – magnifying glass icon

View/Edit District Addresses - Edit

From this screen, you can edit individual valid district addresses.

100 main St
galion, OH 44833

Building Progression Track:

Voting Area/Place:

Date Added:

Date Removed:

Comments:

Once District Addresses are entered, Address Verification should process correctly.

- Enable Address Standardization and Address Verification** (District and Building Levels) - You must enable Address Standardization and Address Verification at the District and Building Levels. If either option is enabled at the Building Level, but not at the District Level, that feature will not function. You must have Address Standardization enabled to use Address Verification.

Navigation: StudentInformation – Management – School Administration – School Building Administration – School Demographics

The screenshot shows the 'School Demographics' form. The 'Use Address Standardization' and 'Use Address Verification' checkboxes are highlighted with red boxes and are checked. Other fields include School Code (ASHC), School Name (Ashland City Schools), School Type (District), IRN (043505), Website URL (http://www.ashlandcityschools.org), District (Ashland City Schools), Telephone, Address (PO Box 160), State (OH), City (Ashland), and Zip (44805-0160). There are also sections for JVS Integration, EZ Query Display Options, and EMIS Seed.


Note: Also, the web.config file needs to have the VerificationEnabled key set to “true” as shown in bold in the example below:

```
<AddressVerification>
  <add key="ServiceObjectsLicenseKey" value="XXX-XXXX-XXXX"/>
  <add key="StandardizationEnabled" value="true"/>
  <add key="VerificationEnabled" value="true"/>
</AddressVerification>
```


- Register Students** - See the Student Registration Procedural Checklist for the pre-registration process. When you register each student, a **caution** icon and **Validate** button will display next to the address fields after a user enters a new address in any set of address fields. Address Standardization/Verification will process on that student's Residence Address when you click the **Validate** button.

Navigation: StudentInformation – SIS – Registration Wizard

Address of Residence (For Address Verification)

Street: * 

City, State, Zip: *

Bypass Address Standardization/Verification

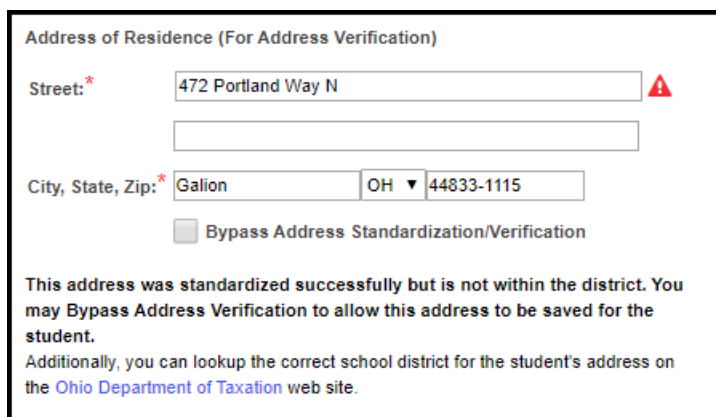
If you check the Bypass Address Standardization/Verification checkbox, a new Bypass Comments field will display, and require you to enter the reason you bypassed Address Verification for the student.

Bypass Address Standardization/Verification Bypass Address Standardization


Bypass Comments:

- **Check Individual Address Standardization/Verification Errors for a Student -**
Once the Registration Wizard screen processes Address Standardization/Verification, an icon will display beside the Address fields indicating the success of the process. A **red caution** icon indicates a Standardization or Verification error, and a green checkmark indicates successful Standardization and Verification. Errors and reasons for errors will display.

Navigation: StudentInformation – SIS – Registration Wizard



Address of Residence (For Address Verification)

Street: * 472 Portland Way N 

City, State, Zip: * Galion OH 44833-1115

Bypass Address Standardization/Verification

This address was standardized successfully but is not within the district. You may Bypass Address Verification to allow this address to be saved for the student.
Additionally, you can lookup the correct school district for the student's address on the [Ohio Department of Taxation](#) web site.

This is a Verification error (... standardized successfully but is not within the district.). To fix this, you can:

- Add this address to the District Addresses screen (see above);
- Check the **Bypass Address Standardization/Verification** checkbox on the Registration Wizard screen, entering a reason for the bypass in the **Bypass Comment** field; or
- Click the **Ohio Department of Taxation** link to search for this address at the Ohio Department of Taxation's website, to determine the correct school district for this address.

- Review Students Failing Address Verification** - Once students are registered, you can review all students who failed Address Verification by navigating to this screen. You can uncheck the **Ignore Bypassed Addresses** checkbox to see all unverified addresses. Clicking on an individual student name will take you to that student's Edit Profile screen, so you can change or Bypass that student's address.

Navigation: StudentInformation – SIS – School – Address Verification – Failing Students

<p>MACDONALD, RAMONA 3338 MACDONALD Road GALION, OH 44833</p> <p>MCLEOD, KATHERINE 1695 MCLEOD Road GALION, OH 44833</p> <p>MEADOWS, ANNIE 4326 MEADOWS Road GALION, OH 44833</p>	<p>Ignore Bypassed Addresses <input type="checkbox"/></p> <p>i By ignoring bypassed addresses, students who have been selected to bypass Address Verification will not be included in the list.</p> <p>Please note that a maximum of 250 students will be shown.</p>
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- Check Verification on Existing Students** - If a student is already enrolled, and Address Standardization and Verification have not yet been performed on that student's address, edit that student's profile, a **caution** icon and **Validate** button will display next to the address fields. Address Standardization and Verification will process on that student's Residence Address when you click the Validate button.

Navigation: StudentInformation – SIS – Student – Edit Profile – General tab

Edit Student Profile

From this screen, you can display and change information regarding a students profile.

General
Additional
Custom
Private
FS-Standing
FS-Attendance
FD-Attributes
FN-Attributes
FN-Graduate
Transportation

Last Modified: 01/23/2020 9:43 AM by User: snyder,janet

Student Number: <input type="text" value="02262245"/> <input type="checkbox"/> Auto-Assign	Student Status: * <input type="text" value="A - ACTIVE RES"/>
First Name: * <input type="text" value="ALLEN"/>	Middle Name: <input type="text"/>
Last Name: * <input type="text" value="GAINES"/>	Called Name: <input type="text"/>
Last Name Suffix: <input type="text"/>	
Gender: * <input type="text" value="M"/>	Birthdate: * <input type="text" value="02/25/2002"/> <input type="button" value="📅"/> Age: 18
Local Ethnic Category: <input type="text" value="W - CAUCASIAN"/>	Verified With: <input type="text" value="M - MOTHER'S CERTIF"/>
Hispanic/Latino: * <input type="text" value="* - Not Re-Collected"/>	Birthplace City: <input type="text" value="MARION"/>
Racial Group(s): <input type="checkbox"/> A-Asian <input type="checkbox"/> B-Black or African American <input type="checkbox"/> I-American Indian or Alaska Native <input type="checkbox"/> P-Native Hawaiian or Other Pacific Islander <input type="checkbox"/> W-White	
Summative Race: * <input type="text" value="W - White, Non-Hispanic"/>	
Native Language: <input type="text" value="ENG - English (Default)"/>	Home Language: <input type="text" value="*** - Neither LEP n"/>
Address of Residence (For Address Verification) Mailing Address <input type="checkbox"/> Use Address of Residence	
Street: * <input type="text" value="2194 GAINES Road"/> <input type="button" value="⚠️"/>	Street: * <input type="text" value="2194 GAINES Road"/> <input type="button" value="⚠️"/>
City, State, Zip: * <input type="text" value="GALION"/> <input type="text" value="OH"/> <input type="text" value="44833"/> <input type="button" value="Validate"/>	City, State, Zip: * <input type="text" value="GALION"/> <input type="text" value="OH"/> <input type="text" value="44833"/> <input type="button" value="Validate"/>
<input type="checkbox"/> Bypass Address Standardization	<input type="checkbox"/> Bypass Address Standardization
Phone Number: <input type="text" value="(419) 555-0376"/> <input type="checkbox"/> Unlisted	Student Email: <input type="text" value="student@donotuse.com"/>
Building Grade: * <input type="text" value="12 - 12"/>	Grade Next Year: <input type="text" value="GR - GR"/>
EMIS Grade: <input type="text" value="12"/>	EMIS Grade Next Year: <input type="text" value="GR"/>
<div style="display: flex; justify-content: space-between; font-size: x-small;"> <input type="button" value="ℹ️"/> Changing the Building Grade does not change the State Equivalent Grade. The FD tab can be used to change the State Equivalent Grade. <input type="button" value="ℹ️"/> Changing the Grade Next Year does not change the EMIS Grade Next Year. The FN tab can be used to change the EMIS Grade Next Year. </div>	
Program: <input type="text"/>	Home school IRN: <input type="text"/> <input type="button" value="🔍"/>
Attendance Calendar: <input type="text" value="HS Default (Default)"/>	Home School: <input type="text"/>
Report to EMIS: <input checked="" type="checkbox"/>	

- View Bypass Log** (optional) - If a student is already enrolled, you can view any Bypass Comments that were entered when the student was registered, or any time that address verification and standardization were bypassed for a student's address. Check the Bypass checkbox if it is not checked, and click the "View Log" link (this will pop up a window showing all Bypass Comments entered).

Navigation: StudentInformation – SIS – Student – Edit Profile – General tab – View Log link

Address of Residence (For Address Verification)		Mailing Address <input type="checkbox"/> Use Address of Residence	
Street:*	<input type="text" value="2262 DAY Road"/>	Street:*	<input type="text" value="2262 DAY Road"/>
	<input type="text"/>		<input type="text"/>
City, State, Zip:*	<input type="text" value="GALION"/> <input type="text" value="OH"/> <input type="text" value="44833"/>	City, State, Zip:*	<input type="text" value="GALION"/> <input type="text" value="OH"/> <input type="text" value="44833"/>
	<input checked="" type="checkbox"/> Bypass Address Standardization		<input checked="" type="checkbox"/> Bypass Address Standardization
Bypass Comments:	<input type="text"/>		View Log

From this screen, you can view the log of comments from bypassing verification of the students address.
Date: 4/20/2020 2:32:00 PM User:Recker, Amy (amy)
Address: 2262 DAY Road
City, State, Zip: GALION OH 44833
Bypass Comments: valid address