

Address Management

PowerSchool Fall Conference
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ESU 9

Documents can be downloaded from
this site: <http://public.me.com/wwiens>

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Address Management

- Address Validation
 - Addresses authenticated via Google Maps
- Boundary Management
 - Determine if address is within your boundry

Address Management

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Tuesday, August 3, 2010

Steps to Start It

1. Enable Address Management
2. Set Page-Level Permissions
3. Define District & School Boundaries
4. Import Records
5. Perform Batch Address Verification
6. Perform Interactive Address Validation
7. Perform Batch Boundary Validation

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I. Enable Address Management

- By default Address Management is off
- District > 3rd Party Configuration
 - Select Google Maps
 - Use defaults for other settings

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2. Set Page-Level Permissions

- Sets up who can make changes
- Enable Page Permission Access
 - System > Security > Access to Page Permissions

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How to Set Permissions

- Navigate to the Address Management pages
 1. District > District of Residence
 2. School > Boundaries
 3. District > 3rd Party Configuration
- Click on the link “Modify access privileges for this page.” It is found at the very bottom of page.
- Select the values you want for each security group.

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3. Defining District Boundaries

- District > Districts of Residence
 - Click on Edit Boundary
- OR
- enter encoded polyline data from another system
- Zoom in on the map and start adding points

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4. Defining School Boundaries

- School > Boundary
 - Same procedure as setting District Boundaries

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5. Batch Address Validation

- Ability to validate and update address info
 - Can validate primary address or mailing address
- ❖ Select students and then select Batch Address Validation from the Functions
 - When validated, a geocode is generated and associated w/ address
 - If address is not found, it will report it as an exception and you can reconcile it.

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6. Interactive Address Validation

- Validate a single student's address
 - Select student and either choose Addresses or Demographics
- Can perform a full or partial update
 - Full updates will update entire address, partial update does NOT update the street address

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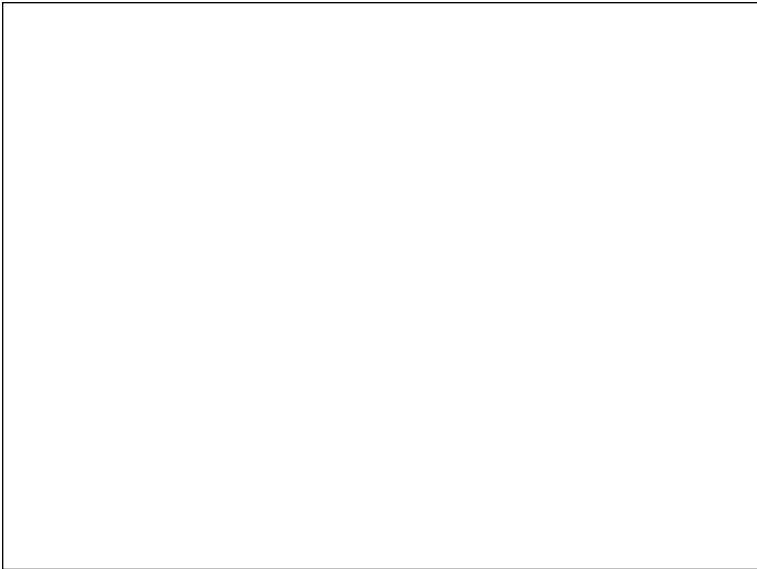
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7. Boundary Validation

- Identifies if students are inside or outside of the boundary
- Gives ability to perform functions on a group of students such as:
 - next school indicator, form letters or reports
- Must have run Address Validation first
- ❖ Select Students and then choose Batch Boundary Validation in Functions

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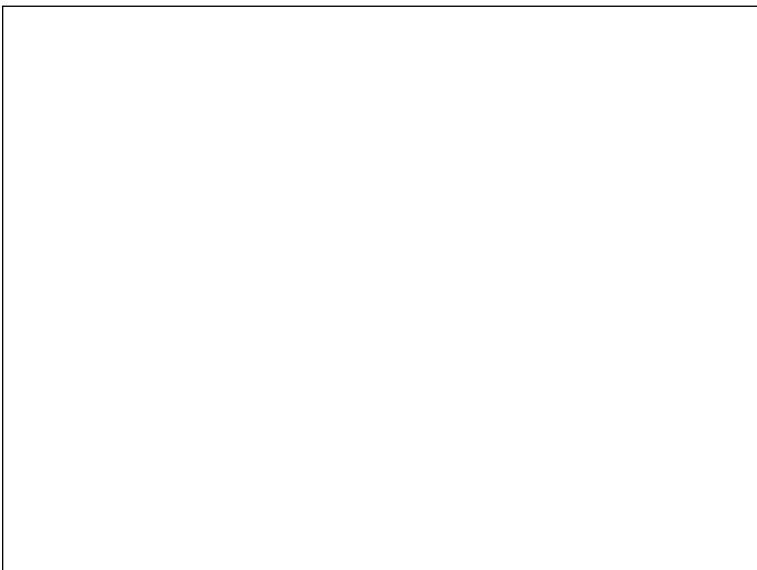


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