




Address Validation & Cleanup

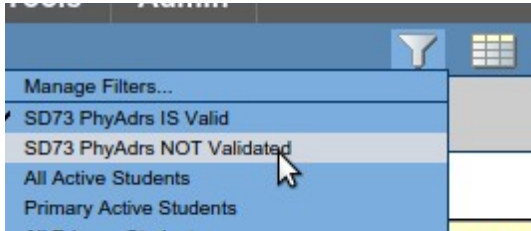
- This procedure will ensure that:
 - Address labels in MyEducationBC use the student's validated (correct) address
 - The correct physical address is exported to the Transportation (Bussing) software
 - **The correct postal code is used for 1701 extracts.**
- Periodically, use this procedure to “clean-up” invalid student addresses prior to running address labels or 1701 snapshot dates
 - Students transferring into your school throughout the year may have invalid addresses in MyEdBC.

Quick Reference:

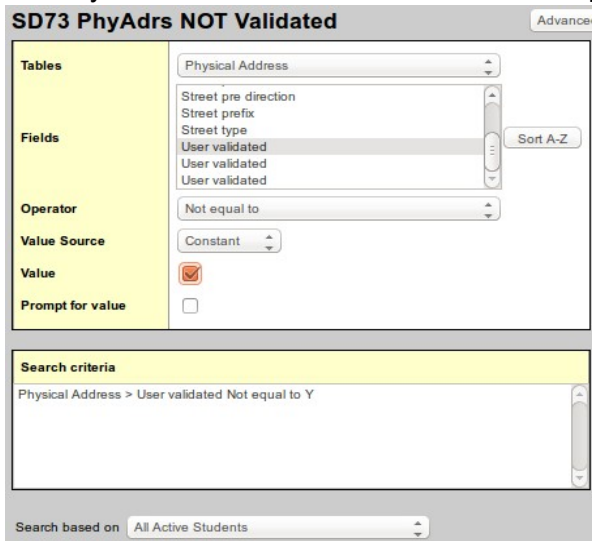
- Use the Filter  “SD73 PhyAdrs NOT Validated” and the Fieldset  “Student Address”
- Check results with Filter “SD73 PhyAdrs IS Valid”
- Refer to the companion document **Clerical > Enrollment_Management_v1.0.pdf** (March 2015)
 - Section 6.1.2.1 Formatting of Addresses

Step 1:

- Navigation: **School View > Student Top Tab**
- Run the Filter  “SD73 PhyAdrs NOT Validated” to select students with addresses that are not valid and/or are incorrect.




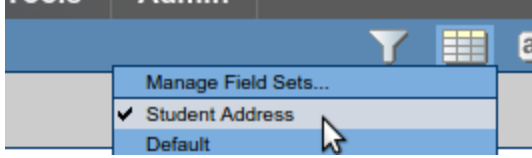
- If the Filter does not exist, then create it using Options > Query
 - Physical Address > User Validated Not equal to Y



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Step 2:

- Select the Fieldset  "Student Address", this Fieldset is an Enterprise level fieldset.




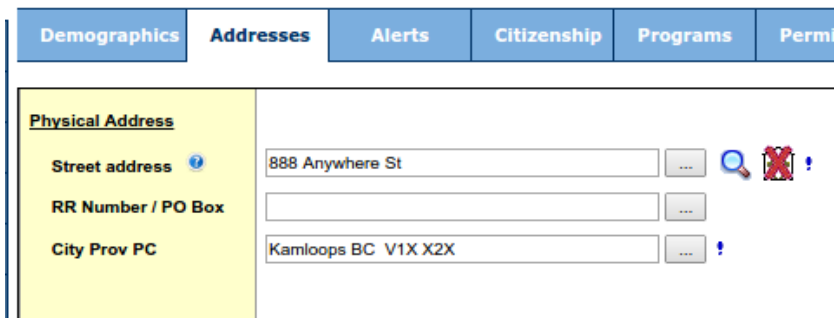
- Change the sort order of the list view by clicking on PhysAdrs > City or other column to suit your validation requirements.


Name	Pupil #	School > Name	Grade	GrSubLvl	Address	PhysAdrs > Apt / Unit / Complex	PhysAdrs > StrNo	PhysAdrs > StreetName	PhysAdrs > StrType	PhysAdrs > City P
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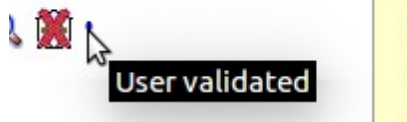
- Scan down the list view.
- You will find that values in the "Address" column may not match the values in the columns from the table "PhysAdrs": Apt/Unit/Complex, StrNo, StreetName, StrType, etc.
 - *The disparate values are a result of the recent data conversion from BceSIS.*
- **Note!** Even if the address values appear to match, it is highly recommended that you validate each student's address using Step 3 below.

Step 3:

- To validate an address, drill into the student address template by clicking the blue link (Name)
 - Then click the Addresses sub-top tab
 - Click the Validate Address  button to activate the validation wizard.
- Correct and validate ALL address components
 - Street address
 - RR Number / PO Box (if applicable for student)
 - City Prov PC



- When the Address Component is successfully validated, a blue exclamation mark  will appear to the right of the address component. The hover message is "User Validated".

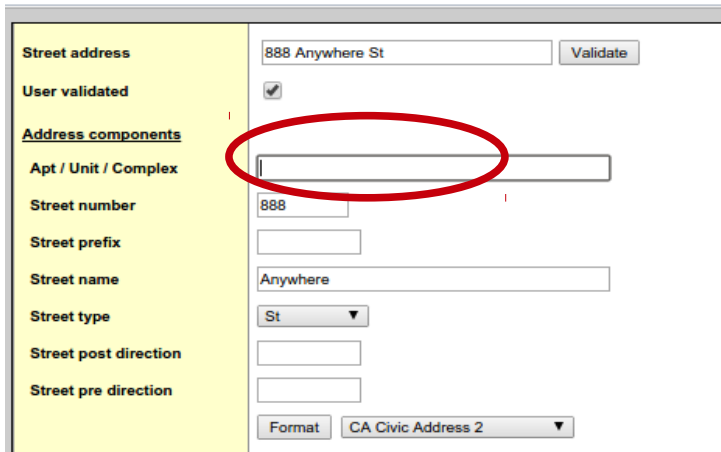


- Refer to the instructions in Enrollment_Management_v1.0.pdf (March 2015), Section 6.1.2.1 Formatting of Addresses

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Take Note!


- **Street Address validation:**
 - When the User Validated checkbox is “checked”, review the address components carefully.
 - Particularly, Apt/Unit/Complex will go missing or Street type changes or goes missing.
 - Correct as necessary in the Address Components block before clicking okay.
- **City Prov PC validation:**
 - When the User Validated checkbox is checked, review the address components carefully.
 - Correct as necessary in the Address Components block before clicking okay.



Step 4:

- Return to the list view created in Steps 1 and 2, by clicking the “breadcrumb” link [Student List ::](#) and then repeat Step 3.
 - Gradually, as you work through the records in the list view, the list will grow smaller as student addresses become “User Validated”.

Step 5:

- At the end of the “cleanup” process, use the Filter  “SD73 PhyAdrs IS Valid” to check your results.
 - When the “Address” values match the values in the “PhysAdrs columns”, you have corrected/validated the address.
 - These validated addresses will:
 - populate correctly on address labels and other printed documents/correspondence
 - export the correct physical address to the Transportation (Bussing) software
 - **produce valid postal codes in 1701 snapshot extracts.**