Issue: Student address has changed but has not been re-validated.

Address	MailAdrs > Zip ▲
B 930 13th St Kamloops, BC V2B 3C9	
30 1565 Lethbridge Ave Kamloops, BC V2B 8G5	V0K 1H0

Example:
1. View: *School View*.
2. **Student** Top Tab, *Filter*: Primary Active Students,
3. How to fix:
   a. Select the student
   b. Click the **Details** side tab
   c. Select the **Addresses** sub top tab (correct using the strategies below)
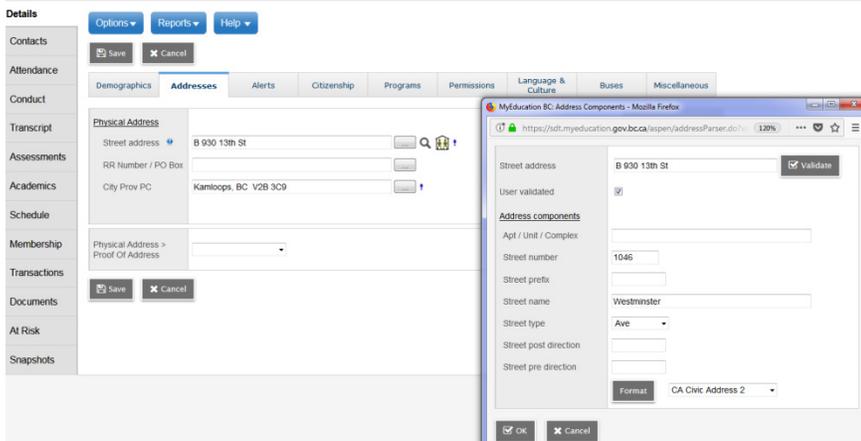   d. Navigate to the next record by clicking the next record button

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Issue 1. Mailing address is not filled in.

Solution: Click the [Is identical] ☐ check box where appropriate OR enter in the correct mailing address. Ensure that you validate the address.

Issue 2. Postal Code does not match between the Address field and the MailAdrs>Zip field
Solution: Re-validate the address

1. If the address is shared, click the 🏠 button to decide if you are detaching addresses before completing the work

2. Select the [...] button

3. Uncheck the User validated button
4. Validate the address
5. Click the user validated button
6. Click Ok
7. Repeat the process (steps 1 to 5) for the postal code
8. Enter Physical Address > Proof of Address field

9. Uncheck & check [Is identical] ☐ to make the mailing address match the Physical Address (where appropriate)