

Reviewing Student Addresses

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

	Address	MailAdrs > Zip ▲
Example:	B 930 13th St Kamloops, BC V2B 3C9	
	30 1565 Lethbridge Ave Kamloops, BC V2B 8G5	5 V0K 1H0
1. Vie 2. St 3. Ho	ew: School View. udent Top Tab, Filter: Primary Activ by to fix: a. Select the student b. Click the Details side tab c. Select the Addresses sub top strategies below) d. Navigate to the next record by	ve Students, tab (correct using the clicking the next record button
Issue 1. Mailing address is not filled in.		
Solution: Click the sidentical check box where appropriate OR enter in the correct mailing		
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		
2. Select the button		
Details Coptors • Reports • Help • Contacts Elsaw X cancel		
Attendance Demographics Addresses Alerts Otizenship Programs Permissions Language & Buses Miscellaneous		
Transcript Physical A Street a	ddress ddress B 930 13th St D 2 221	Components: Machile Forfox Components: Machile F
Assessments RR Num	hber / PO Box	B 930 13th St St Valdate
Schedule	Address components	31
Membership Physical A Proof Of A	ddress > Apt / Unit / Complex ddress Street number	1046
Transactions	X Cancel Street prefix	Westminster
At Risk	Street type	Ave •
Snapshots	street post arection Street pre direction	
Format CA Cluic Address 2 •		
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 > Proot of Address field		
9. Ur	Is identical	to make the mailing address match the Physical
Address (where appropriate)		