

USING ADDRESS PATHS IN WESPaC

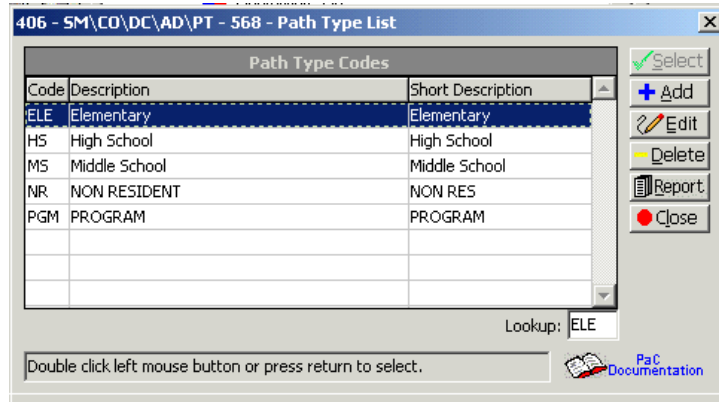


Code Setup

To setup Address Paths you must first set up some required codes.

Path Type Codes – SM\CO\DC\AD\PT

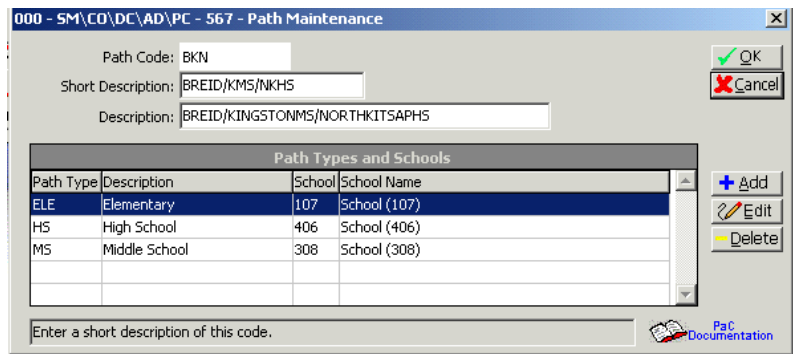
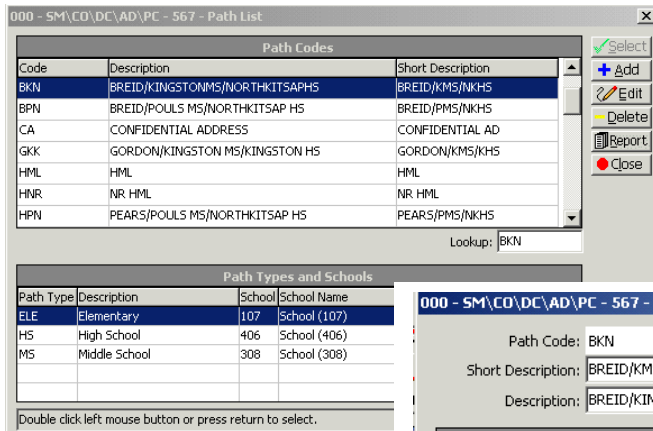
These codes are used to describe the school type such as elementary, middle school or high school.



Address Path Codes – SM\CO\DC\AD\PC

These codes identify the schools a student will attend based on the student’s address, or a student choice.

After the Path Code is created Path Types and Schools are linked to identify the route the student will take through the district (*i.e. BKN=Breidalblik Elem/Kingston MS/NKHS*).



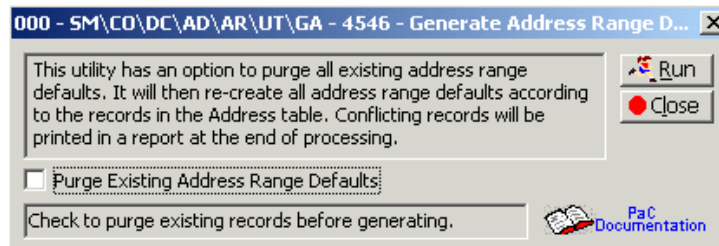
Address Range Defaults – SM\CO\DC\AD\AR\UT\GA

Address Range Defaults are the key to linking Address Paths to students. Number Low, Number High, Side and Home Paths assist in linking the address.

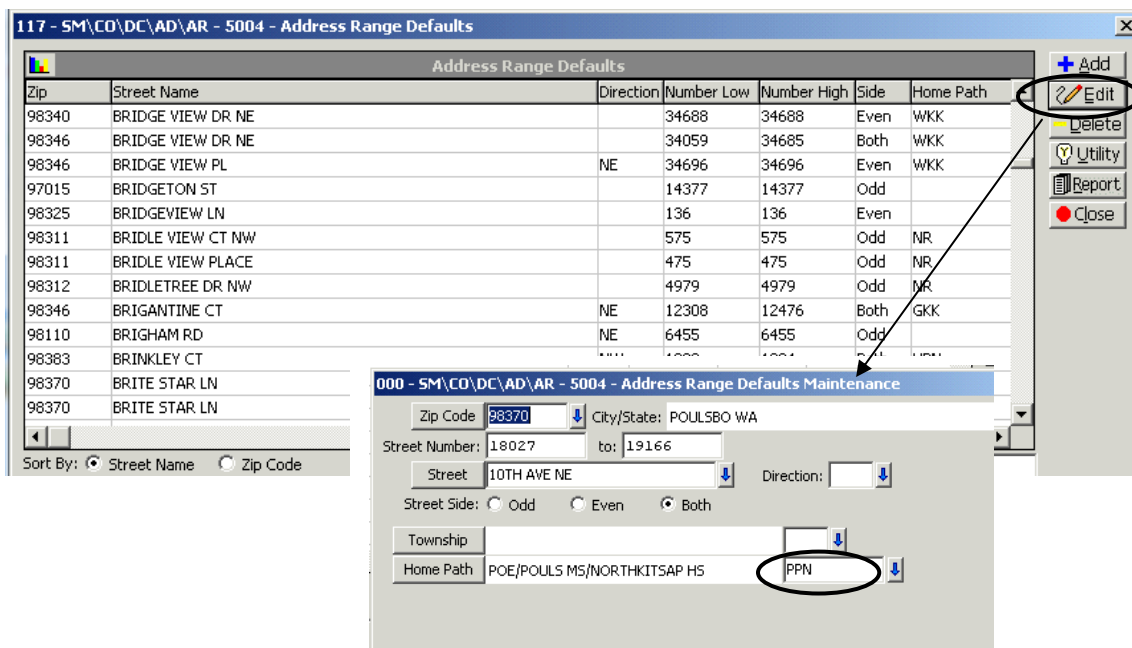
To begin the process of linking your address table to the address range defaults you must first generate the data. This can be done manually based on your known boundaries, or by running the Generate Address Range Defaults utility.

Address Range Default Utilities

Generate Address Range Defaults



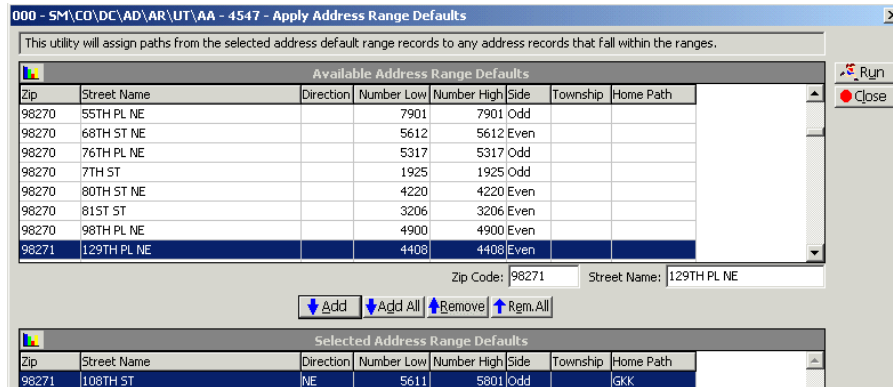
Once the Generate Address Range Default utility has been run you will want to attach the Home Path (which is the Path Code) to each Address Range Default within your district.



To verify that all Home Paths have been added run the Address Range Defaults Report found on the Address Range Defaults Screen.

Apply Address Range Defaults Utility

Once Address Range Defaults have been defined they must be applied to the Address Table for the first time. When the utility is run it will take each selected address range and attach the assigned Home Path to each individual address that falls within the Address Range Default.



After the initial setup this utility can be used to maintain the link between your Address Table and the Address Range Defaults. Once additions or changes have been made to your Address Table the next step would be to assign that address to a new or existing default range, and run the Apply Address Range Defaults utility to assign all addresses within the range the assigned Home Path.

Address Path Verification – SM\DM

To verify that all students in the district have been assigned an Address Path based on their home address you may want to create Data Mining Reports. These reports should be run on a regular basis to ensure that new students to the district were assigned a path when they entered the district. *Reasons they may not have a path could vary, but the most common reason would be that the address they live at is new to your district's address table.*

Sample Data Mining Report

- Address Paths Blank (For Active Students) – create a report that will look for active students with a blank address path

NOTE: *The initial process of creating Address Range Defaults and Home Paths is a time consuming task, however the pain is worth the gain. Especially since this is a one time process that can be maintained as addresses change or boundary changes occur.*

*One item that may benefit you is your county GIS. This can be located by going to www.yourcountygov.com/gis/metadata and downloading the Street Centerlines file, online linkage. Once you have downloaded the file it can be manipulated and used in a variety of ways to assist you. You may want to investigate the possibility of using the **Import Address Range Defaults** utility with this file.*

Address Path Exceptions

If for any reason a student will not follow the path designated by their address, either a Student Path or Next Year School can be added.

NOTE: A Student Path overrides an Address Path, and a Next Year School will override both the Student Path and the Address Path.

Student Paths

To change a Student Path edit the Gen 2 tab, select the appropriate Student Path code, change the Next Year Assignment to Manual Override and select the appropriate Reason Code.

The **Reason Code** and **History** button allows for tracking of changes made to a student's address path.

| Date | Time | Original Reason Code | New Reason Code | Entity Changed In | Changed by |
|------------|---------|----------------------|-----------------|-------------------|------------------|
| 02/27/2008 | 9:29 AM | TST | SHC | 000 | Sperosscr Hien H |
| 02/27/2008 | 9:28 AM | SHC | TST | 000 | Sperosscr Hien H |
| 02/27/2008 | 9:28 AM | | SHC | 000 | Sperosscr Hien H |

Next Year School

The Next Year School is found on the Gen 2 tab. This field represents the school the student will attend during the next school year.

The screenshot shows a data maintenance window for a student. The 'Next Year School' field is set to 'School (440)'. The 'Reason Code' is 'SCHOOL CHOICE'. The 'Next Year School Assignment' is set to 'Manual Override'. A 'History' button is visible next to the 'Reason Code' field.

There are three ways to populate the Next Year School field:

- **Student Mass Change Process utility – SM\ST\UT**
When updating the Next Year School field using the Student Mass Change Process utility, the Next Year School Assignment Type is set to Manual Override.
- **Manually update the field for a student – SM\ST\Gen 2\Edit**
When updating a student’s Next Year School field manually, the user has the option of selecting the Next Year School Assignment Type of Manual Override or Computer Generated.
 - Manual Override will prevent the student’s Next Year School from being changed when running the Projected Enrollment Report if *Initialize Next Year School* is selected.
 - Computer Generated will allow the student’s Next Year School to be overwritten when running the Projected Enrollment Report if *Initialize Next Year School* is selected.
- **Projected Enrollment Report – SM\ST\RE**
The Projected Enrollment Report can be run to blank out the Next Year School field, but it will only blank it out if the Next Year School Assigned Type is equal to “C” – Computer Generated. The option will not blank out the Next Year School field if the Next Year School Assignment Type is equal to “M” – Manual Override.

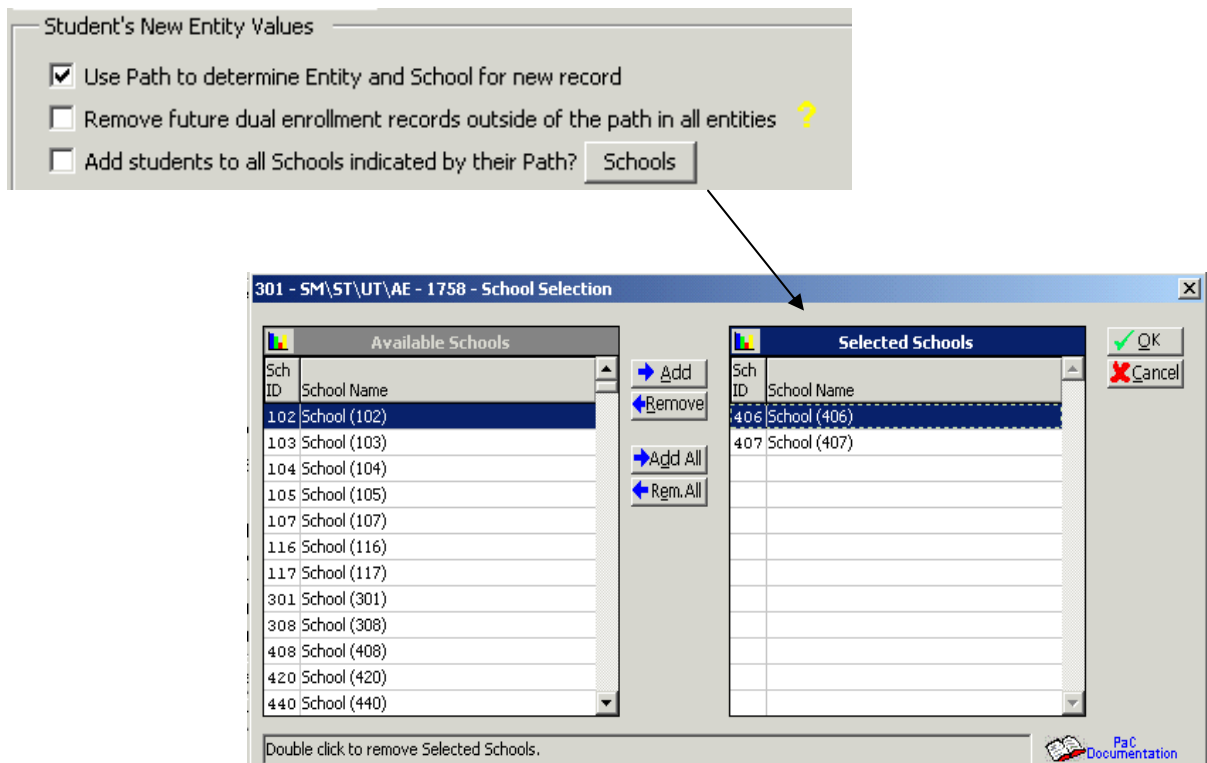
The Projected Enrollment Report also includes an option labeled **‘Update Student’s Next Year School field’**. This option requires that Student Paths are created *and* the Student Path field on the Gen 2 tab is populated. If this option is used, the Next Year School Assignment Type will reflect Computer Generated.

Advantages to Using Address Paths

Mass Add Students to an Entity - SM\ST\UT\AE

Paths can now be used to determine the next year entity and school for students when using the Mass Add Students to an Entity utility. This can save quite a bit of time when a district has multiple middle or high schools.

When selecting 'Use Path to Determine Entity and School for New Record' you then have the ability to select multiple Schools you wish to add records to, *i.e.* school 406 & 440, both high schools.



The utility will now select all students within the ranges, and divide them amongst the schools selected based on their path.

Students are added to an entity based on their next year grad year and the grade level ranges for each entity in their assigned path.

Reports

Projected Enrollment Reports – SM\ST\RE\PE

In order to obtain a projected enrollment report, families and/or students must be assigned to a school path and the grade level range must be validated for each school code

The school path designates which schools the student will be attending during his/her educational career in the district. This report can then be used to project future enrollment by grade level within buildings. Planning for building usage can then be based on more accurate information.

The report generated prints a table of enrollment for each building for each school year in the range. The Current Grade and Report Grade of students included in the counts are printed as well. This should make it clear, which grades you are including in the report and the grade level the students will be in at the projected time of the report.

Projected Enrollment Reports – SM\ST\RE\PE\EB

This is a new report that is used in conjunction with the Reason Code on the student's Gen 2 tab. The Boundary Override Reason Code is used to help track enrollment for students that are not enrolled in their home/boundary school.

Reports can be run for all or individually selected Reason Codes.

Boundary Transfer Summary Report – SM\ST\RE\PE\BT

This report displays summary information for students moving in or out of the school boundaries.

- Students Leaving Boundary School = students who have this school as their boundary school but they will be promoted outside the boundary.
- Students Entering From Other Boundary = students who will be promoted to this school but it is not their boundary school
- Students From Other Districts = students who have a resident district other than the District ID

Data Mining Reports

In addition Address Path, Student Path and Next Year School fields are available in Data Mining and can be used to create reports for your individual district needs.