How to set up School Paths for the First Time





STEP 3: Prepare the Address Range Defaults file to Import	The Address Range Defaults is a table that contains all of the Address Ranges available within the district boundaries. The Address Range Defaults are organized by Zip Code. Within that Zip Code, there are Streets, Street Types, Street Directions, Numbers as well as Street Sides (even or Odd). In addition, each Address Range is tied to a specific path. The system looks at the Family Address for the student and compares it to the Address Range Defaults table to see what School Path the student should be assigned to. Here is an example of a split street where one side of the street goes to one High School and the other side goes to a different High School: 200 Miller Street South 55555 may have a path of 100-200-300 and 201 Miller Street South 55555 may have a path of 100-200-301 The Address Ranges would look like this in the spreadsheet: With the district share a transportation department that tracks this information in a database. If the transportation department is able to provide all of the required columns as shown in the spreadsheet example, the .csv file can be easily imported into the Address Range Defaults table using the limport Address Range Defaults utility (see Step 4) If the district cannot acquire a file from their transportation department, then a file will need to be created in excel with each address range within the district boundaries. Address Range Defaults at the chaddress range within the district boundaries. Address Range Defaults at the chaddress range within the district boundaries. Address Range Defaults at the chaddress range within the district boundaries. Address Range Defaults at the chaddress range within the district boundaries. Address Range Defaults at the chaddress range within the district boundaries. Address Range Defaults at the chaddress range within the district boundaries. Address Range Defaults at the chaddress range within the district boundaries. Address Range Defaults at the chaddress range within the district boundaries. Address Range Defaults at the chaddr
	If the district cannot acquire a file from their transportation department, then a file will need to be created in excel with each address range within the district boundaries. Address Ranges outside of the district boundaries should not be included in the file. The file will need to be saved as a .csv before uploading. -OR- If the district does not want to create a .csv file, the Address Ranges can be manually entered one by one in the Address Range Defaults table (WS\AF\AD\PS\CO\AR)

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	5. Set the template up as shown above, click Choose File and select t	he .csv						
	file from Step 3							
	6. Click Save and Run							
	(you could run it as a preview first if desired – just check the box Pr preview report without updating the database before clicking Save and	int a <i>Run)</i>						

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The following Utilities may be helpful when cleaning up Family Addresses so that they match the naming conventions in the Address Range Defaults table:

• Punctuation Removal (WS\AAF\AD\PS\UT\PR)



• Street Name Standardization > Standardize Suffix Abbreviations (WS\AF\AD\PS\UT\SS)



In addition, there are some configuration options that can be selected to provide consistency when entering Family Addresses when a student enrolls. These can be found in Product Setup > Skyward Contact Access > Student Management > Configuration. If additional help is needed for these options, a service call can be submitted.



Lastly, districts can use the Mass Add Students to an Entity utility (WS\ST\PS\UT\MA) using School Paths in preparation for Future Scheduling if needed. The utility will look at the CY Address Path from Step 6 on the Student Profile when using the Use Path to determine Entity and School for new record checkbox along with the Remove future dual enrollment records outside of the path in all entities checkbox. (*Note: When running the Mass Add Student to an Entity utility, Next Year School trumps Student Path, which trumps NY Address Path, which trumps CY Address Path.*) If help is needed when using this utility, a service call can be submitted.