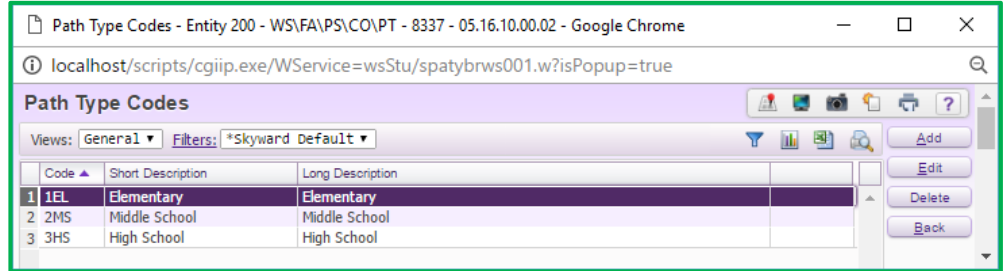


How to set up School Paths for the First Time

STEP 1:

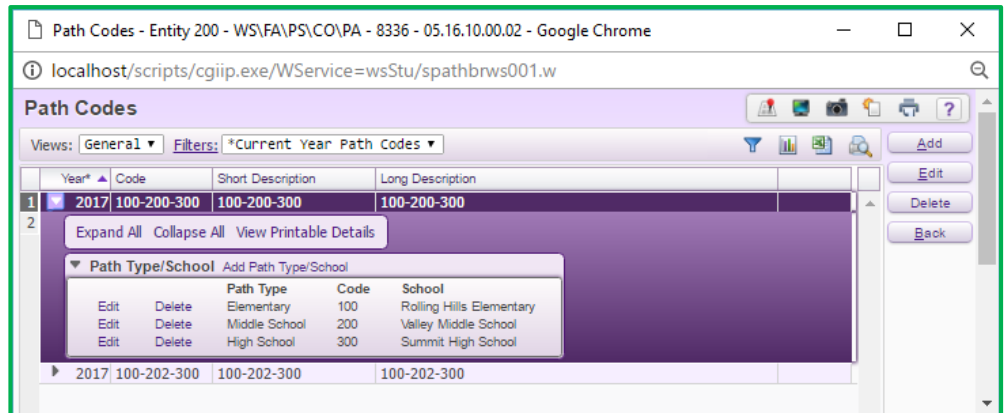
Set up Path Types (WS\FA\PS\CO\PT)



1. Go to Families > Families > Setup > Codes > Path Types
2. Click Add.
3. Enter the Path Type Code, Short Description and Long Description, then Save
4. Add a Path Type Code for each level of grade ranges for the entities in the district (i.e. Elementary, Middle School, High School) See example above.

STEP 2:

Set up Path Codes (WS\FA\PS\UT\PY)



1. Go to Families > Families > Setup > Codes > Path Codes
2. Click Add.
3. Leave the default for the current school year. Enter the Path Code, Short Description and Long Description, then click Save.
(usually this is descriptive of the school path that a student would follow – i.e. 100-200-300) See examples above.
4. Expand the Path Code.
5. Click Add Path Type/School.
6. Enter the Path Type Code and the School Code, then click Save.
7. Click Add Path Type/School for each school in that specific path.
8. Repeat Steps 2-7 for each possible combination of paths for the district.

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:

	A	B	C	D	E	F	G	H	I	J	K
1	Zip Code	Street Name	Street Type	Street Dir	Number Low	Number High	Street Side	1EL	2MS	3HS	
2	55555	Miller	St	S	0	500	Even	100	200	300	< example
3	55555	Miller	St	S	0	500	Odd	100	200	301	< example
4	55433	Oak	St	S	300	1200	Both	100	200	300	< example
5											
6											
7											

Many districts have 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 Import 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 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)

STEP 4:

Run the Import Address Ranges Defaults utility

(WS\AF\AD\PS\UT\AR\IA)

Import Address Range Defaults - Entity 200 - WS\AF\AD\PS\UT\AR\IA - 27222 - 05.16.10.00.02 - Google Chrome

localhost/scripts/cgiip.exe/WService=wsStu/sadrredit007.w?isPopup=true

Import Address Range Defaults

Template Settings

* Template Description: Share with other users in entity 200

Utility Info

- This program allows you to import Address Range Defaults from a file, usually provided by a transportation system.
- The file can be in a fixed width or comma separated format, but must contain the fields specified below.
- To link school codes in the file to the schools in your database, set up cross references under the Path Fields area.
- The option to purge existing address range default is only recommended if the import file contains all the Address Range Defaults that the system needs.

Import File

File Source: Network Location Upload Now

File: Address Ran...emplate.csv Address Range Defaults Template.csv

* School Year: File Format:

First Row to Import: Purge existing Address Range Defaults before importing

Import File has Street Side (Odd, Even, Both) Print a preview report without updating the database

Remove double quotes prior to importing

Address Fields

Field Number	Default Value (optional)
Zip Code: <input type="text" value="1"/>	<input type="text"/>
Street Name: <input type="text" value="2"/>	<input type="text"/>
Street Type: <input type="text" value="3"/>	<input type="text"/>
Street Dir: <input type="text" value="4"/>	<input type="text"/>
Number Low: <input type="text" value="5"/>	<input type="text"/>
Number High: <input type="text" value="6"/>	<input type="text"/>
Street Side: <input type="text" value="7"/>	<input type="text"/>

Path Fields (Optional)

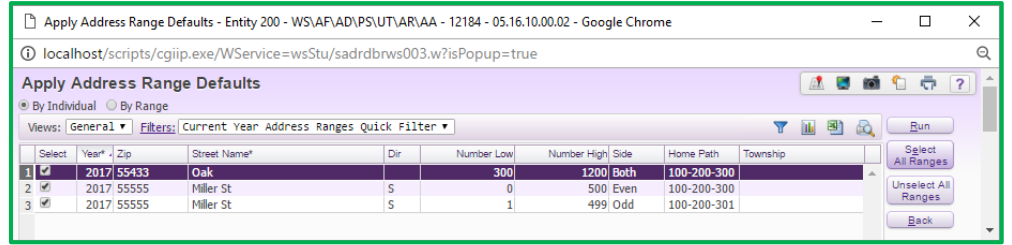
Field Number	Path Type Codes	<input type="button" value="Cross Reference"/>
1: <input type="text" value="8"/>	<input type="text" value="1EL"/>	<input type="button" value="Cross Reference"/>
2: <input type="text" value="9"/>	<input type="text" value="2MS"/>	<input type="button" value="Cross Reference"/>
3: <input type="text" value="10"/>	<input type="text" value="3HS"/>	<input type="button" value="Cross Reference"/>
4: <input type="text" value="0"/>	<input type="text"/>	<input type="button" value="Cross Reference"/>
5: <input type="text" value="0"/>	<input type="text"/>	<input type="button" value="Cross Reference"/>
6: <input type="text" value="0"/>	<input type="text"/>	<input type="button" value="Cross Reference"/>

1. Go to Advanced Features > Address > Setup > Utilities > Address Range Utilities > Import Address Range Defaults
2. Click Add
3. The example shown above is set up in the exact order as the Address Range Defaults Template shown in Step 3.
4. If the district is using a spreadsheet from a transportation department, ensure that the columns are in this order:
 - Zip Code
 - Street Name
 - Street Type
 - Street Direction
 - Number Low
 - Number High
 - Street Side
 - School Number 1
 - School Number 2
 - School Number 3
5. Set the template up as shown above, click Choose File and select the .csv file from Step 3
6. Click Save and Run
(you could run it as a preview first if desired – just check the box Print a preview report without updating the database before clicking Save and Run)

STEP 5:

Run the Apply Address Ranges Defaults utility

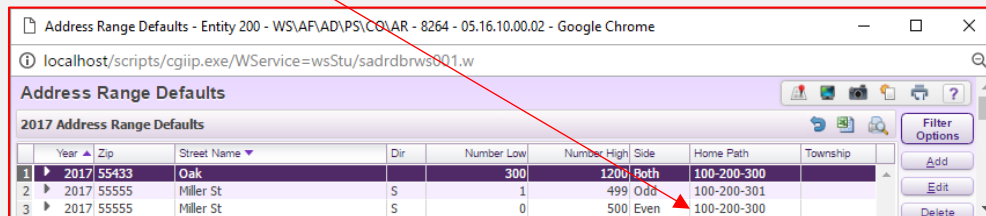
(WS\AF\AD\PS\UT\AR\IA)



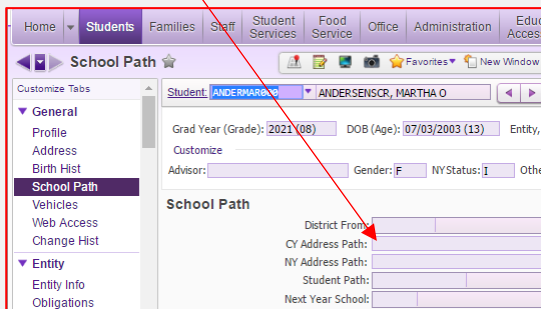
1. Go to Advanced Features > Address > Setup > Utilities > Address Range Utilities > Apply Address Range Defaults
2. Click Select All Ranges
3. Click Run

WHAT THE Apply Address Range Defaults UTILITY DOES:

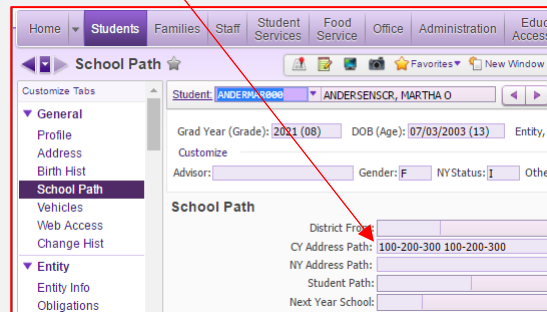
The Apply Address Range Defaults looks at the Address Range Defaults table for the specific school year and applies the Home Path Code attached to the address range to the Address Path in Student Profile > School Paths



Student Profile > School Path BEFORE the Apply Address Range Defaults utility is run for the Current School Year (2017):



Student Profile > School Path AFTER the Apply Address Range Defaults utility is run for the Current School Year (2017):



STEP 6:

[View the School Paths assigned to students](#)

To see the Address Paths assigned to a student, they can be found in either

1. Students > Students > Student Profile > School Paths:

The screenshot shows the Skyward Student Profile page for student ANDERSEN, MARTHA O. The 'School Path' section is highlighted in the left sidebar. The main content area shows the following information:

- District From: [Redacted]
- CY Address Path: 100-200-300 100-200-300
- NY Address Path: [Redacted]
- Student Path: [Redacted]
- Next Year School: [Redacted]
- Next Year Assignment: Computer Generated
- Feeder School: [Redacted]
- Reason Code: [Redacted]
- Previous Reason Code: [Redacted]

A red arrow points from the 'School Paths' section in the sidebar to the 'CY Address Path' field in the main content area.

OR

2. Students > Students > Student Browse > View: General-School Path > Filter: *Only Active Students:

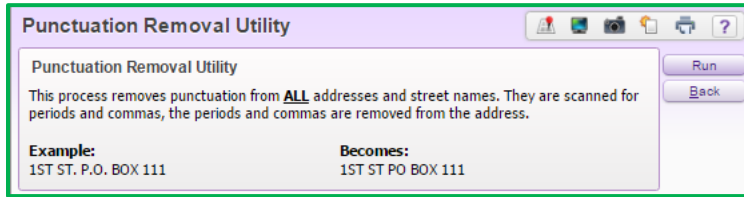
The screenshot shows the Skyward Student Browse page with the 'General-School Path' view selected and the filter 'Only Active Students' applied. The table below lists the students and their assigned school paths.

Last Name	First	Middle	S	Gr	GY	DE	Age	G	District From	CY Address Path	NY Address Path	
1	ALLENSCR	JUSTIN	S	A	06	2023	200	11	M			
2	ANDERSEN	MARTHA	O	A	08	2021	200	13	F	100-200-300 - 100-200-300		
3	BAILEY	DOROTHY		A	07	2022	200	12	F			
4	BAKERS	GERALD	X	A	06	2023	200	11	M			
5	BECKERS	MADISON	Z	A	08	2021	200	13	F			
6	BENNETTS	GLORIA	U	A	07	2022	200	12	F			
7	BROOKS	JUDITH	W	A	07	2022	200	12	F			
8	BUTLERS	DORIS	W	A	07	2022	200	12	F			
9	CLARKS	DANIEL	N	A	06	2023	200	11	M			
10	COLLINS	JASON	T	A	07	2022	200	12	M			
11	COOKS	MARK	K	A	07	2022	200	12	M			
12	COOPERS	DENISE	V	A	07	2022	200	12	F			
13	CUNNINGHAM	JOANIE		A	06	2023	200	11	F			
14	DAVIDS	DONALD	D	A	08	2021	200	13	M			
15	DAVISS	LARRY	B	A	08	2021	200	13	M			
16	DAVISS	LAUREN	Y	A	06	2023	200	11	F			
17	DUBOISS	JOSEPH	F	A	08	2021	200	13	M			
18	EDWARDS	JUAN	X	A	07	2022	200	12	M			
19	FOSTERS	MARGARET	B	A	07	2022	200	12	F			

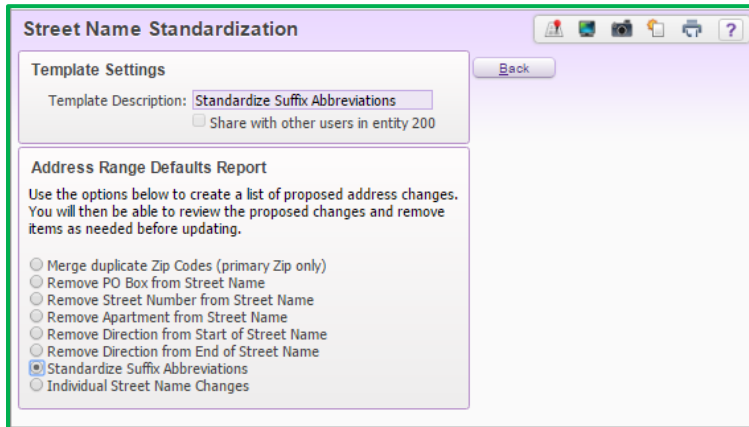
A red arrow points from the 'Only Active Students' filter to the 'ANDERSEN, MARTHA O' row in the table.

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

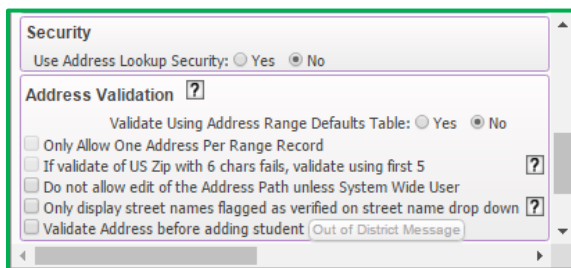
- Punctuation Removal (WS\AAF\AD\PS\UT\PR)



- 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.