# Address Verification Quick Reference

**Address Verification:**  *The following steps must be completed to enable and set up Address Standardization and Verification.  Once enabled, Address Standardization will run on most Address fields, while Address Verification will run on Student Registration and Student Profile Address fields.*

**Unless otherwise noted, see the SI Getting Started End User Documentation for details.**

Address Standardization is the process of converting an entered address to standardized USPS address format: removing punctuation, using standard abbreviations, and using the correct Zip+4 Code.  Address Standardization has additional benefits, such as easier and more accurate mailing labels, consistency across the application, and enhanced search capabilities.

Address Verification is the process of checking a standardized address against a database of addresses defined as being within a given school district, to make sure that students living in those addresses are attending the correct district.  To use Address Verification, you must have enabled Address Standardization.

**Note:** Address Verification is optional, and does not function until you have enabled it at both the District and Building levels.

When Address Standardization/Verification is enabled, address fields on the Edit Student Profile and Registration Wizard will display a caution icon and Validate button next to the address fields after a user enters a new address in any set of address fields. Address fields on the Contact and Staff pages will process the address when you enter a Zip Code and leave the Zip Code field by clicking elsewhere on the screen, or by hitting the Tab key to advance to the next field. Address fields that use Address Standardization or Address Verification also include a Bypass Address Standardization or Bypass Address Standardization/ Verification checkbox nearby.  Clicking on this check-box will disable Standardization and/or Verification for that address only.  This should only be used if you are certain that an address is accurate, but the address will not Standardize or Verify correctly.

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☐ **View District Addresses** (District Level) – Enter all addresses which are considered valid for the District.  The fields in the top portion of this screen act as Search criteria for the Local Search and State Search buttons.  Enter any criteria you wish (you must enter a Zip Code) and click either Search button to see a list of addresses matching those criteria.

**Navigation:  StudentInformation – SIS – School – Address Verification – District Addresses**

Once addresses are viewable, you can select individual addresses with the checkboxes, or select all addresses with the checkbox in the grid title bar, and click the Edit Selected or Delete Selected buttons to edit or delete all entries with their checkboxes selected.  You can view and edit selected information for a single entry by clicking the magnifying glass icon next to that entry, or delete an entry by clicking the X icon next to that entry.

☐ **Enter a Range of District Addresses** (District Level) – Click the Add Single Address button or the Add New Address Range button to enter an address or range of addresses. The Add New Address Range button will generate single entries for every address number in the range. For ranges, you can select a pattern of address numbers: Every Number, Odd Numbers, Even Numbers, or Other (which displays an extra field: Every, with a number-entry field, so you could enter, for example, Every 4).

**Navigation: StudentInformation – SIS – School – Address Verification – District Addresses – Add New Address Range button**

☐ **Enter a District Address** (District Level) – As Add Range, above, but only permits a single address number.

**Navigation: StudentInformation – SIS – School – Address Verification – District Addresses – Add Single Address button**

☐ **Edit Information on Address Entries** (District Level) – By clicking on the View Details icon (magnifying glass) next to an Address entry, you can view and edit some information about that address: the associated Building Progression Track, Voting Area/Place, Date Added, Date Removed, and any Comments associated with that Address entry.

**Navigation: StudentInformation – SIS – School – Address Verification – District Addresses – View Details icon (magnifying glass)**

Once District Addresses are entered, Address Verification should process correctly.

☐ **Enable Address Standardization and Address Verification** (District and Building Levels) – You must enable Address Standardization and Address Verification at the District and Building Levels.  If either option is enabled at the Building Level, but not at the District Level, that feature will not function.  You must have Address Standardization enabled to use Address Verification.

**Navigation:  StudentInformation – Management – School Administration – School Building Administration – School Demographics**

**Note:** Also, the web.config file needs to have the VerificationEnabled key set to "true"  as shown in bold in the example below:

```
<AddressVerification>
    <add key="ServiceObjectsLicenseKey" value="XXX-XXXX-XXXX"/>
    <add key="StandardizationEnabled" value="true"/>
    <add key="VerificationEnabled" value="true"/>
</AddressVerification>
```

☐ **Register Students** – See the Student Registration Procedural Checklist for the pre-registration process.  When you register each student, a caution icon and Validate button will display next to the address fields after a user enters a new address in any set of address fields. Address Standardization and Verification will process on that student's Residence Address when you click the Validate button.

**Navigation:  StudentInformation – SIS – Registration Wizard**

If you check the "Bypass Address Standardization/Verification" check-box, a new "Bypass Comments" will display, and require you to enter the reason you bypassed Address Verification for the student.

☐ **Check Individual Address Standardization/Verification Errors for a Student** – Once the Registration Wizard screen processes Address Standardization/Verification, an icon will display beside the Address fields indicating the success of the process. A blue question mark indicates Standardization and Verification in progress, while a red "X" indicates a Standardization or Verification error, and a green check-mark indicates successful Standardization and Verification.

**Navigation: StudentInformation – SIS – Registration Wizard**

Errors and reasons for errors will display on the "Address Verification" pop-under window. Example Standardization error: "Multiple addresses match." A fix for this example would be to find out whether the street is N. Main or S. Main. Example Verification error: "This address standardized successfully but is not within the district." To fix this, you can:

- Add this address to the District Addresses screen (see above);
- Check the "Bypass Address Standardization/Verification" checkbox on the Registration Wizard screen, entering a reason for the bypass in the "Bypass Comment" field; or
- Click the "Click Here" link in this window to search for this address at the Ohio Department of Taxation's website, to determine the correct school district for this address.

☐ **Review Students Failing Address Verification** – Once students are registered, you can review all students who failed Address Verification by navigating to this screen. You can un-check the "Ignore Bypassed Addresses" check-box to see all unverified addresses. Clicking on an individual student name will take you to that student's Edit Profile screen, so you can change or Bypass that student's address.

**Navigation: StudentInformation – SIS – School – Address Verification – Failing Students**

☐ **Check Verification on Existing Students** – If a student is already enrolled, and Address Standardization and Verification have not yet been performed on that student's address, edit that student's profile, a caution icon and Validate button will display next to the address fields. Address Standardization and Verification will process on that student's Residence Address when you click the Validate button.

**Navigation:  StudentInformation – SIS – Student – Edit Profile – General tab**

☐ **View Bypass Log** (optional) – If a student is already enrolled, you can view any Bypass Comments that were entered when the student was registered, or any time that address verification and standardization were bypassed for a student's address.  Check the Bypass checkbox if it is not checked, and click the "View Log" link (this will pop up a window showing all Bypass Comments entered).

**Navigation:  StudentInformation – SIS – Student – Edit Profile – View Log link**