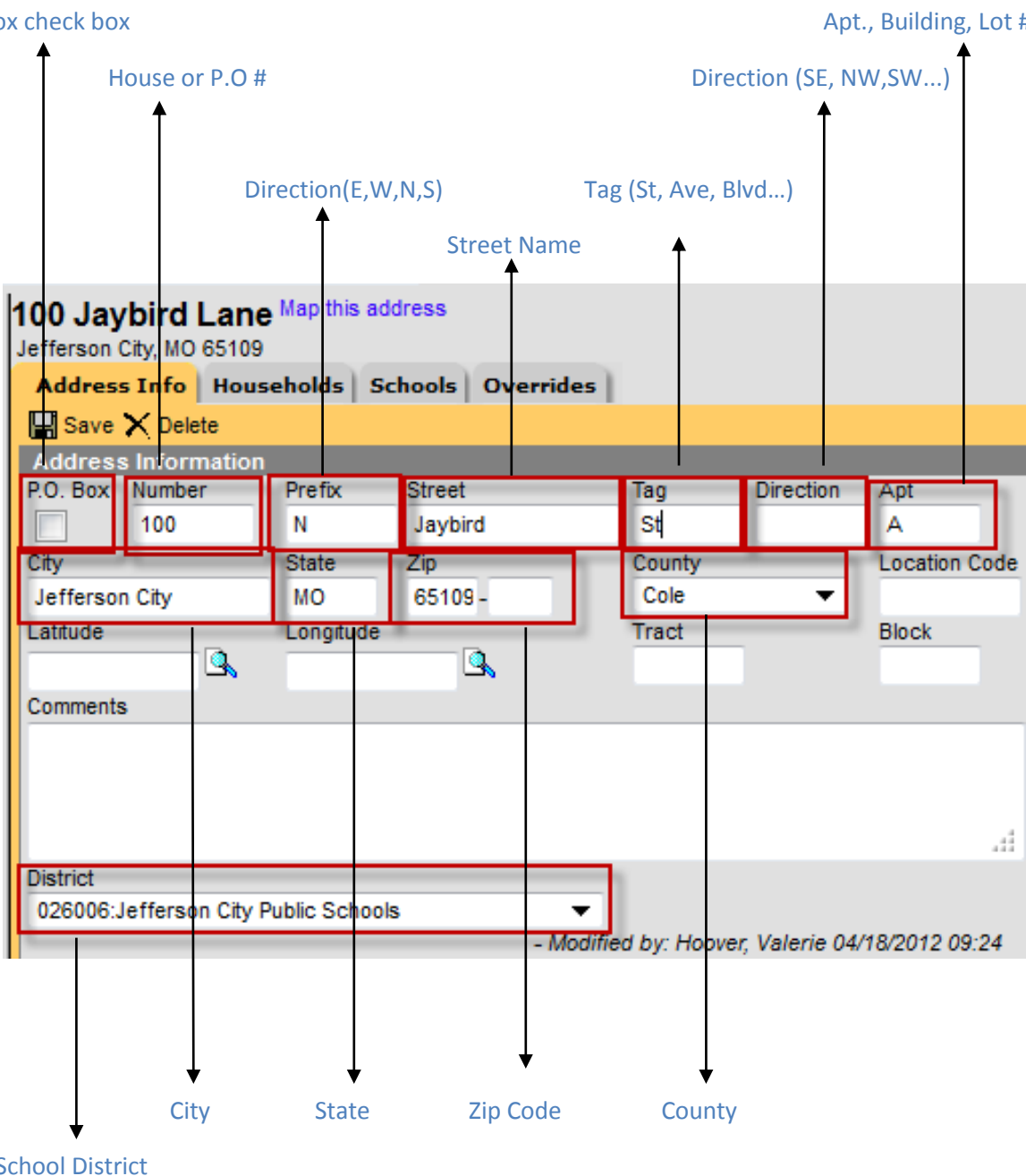


Entering an Address

Addresses Information

Consistency is important when entering addresses into Infinite Campus. Using the appropriate abbreviations for the **Tag** as well as making sure of the correct spellings for street and city names are important.

Below is an example of how an address would be entered into Infinite Campus.



The screenshot shows the 'Address Information' form in Infinite Campus. The form is titled '100 Jaybird Lane' and 'Jefferson City, MO 65109'. Below the title are tabs for 'Address Info', 'Households', 'Schools', and 'Overrides'. The 'Address Info' tab is selected, showing a 'Save' button and a 'Delete' button. The form fields are as follows:

P.O. Box	Number	Prefix	Street	Tag	Direction	Apt
<input type="checkbox"/>	100	N	Jaybird	St		A
City	State	Zip	County	Location Code		
Jefferson City	MO	65109 -	Cole			
Latitude	Longitude	Tract	Block			
Comments						
District						
026006:Jefferson City Public Schools						

Annotations with arrows pointing to specific fields:

- P.O. Box check box (points to the checkbox in the P.O. Box field)
- House or P.O # (points to the Number field)
- Direction(E,W,N,S) (points to the Prefix field)
- Street Name (points to the Street field)
- Tag (St, Ave, Blvd...) (points to the Tag field)
- Direction (SE, NW,SW...) (points to the Direction field)
- Apt., Building, Lot #/letter (points to the Apt field)
- City (points to the City field)
- State (points to the State field)
- Zip Code (points to the Zip field)
- County (points to the County field)
- School District (points to the District dropdown menu)

At the bottom right of the form, it says: '- Modified by: Hoover, Valerie 04/18/2012 09:24'

Below is a break down of what each field means:

- 1) **P.O. Box** check box - needs to be checked if this is a Post Office box. Just a reminder that a **physical address** must be entered for the student but a P.O. Box can be used as a **mailing address**.
- 2) **Number** - house number or P.O. Box number
- 3) **Prefix** - pre-directional (such as E, W, N, S, etc.)
- 4) **Street** - name of the street
- 5) **Tag** –ST, AVE, BLVD etc.
- 6) **Direction** –post-directional (such as SE, NW, SW, etc.)
- 7) **Apt** – apartment, building, or lot number/ letter
- 8) **City** – City
- 9) **State** – State
- 10) **Zip Code** – Zip Code
- 11) **County** – Select appropriate county from drop down box
- 12) **School District** – Select appropriate county from drop down box