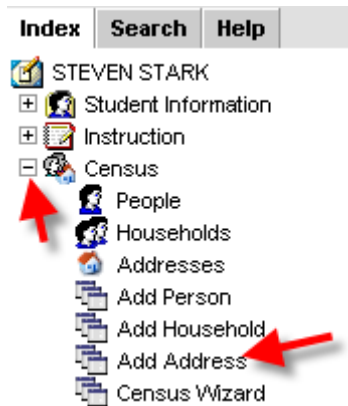


## Adding an Address

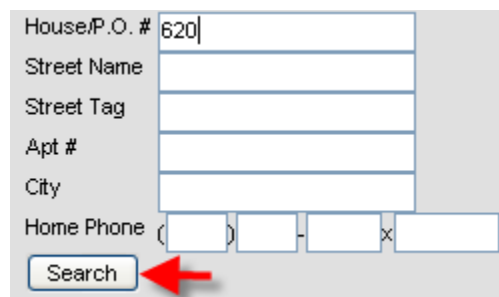
**NOTE:** New addresses can only be added by the Zoning Department at the Kirby-Smith Administration Center. You can search for an address to verify whether or not it is in the system. If it is not, you must contact the Zoning Department to have it added.

- In the **Navigation Pane** select the **Index** tab
- Expand the **Census** section by clicking on the + sign
- Click on **Add Address**

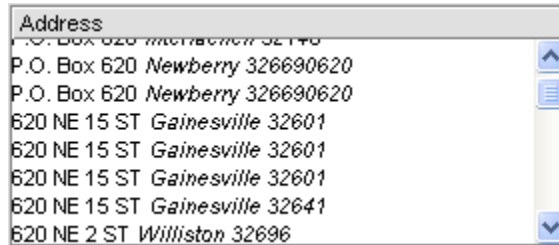


Enter House/P.O. # and click on **Search**

Enter only a House/P.O. #. This will ensure IC displays all possible combinations with that street address. Do not enter street name or tag.

A screenshot of the address search form. It contains several input fields: "House/P.O. #" with the value "620", "Street Name", "Street Tag", "Apt #", "City", and "Home Phone" with a format of "( ) - x". Below the fields is a "Search" button. A red arrow points to the "Search" button.

This process will return a field containing all addresses including the entered number sequence. Scroll through the list to find the address you are looking for.



If the address is not displayed, click on **New Address** at the bottom of the screen. You may need to scroll down to see the button.

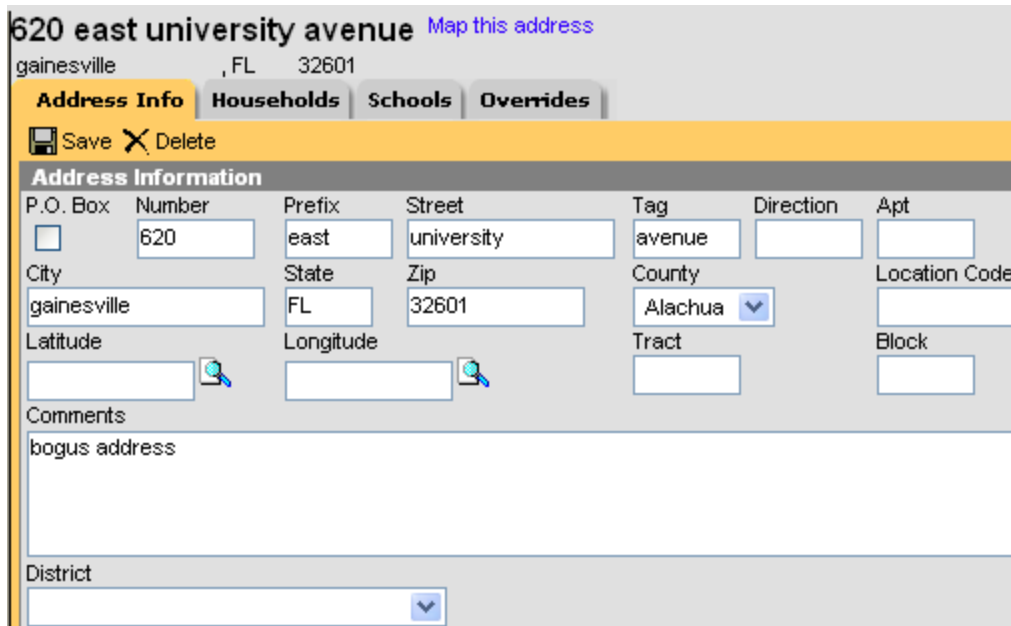
New Address

Enter the new address information in the spaces provided using US Postal Service formatting.

Click Save to enter the address into Infinite Campus.

Save

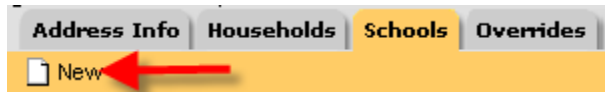
After saving the screen will refresh with a new screen that displays the same screen you just entered the address information, but with four tabs across the top.



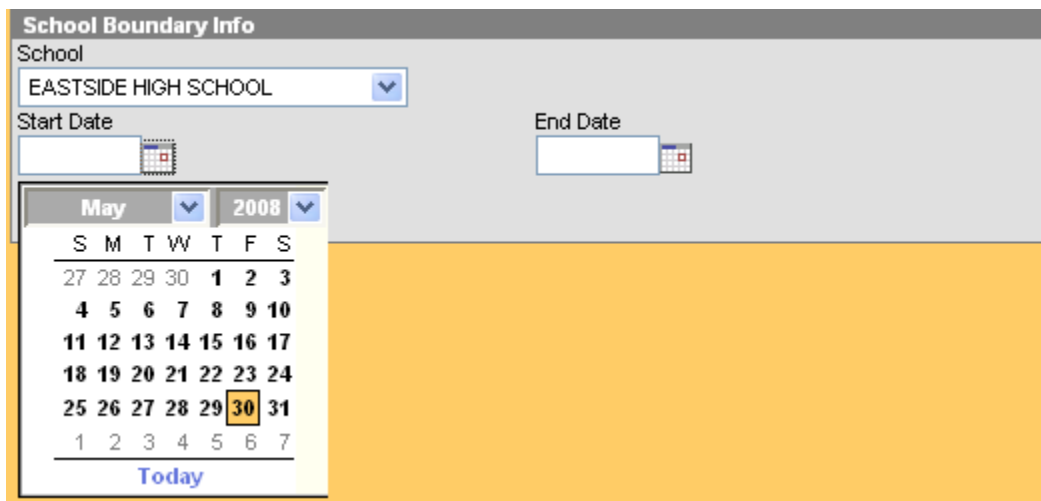
The **Household** tab allows you to attach households to the address at this time. This may

best be left for the data entry staff in the schools once they have been notified that the address has been added. These staff members would have the necessary relationships to establish a functional household.

The **Schools** tab is where the address is associated with schools. This is your primary zoning entry space. With the **Schools** tab open, click on **New**.



This opens an additional pane entitled **School Boundary Info** further down the screen. Select the school from the drop-down list. Enter a date in the **Start Date** box.



Click **Save** at the top of the field.



After saving, the School Boundary Editor field will contain the names of the schools and the start dates associated with this address.

**620 east university avenue** [Map this address](#)  
gainesville, FL 32601

**Address Info** **Households** **Schools** **Overrides**

**School Boundary Editor**

School Name	Start Date	End Date	Resides
EASTSIDE HIGH SCHOOL	05/30/2008		
LINCOLN, ABRAHAM MIDDLE	05/30/2008		
WILLIAMS, JOSEPH ELEM.	05/30/2008		