

INFORMATION BULLETIN

San Diego City Schools

No. 1

August 25, 2005

Distribution: Lists A, D, E, and F

Information for site principals. For additional information, contact the person listed at the end of each entry.

**ALL PRINCIPALS, VICE PRINCIPALS, SECRETARIES, COUNSELORS,
DIVISION AND DEPARTMENT HEADS**

STREET ADDRESS ENTRY & BOUNDARY-RELATED WEBSITE RESOURCES

Address Data Entry Instructions: In the Zangle enrollment screen, known street names and other address fields, such as zip codes, are listed in the pull down windows. Staff who enroll new students are to enter the student's address information in the appropriate fields. If the address information is invalid, or if the student is living at a valid address which is not in the Zangle address system, staff may be unable to enter the address. Please make sure that you have entered the correct address, including the house number, street name, and zip code. If the address includes a prefix, suffix, type, or apartment number, be sure to enter them as well.

If you believe that you have entered the correct address information, and you still get the message "This address could not be validated," contact the Boundary Desk at (619) 725-5668. A staff member will attempt to verify the address information. During busy periods, or if research is required to determine why an address is invalid, you may have to leave a message. Staff will respond as soon as possible. If you need to continue the enrollment process before getting a response from the Boundary Desk, enter the address "123 Zangle St San Diego 92103" and you will be prompted to add a boundary exception. In the "Transfer Type" window, choose "Address Verification Pending" and in the "Boundary Notes" window, type the student address that could not be validated. You should inform the parent or guardian that the student is being *provisionally enrolled*, pending address verification. If the Boundary Desk staff determines that the student is not a resident of your boundary, and the student does not have a valid transfer type that allows them to attend your school as a nonresident, you should direct them to enroll at their neighborhood school.

For more information about entering information in the Zangle system, see the Zangle Enrollment Handbook on the Zangle Training web site or contact the Help Desk.

Published each Thursday. Items for inclusion are to be sent to the Communications Office, Room 2145, by noon each Monday for consideration. **Effective August 1, 2000, all Circulars and Bulletins will ONLY be posted on our web site. No hard copies will be sent by mail.**

*"The mission of San Diego City Schools is to improve student achievement
by supporting teaching and learning in the classroom."*

District staff are reminded that 2005-06 street address listings and other boundary-related materials are available on the Instructional Facilities Planning Department (IFPD) website at <http://www.sandi.net/facplan>. Items include the following:

Address Lookup Application: Use this program to find the school assignment for a particular address. Click on the “Address Lookup Application” link and follow the instructions. Alternatively, go to <http://www.sandi.net/apps/boundaries> to access the program directly.

School Boundary Maps: Boundary Maps for every school for the 2005-06 year are available for viewing and printing. Click on the “Maps and Boundary Information” link, then click “Boundary Maps”, then choose from “Elementary Schools,” “Middle/Junior High Schools,” or “Senior High Schools.” Each of these pages includes links to a clickable district-wide map showing all schools and boundaries, and links to a map for each individual school. The Boundary Maps page also has links to district-wide location maps for Atypical Schools and Charter Schools.

Feeder Pattern Listings: Access feeder pattern listings for 2005-06 sorted by elementary, middle, or high school by clicking the “Feeder Patterns” link on the “Maps and Boundary Information” page.

Street Address Listings for every school with an attendance boundary in the district can be found at <http://www.sandi.net/facplan/sdcsonly>.

Please share this information with all appropriate staff. If you have any questions or comments, contact **Charles Rynerson, Demographer, Instructional Facilities Planning Department, at (619) 725-7241.**