

Quick Tips to Avoid Household Quality Control Issues During Registration

REMINDERS

- ☐ SEARCH for Students/Households before creating a new record
- ☐ Students MUST have a student ID, Enrollment Record and Household
- ☐ Households MUST have a Primary Address

WHO TO CONTACT

- ☐ Beth & Courtney: Procedural/General questions
- ☐ DSC Help Desk: How to instructions, merging students, address verifications
- ☐ RCHD: IC Tool rights

ADD PERSON

- ☐ Student assigned Student ID number
- ☐ Household created for contacts living w/ Student
- ☐ Contact Relationships identified
- ☐ Phone Number and Preferences added (at LEAST one)

STUDENT DEMOGRAPHICS

- ☐ School year and building enrollment confirmed
- ☐ Name on Birth Certificate entered
- ☐ DOB, Gender, Race/Ethnicity added
- ☐ Language Survey (Questions 1-5) completed

ADDRESSES

- ☐ Primary Physical Address added and checked
- ☐ Mailing Address added and checked (not private?)
- ☐ TAG = street type (Rd, St, Blvd, Ave) entered correctly
- ☐ Unit/Lot entered (if applicable)
- ☐ Unvalidated address sent w/ Student ID (if applicable)

HOUSEHOLD

- ☐ Members and Relationships identified- Contacts & Student
- ☐ Physical and Mailing Address Added
- ☐ Household has ACTIVE start date
- ☐ Emergency contact sequence identified

TRANSPORTATION (If Applicable)

- ☐ Route Type - Program Code 1 selected
- ☐ To/From locations selected
- ☐ Active IEP/504 accommodations identified

FORMS & FLAGS

- ☐ Military Connected Youth
- ☐ Early Learning (KN only)
- ☐ FERPA (if applicable)
- ☐ Important Flags added