Adding or Updating Student Street Addresses

Schools are required to maintain 911 compliant street addresses for students to confirm school catchment and transportation information. In order to simplify this process, all street address will now pull directly from the NS Civic Address Finder Database.

The Primary Street Addresses for a student can be updated using this new feature on the following screens: Enroll New Student, Addresses, Demographics and Registration (Student Information Section).

The Alternate Street Address, found in the Alternate Busing Information, also uses this feature on the following screens: Transportation and Registration (Transportation Section).

To add/update a civic address on one of the previously mentioned screens,

1. Start typing the address into the "Address Search" box. A list of matching addresses will appear to the right, and will further refine as you type.
2. When you see the address you are searching for, click on it. **Note:** Within the search results, addresses listed in grey are not 911-compliant. Clicking on them will show you the 911-compliant address.
3. The 911-compliant address information will display on the right.
4. Once you are satisfied with the address, click the "Select Civic Address" button
5. The new address will be inserted in the desired field
6. Click the "Submit" button at the bottom of the screen