

User Manual

8th Grade Residency Verification

1. Login with your active directory account (MELT ID).

2. Once you successfully log in, you'll see the student search screen. You can search a student by ID or name, etc. A search by a student ID will go directly to student demographic screen. A search by other methods may find multiple students, and a matching list of students will show up for further selection. You can then choose and click on the student ID from the student lists, and this student's demographic screen will show up.

Student ID	Last Name	First Name	M.I.	D.O.B	Age	Active YN	Last School Name	Last School No.
301719	SMITH	AALIYAH		05/09/1994	10	Y	HIGHLAND ELEMENTARY	774
927004	SMITH	AALIYAH	J	10/08/1996	8	Y	LAKE SENECA ELEMENTARY	108
316754	SMITH	AARON	M	11/27/1990	14	Y	NORTH BETHESDA MIDDLE	413
738445	SMITH	AARON	H	02/02/1990	15	Y	WALTER JOHNSON HIGH	424
998155	SMITH	ABDUAL	A	08/02/1990	14	Y	POOLESVILLE HIGH	152
304383	SMITH	ABIGAIL	E	08/31/1999	5	Y	RACHEL CARSON ELEMENTARY	159
695386	SMITH	ADAM	T	04/28/1988	16	Y	DAMASCUS HIGH	701

- On the student demographic screen, you can see a variety of demographic information about this student. On the left-hand side of the screen, you'll see your role and school location. Only the Admin_Secretary, and the Guidance_Secretary in the student's school can access this application by clicking on the Residency Verification link under Data Update. In other words, you can only update a student's residency verification data if he or she is in your school. If the student is not in your school, you'll get this error message on top of the screen: "This student is not currently enrolled in your school!"

Student Demographics

Basic Student Details

Student ID : 300020 D.O.B : 8/19/1992
 Name : ARCHIBALD M SEVALIE Grade : 8
 Active : Y Gender : Male
 School : BRIGGS CHANEY MIDDLE SCHOOL (335) Ethnicity : African American, Not Hispanic

This student is active and currently enrolled in MCPS School.

DOB:	08/19/1992	Race / Ethnicity:	African American, Not Hispanic
14134 CASTLE BLVD , Apt 201 , SILVER SPRING , MD 20904		301-890-5266	
BRIGGS CHANEY MIDDLE SCHOOL (335)			

Click this link to access the Residency Verification application.

- Residency Verification Data Entry:** This is the main data entry screen. On this screen, you'll be able to see if DRRA has sent out first letter, second letter, or even third letter to the student's parents regarding the residency verification.

Basic Student Details

Student ID : 303303 D.O.B : 1/11/1991
 Name : ALEAH J BOND Grade : 8
 Active : Y Gender : Female
 School : ARGYLE MIDDLE (823) Ethnicity : African American, Not Hispanic

Address: 03056 BEL PRE RD , Apt 301 , SILVER SPRING , MD 20906

Different Address? No

Received Date: 3/4/2005

Proof of Residency: Current lease

Save Reset Delete

Note: First letter was sent out to parents on 2/14/2005.

Date	Contact Method	Comments	Edit	Delete
3/3/2005	Phone		Edit	Delete
2/23/2005	Phone		Edit	Delete

[Add New Contact Log](#)

Contact Date: 3/3/2005
Contact Method: Phone
Comments:

Valid “Contact Dates” in the calendar are shown in white color, which are school day between the mail date of the last DRRA letter to the student and today’s date, or proof document received date, whichever is earlier. Days shown in red are holidays or other non-school days, hence not valid choices. Days shown in dark grey are weekends or out of the valid range of days.

- You can add many contact logs, but limit one contact per day. You may also edit the old log by clicking on the “Edit” button, or remove the old log by clicking on the “Delete” button.

Date	Contact Method	Comments	Edit	Delete
3/3/2005	Phone		<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
2/23/2005	Phone		<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

[Add New Contact Log](#)

- Missing Residency Verification Report:** There is a report available that gives you a list of students in your Middle School who have *no Residency Verification data* entered to date. You can access this report by clicking on the “[Missing Residency Ver.](#)” link from the left navigation menu. From this report you can easily get to the a student’s Residency Verification data entry screen by clicking on a student ID. By default the students are sorted in Last Name order. You can sort the list as you wish by clicking on the appropriate column header. The list shows 15 students at a time and there is paging functionality to see students lower in the list (just click on a page number in the grid of data).

Uncollected Residency Roster						
School Name: ARGYLE MIDDLE(823)						
Student ID	Last Name	First Name	M.I.	Home Phone	Address	
992794	AGBORBMAI	ANDU T		301-871-0189	03842 TYNEWICK DR SILVER SPRING MD 20906	
963174	ALARCON	DIEGO		301-871-3069	04109 POSTGATE TER , Apt 102 SILVER SPRING MD 20906	
764831	ALLOTEY	CYRIL		301-871-2690	03620 PEAR TREE CT SILVER SPRING MD 20906	
996424	ALLOTEY-ADDO	SIDNEY		301-438-1290	14412 INNSBRUCK LA , Apt 3 SILVER SPRING MD 20906	
318929	ALTAMIRANO-MAR	SAMUEL		301-598-2063	14939 DINSDALE DR SILVER SPRING MD 20906	
316138	ALVES	CHRISTIAN		301-460-9591	14104 WOODWELL TER SILVER SPRING MD 20906	
768170	ANDINO	MAYRA	Y	301-871-5872	14225 PEAR TREE LA , Apt 31 SILVER SPRING MD 20906	
761944	AQUINO	JUAN	L	301-603-8388	02250 WIMBLEDON CIR SILVER SPRING MD 20906	
766815	ARCHILA	CHRISTOPHER		240-398-0334	03052 BEL PRE RD , Apt 1A SILVER SPRING MD 20906	
947419	ARREDONDO	IRMA	R	301-603-9146	14212 WEEPING WILLOW DR , Apt 13 SILVER SPRING MD 20906	
742500	ASHFORD	TREY	A	301-460-0192	14231 GEORGIA AVE , Apt 204 SILVER SPRING MD 20906	
799572	ASHOK	MONICA		301-603-0777	14212 PEAR TREE LA , Apt 22 SILVER SPRING MD 20906	
975994	ASSEFA	ENDRIAS		301-460-2509	02114 QUEENSGUARD RD SILVER SPRING MD 20906	
799996	ATTLES	SHANE	C	301-871-3232	14216 WEEPING WILLOW DR , Apt 14 SILVER SPRING MD 20906	
741762	BAKER	JAZMYN	S	301-598-0633	14010 VALLEYFIELD DR SILVER SPRING MD 20906	

6. If you would like to see if the a student is in ESOL or a special Ed program, you can click the Indicators link in the left navigation menu. This may be useful information for you to check if the student's address in the system is different from the proof of residence documents that you have received from the parent.

Student ID : 303303
Name : ALEAH J BOND
Active : Y
School : ARGYLE MIDDLE (823)

D.O.B : 1/11/1991
Grade : 8
Gender : Female
Ethnicity : African American, Not Hispanic

Elementary or Middle / High	
ESOL Level:	N
Special Ed :	N
FARMS:	N
Youngest or Only:	Y

Middle / High Only	
Honors Indicator:	NA
Inter Baccalaureate Prog:	N
Secondary Magnet:	N
Secondary Spec Prog:	N

Click Indicators link to see if this student is in ESOL or special Ed program.