## User Manual 8<sup>th</sup> Grade Residency Verification

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

🕸 Log In		
Please Enter us	ername and password.	
User Name:		
Password:		
		GO

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 Search									
Student ID:	300020	SSN:							
Last Name:		First Name:							
Active YN:	©All Cyes CNo								
	Search	Clear							

1 of 32 Pr											
	Student ID	Last Name	First Name	M.I.	D.O.B	Age	Active YN	Last School Name	Last School No.		
	<u>301719</u>	SMITH	AALIYAH		05/09/1994	10	Y	HIGHLAND ELEMENTARY	774		
	<u>927004</u>	SMITH	AALIYAH	J	10/08/1996	8	Y	LAKE SENECA ELEMENTARY	108		
	<u>316754</u>	SMITH	AARON	м	11/27/1990	14	Y	NORTH BETHESDA MIDDLE	413		
	<u>738445</u>	SMITH	AARON	н	02/02/1990	15	Y	WALTER JOHNSON HIGH	424		
	<u>998155</u>	SMITH	ABDUAL	A	08/02/1990	14	Y	POOLESVILLE HIGH	152		
	<u>304383</u>	SMITH	ABIGAIL	E	08/31/1999	5	Y	RACHEL CARSON ELEMENTARY	159		
	695386	SMITH	ADAM	Т	04/28/1988	16	Y	DAMASCUS HIGH	701		

3. 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 <u>Residency Verification</u> 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!"

Home Student					Loç					
User: <b>Zhao, Hong</b> Role: <b>Drra_StudSystem</b>	•	Student Demographics								
ocations: 207, 425, 823, 789	Basic Student De Student ID : 3000 Name : ARCH	t <mark>ails</mark> 20 IBALD M SEVALIE		D.O.B Grade	: 8/19/1992 : 8					
<ul> <li>Student Search</li> <li>Search</li> <li>Demographic</li> <li>Family Details</li> <li>Indicators</li> </ul>	Active : Y School : BRIG	GS CHANEY MIDDI	E 8CHOOL (335)	Gender Ethnicity	: Male : African American, Not Hispanic					
<ul> <li>Enrollment Details</li> <li>Student Tests List</li> </ul>	This student is active a	This student is active and currently enrolled in MCPS School.								
<ul> <li>Data Update</li> <li>Residency Verification</li> </ul>	DOB:	08/19/1992	Race / Ethnicity:	African	American, Not Hispanic					
> Mass Mail	14134 CASTLE BLVD	, Apt 201 , SILVER	SPRING, MD 20904	301-89	0-5266					
	BRIGGS CHANEY MID	DLE SCHOOL (335	)							
Click this link t	o access the Residency	Verification an	nlication.							

4. **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 Name Active School	: 1/11/1991 : 8 : Female : African American, Not Hispanic											
Address: 03056 BEL PRE RD , Apt 301 , SILVER SPRING , MD 20906												
Received Date	: 3/4/2005	•										
Current lease       Image: Current lease         Save       Reset       Delete         Note: First letter was sent out to parents on 2/14/2005.												
Date	Contact Method	Comments										
3/3/2005	Phone		Edit Delete									
2/23/2005	Phone		Edit Delete									
Add New Conta	et Log											

If you have just received the residency verification document back from parents, you can enter the information here by choosing three drop down fields: Different Address (compare address from screen and address on the verification form), Received Date, and Proof of Residency. If mistakes are found, you can click the "Reset" button to clear out new changes you have made, and reenter data from scratch. After checking that all fields are correctly selected, click the "Save" button to store the information into database. You can also delete the proof of residency record by click the "Delete" button.

Different Addre	ess?	No						
Received Date	:	3/4/2005						
Proof of Reside	ency:	Current lease						
Note: First lett	er was s	Please select Current property tax bill Current lease						
		If lease is more than 1 year old, lease and current utility bill						
Date	Cor	Shared Housing Disclosure Form (MCPS Form 335-74)						
	_	, , , , , , , , , , , , , , , ,						
Address:	<	March, 2005 >1, SILVER SPRING, MD 20906						
Different Address	s? Su	m Mon Tue Wed Thu Fri Sat						
Beerland Beter	21							

		~~~~		200				~ ~ ~ ~		
Received Date:		27	28	1	2	3	4	5		
Proof of Residency:		6	7	8	9	10	11	12	<b>•</b>	
reor of Reside	ney.	13	14	15	16	17	18	19	3	
Note: First letter was se		20	21	22	23	24	25	26	2005	
		27	28	29	30	31	1	2	20001	
Date	Cont	3	4	5	6	7	8	9	Comments	
3/3/2005			ay: 3/	8/20	05				Edit	Delete

Valid "Received Date" is shown in white color, which is a school day that is between the mail date of the last DRRA letter and today's date. Days shown in red are holidays or other non-school days. Days shown in dark grey are weekends or out of valid range days.

If you have not received the residency verification document, and want to contact parents and make a log, click the "<u>Add New Contact Log</u>" link. Another data entry screen will show up. You can enter the contact date, contact method, and comments. Clicking the "Save" button will store the log information into the database. Clicking the "Cancel" button will cancel the data entry, and you will return to the main screen.

Contact Date: Contact Method:	3/3/2005  Phone	
Comments:	Save Reset Cancel	

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 nonschool 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		
	3/3/2005	Phone		Edit	Delete
	2/23/2005	Phone		Edit	Delete
4	Add New Contac	ct Log			

5. 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 "<u>Missing Residency Ver.</u>" 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).

Unc	Jncollected Residency Roster									
Chool Name:ARGYLE MIDDLE(823)										
						1 <u>2 3 4 5 6 7 8 9 10 11 12 13</u>				
	Student ID	Last Name	First Name	м.г.	Home Phone	Address				
	<u>992794</u>	AGBORMBAI	ANDU TABE		301-871-0189	03842 TYNEWICK DR SILVER SPRING MD 20906				
	<u>963174</u>	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				
	<u>996424</u>	ALLOTEY-ADDO	SIDNEY		301-438-1290	14412 INNSBRUCK LA , Apt 3 SILVER SPRING MD 20906				
	<u>318929</u>	ALTAMIRANO-MAR	SAMUEL		301-598-2063	14939 DINSDALE DR SILVER SPRING MD 20906				
	<u>316138</u>	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				
	<u>761944</u>	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				
	<u>947419</u>	ARREDONDO	IRMA	R	301-603-9146	14212 WEEPING WILLOW DR , Apt 13 SILVER SPRING MD 20906				
	742500	ASHFORD	TREY	А	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				
	<u>975994</u>	ASSEFA	ENDRIAS		301-460-2509	02114 QUEENSGUARD RD SILVER SPRING MD 20906				
	<u>799996</u>	ATTLES	SHANE	С	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				
				_		1 2 3 4 5 6 7 8 9 10 11 12 13				

6. If you would like to see if the a student is in ESOL or a special Ed program, you can click the <u>Indicators</u> 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 Search     Search     Demographic     Family Details     Indicators	Student ID Name Active School	: 3033 : ALEA : Y : ARGY	03 H J BOND 'LE MIDDLE (823)		D.O.B Grade Gender Ethnicity	: 1/11/1991 : 8 : Female : African American, Not Hispanic
<ul> <li>Enroliment Details</li> <li>Student Texts List</li> </ul>	Elem	entarv	or Middle / High		Middle	/ High Only
Data Updata     Residency Vertication     Mass Mail	ESOL Level: FARMS:	N N	Special Ed : Elem Gifted/Talented:	N N	Honors Indicator: Inter Baccalaureate Prog:	NA N
	Youngest or Only:	Y			Secondary Magnet:	N
	1				Secondary Spec Proq:	N
	C1:	ick I ESOI	ndicators ] or special	Link t Edr	to see if this	student is