Resolve duplicate street names with overlapping addressing using PSTSTU

The process for using PSTSTU is the same in NT as it is in SQL

WHY USE ZIP CODES IN THE MAPZONE FIELD?

To resolve problems with duplicate street names that have the same addressing in the geocode which can cause unmatched students during an upstu. **Example: There are three Main Streets:**

      Town A, Main St. 100 – 152   Town B, Main St. 125 – 275   Town C, Main St. 600 - 900

NOTE: Every street with this name must be renamed to include a zip code. If you rename Town A and Town B to include a zip code, then Town C must also be renamed to include a zip code even though it doesn't overlap with the others. This will then match a student to his address by using his zip code as a unique identifier. Therefore, eliminating the need for unique street name suffixes that would need to be entered by Powerschool SIS operators.

Should I use Zip codes or City Codes as a unique identifier?

As a carry-over from NT, many sites are already successfully using city code suffixes as their unique identifier. **However, the preferred method is to use Zip Codes as the unique identifier. Since EdulogNT should always have Zip codes in the students address field, it is recommended that they be used over city codes.** Prior to making the decision to change to zip codes, run an Overlapping Addresses report to get a list of street names with addresses that overlap then speak with your Project Leader to discuss an appropriate time to switch from city codes to zip codes.

INSTRUCTIONS FOR IMPLEMENTING ZIPCODES

1. Perform a backup of your data (TIMS backup)

2. In **Maris**, select menu choice; *Edit Geocode > Street Name > Edit*

3. Edit all duplicate street names to include zip codes in the map zone field as shown in the example:

Old Street name with City Code Suffix
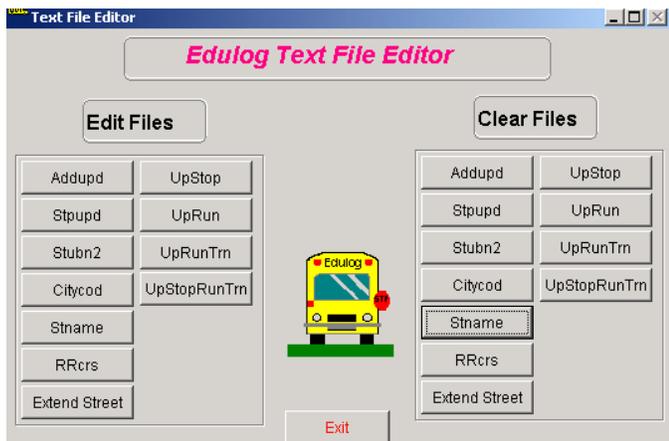
renamed to….

New Street name without Suffix, but with Zip Code

4. When finished editing street names, exit Maris.

5. Follow the instructions under **Input File Creation** on the next page and create your **Stname.dat** and **Ctycode.dat** files.

6. In EMU, run the following batches in order:

    A. *NT Sites only:* **01. Rebuild All Keys**

    B. *NT Sites only:* **02. Geocode Changes**

    C. *SQL Sites only:* **03. Map Maintenance**

    D. **09. Address Update - ADDUPD**

    E. **10. ADDRESS UPDATE – PSTSTU**

    F. **11. Student Address Match**
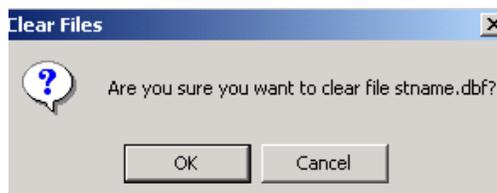
7. Zip Code conversion complete.

INPUT FILE CREATION

Buildtxt.exe will be used to create Ctycod.dat and Stname.dat parameter files.

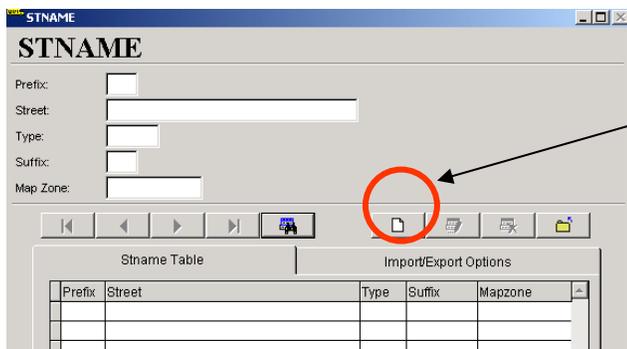### 1. Building the STNAME.DAT file using Buildtxt.exe (*illustrated*)

Begin here if creating a STNAME.DAT file for the first time (if **editing** an existing data file, skip to step 4).
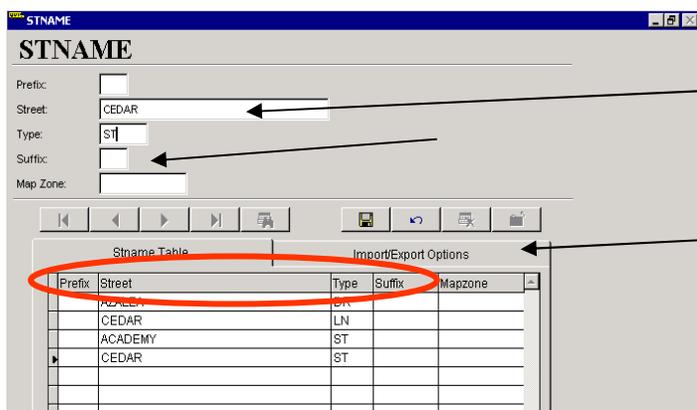
1. Start Buildtxt by using the Launchpad or by going to d:\elt*LIVE*\buildtxt.exe or d:\elt*LIVE*\reports\buildtxt.exe (LIVE or other database name you are working in)
2. Under **Clear Files**, select STNAME
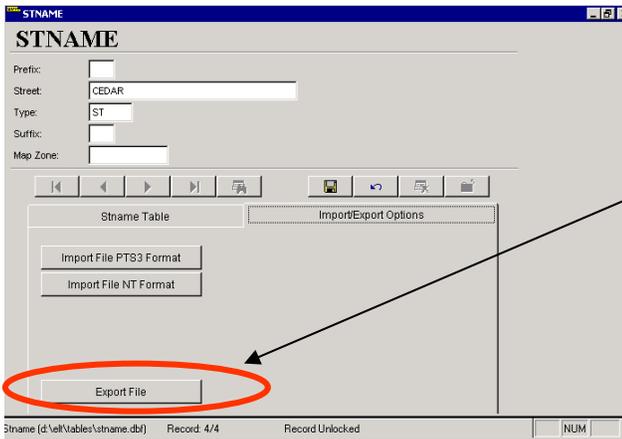3. When prompted, click **OK** to clear the file.

4. Under **Edit Files,** select STNAME

5. To begin entering data, press the **Add/Save Record** button…

6. Enter each duplicated street name as it appears in the student location field. Save each entry. Do not enter the mapzone here!

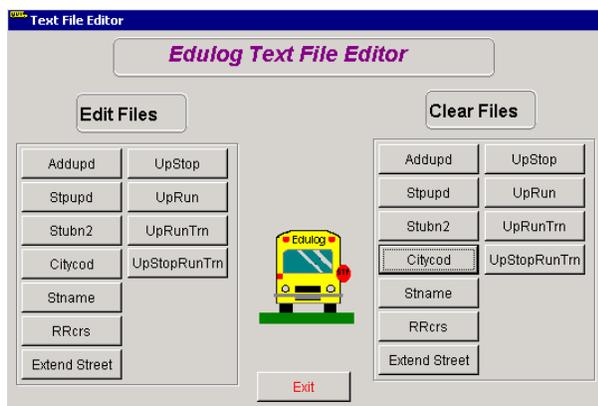7. When finished adding street names, click on the **Import/Export Options** Tab.
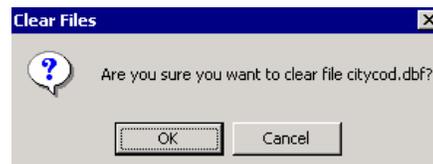
8. Choose **Export File**.

10. Browse to the \Elt*LIVE*\Server**DYN** folder and save the data there as **stname.dat** . If it already exists, copy over it. (*LIVE* or other database name you are working in)

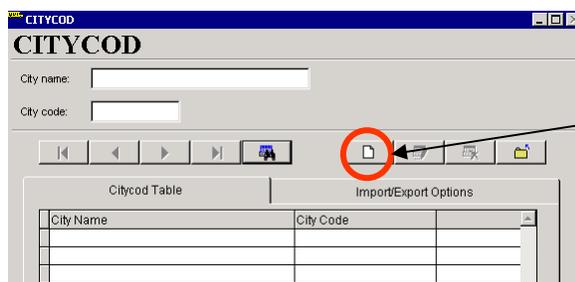## 2. Building the CTYCOD.DAT file using Buildtxt.exe (*illustrated*)

Begin here if creating a CTYCOD.DAT file for the first time (if **editing** an existing data file, skip to step 4).
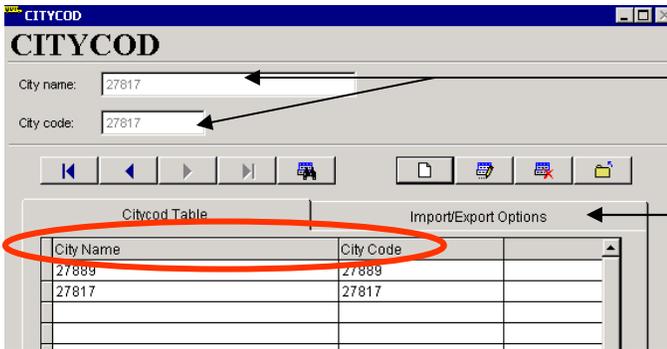
1. Start Buildtxt by using the Launchpad or by going to d:\elt*LIVE*\buildtxt.exe or d:\elt*LIVE*\reports\buildtxt.exe (*LIVE* or other database name you are working in)
2. Under **Clear Files**, select CITYCOD
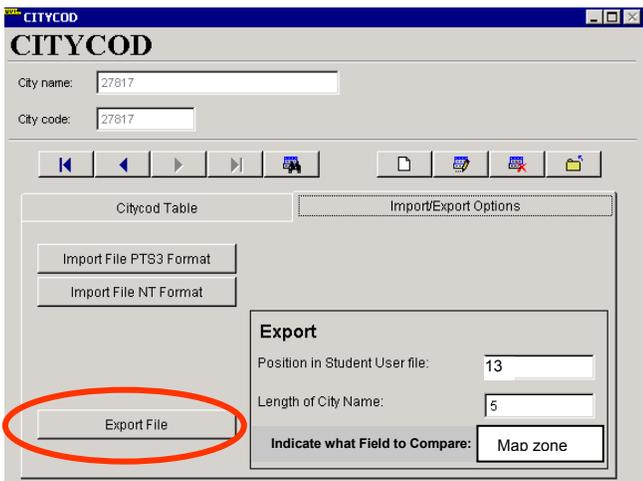3. When prompted, click **OK** to clear the file.

4. Under **Edit files**, Select CITYCOD

5. To begin entering data, press the **Add/Save Record** button…

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6. Enter the zip codes for each duplicate street name listed in your stname.dat file. Enter the same zip code in the City Name and City Code columns.

7. When finished adding zip codes, **save** your entries then click on **Import/Export Options** Tab.

8. Enter the following values under **EXPORT**:

   - **Position in Student User File** = **13**
   - **Length of City Name** = **5**
   - **Indicate what Field to Compare** = **Map Zone**

9. Choose **Export File**.

10. **IMPORTANT NOTE:** you may need to edit the name that buildtxt automatically enters in the **save file** field.

    Buildtxt may default the file name as **CITYCOD.DAT**; you must change the name to **CTYCOD.DAT** (without the 'I').

    Browse to the Elt\LIVE\Server**DYN** folder and save it there. (LIVE or other database name you are workin in) If it already exists, copy over it.