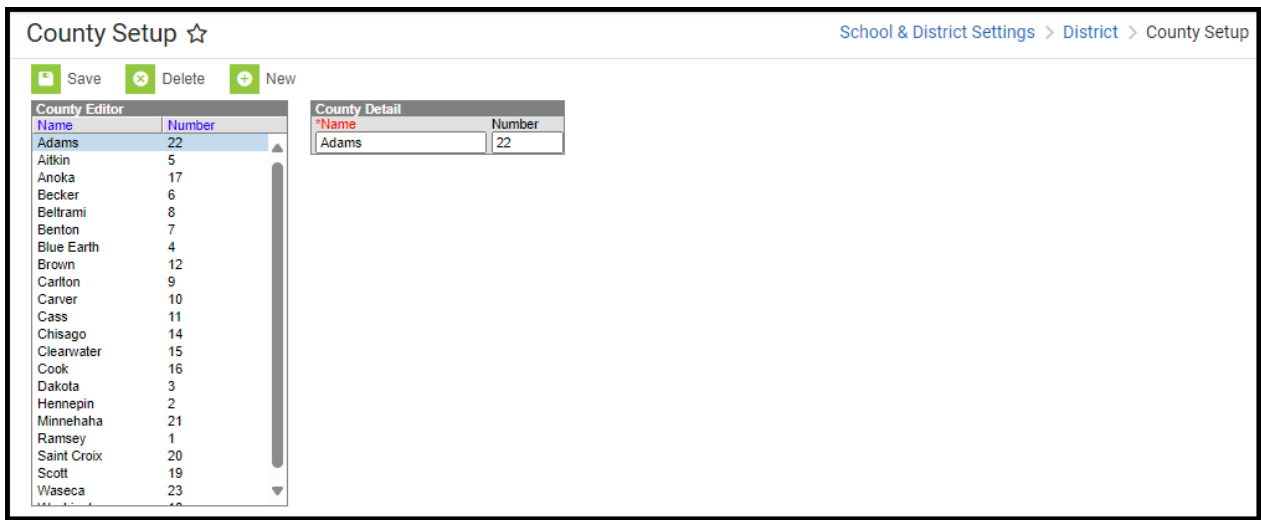# County Setup

Last Modified on 10/21/2024 8:19 am CDT

Tool Search: County Setup

This tool lists the counties that the school district serves. The number of counties listed will differ depending on the district. Once added, counties are available for selection in Ad Hoc Reporting.

Once counties are defined in this tool, they are available for selection on the District Information and District County Setup tools.

Example Counties Tab

Adding New Counties

1. Click **New**.
2. Enter the **Name** of the county.
3. Enter the **Number** of the county. (optional)
4. Click **Save**.

Deleting Counties

1. Select the **County** you want to delete.
2. Click **Delete**.
3. Click **OK**.