

District Residency (Montana)

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Tool Search: District Residency

The District Residency tool... dates are NOT tied to the student's Enrollment dates. Overlapping records are not allowed. **An existing record needs to be ended before a new record is added.**

Users can import or mass update District Residency records with the Federal/State Program Updater tool.

List View

The list view displays all student district residency records. Select a **School Year** from the dropdown to display only records from that year. Records are ordered by Start Date, with the most recent Start Date record at the top of the list. When records exist with the same Start Date, then they are ordered by District Name.

Column Name	Description
Start Date	The first day of the district residency for the student.
End Date	The last day of the district residency for the student.
Created By	The user who created the record.
Resident District	The district where the student lives.
Serving District	The district where the student receives services.

Detail View

Click the **View** button to open the detail view for an existing record, or click **New** to create a new one.

screenshot

Field	Description	Additional Information
Start Date <i>Required</i>	The first day of the district residency for the student.	Database: DistrictResidency.startDate Ad hoc:
End Date	The last day of the district residency for the student.	Database: DistrictResidency.endDate Ad hoc:
Resident District	The district where the student lives.	Database: DistrictResidency.residentDistrict Ad hoc:
Serving District	The district where the student receives services.	Database: DistrictResidency.servingDistrict Ad hoc:
Comments		This field is limited to 255 characters.
Modified By	The person who last edited the record.	This is auto-generated.
State Defined Elements	This section does not display unless a state-specific field is added.	N/A
District Defined Elements	This section does not display unless a district-defined field is added.	N/A

Print

Click the **Print Summary Report** button to generate a PDF version of all the student's District Residency records.

Document Upload

From internal doc: "When the Documents button is selected, the core Upload Document screen will appear and user can upload documents based on their Digital Repository settings under System Administration> Digital Repository> Preferences

The Documents button will only appear when the 'Person' category is Enabled on the Digital Repository screen and District Residency is selected on the Person tab under Student Information> Program Participation

The user can also upload documents for the person on the Person Documents tab under Student Information> General> Person Documents or Census> People Demographics"

Tool Rights

Read - View existing records

Write - Edit existing records.
Add - Create new records.
Delete - Delete records.
