

# Address Import: District Users (Delaware)

Last Modified on 07/09/2025 1:55 pm CDT

The University of Delaware provides a file containing all applicable state addresses as defined by Infinite Campus and the State Department of Education (DOE) specifications. Each night, after midnight, files are uploaded from a secure file transfer location and the address import is processed.

## Address Validation

It is important to use Delaware state-validated addresses in Infinite Campus. Infinite Campus indicates address validation by using a (V) or indicating the address is State Validated. Address validation displays in: Address Search, Household Addresses, and on the portal.

## Address Search

Users can view address validation through the address search.

1. To search for an address, see the [Address Search](#) instructions.
2. Once the appropriate address is found, click on it.

The screenshot displays the 'Address Information' editor for '13A Queens Cir'. The form includes fields for P.O. Box, Number (13A), Prefix, Street (Queens), Tag (Cir), Direction, Apt, City, State (DE), Zip (99999), County, Location Code, Latitude (-75.678886), Longitude (39.656637), Tract (013906), and Block (2017). A 'State Validated' field is highlighted with a red box and contains the value 'Yes'. Other fields include Municipality, Development (New Development), Comments, District (33: School District), and Impact Aid Site. The form is titled 'Address Information' and has 'Save' and 'Delete' buttons. The breadcrumb trail is 'Census > Addresses > Address Information'.

*Delaware Address Information Editor for State Validation*

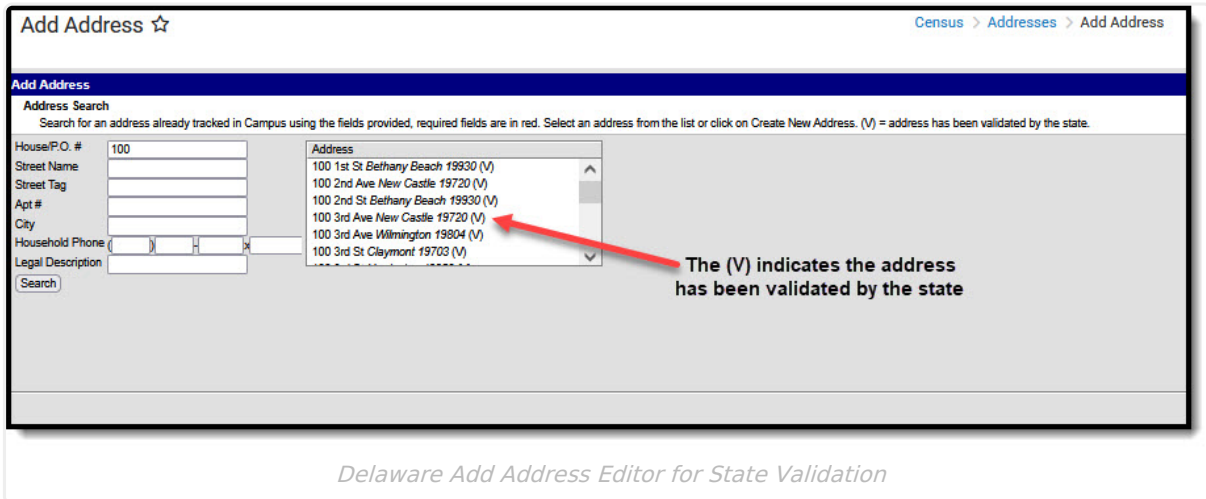
3. The **State Validated** field indicates if the address has been validated by the state. **Yes** indicates it is state-validated while **No** indicates it has not been validated by the state.

**NOTE:** If a student/parent address cannot be found in the system, or is NOT state-validated, follow the state-provided instructions to have the address added and validated.

# Household Addresses (Add Address)

Users can view address validation through the add address tool.

1. To add an address, see the [Add Address](#) article.
2. Once the search criteria has been entered, press **Search**. All addresses fitting the search criteria display in the **Address** box.



3. A **(V)** next to an address indicates that the state has validated the address. If the address does not have a (V) next to it, the state has not validated the address.

**NOTE:** If a student/parent address cannot be found in the system, or is NOT state-validated, follow the state-provided instructions to have the address added and validated.

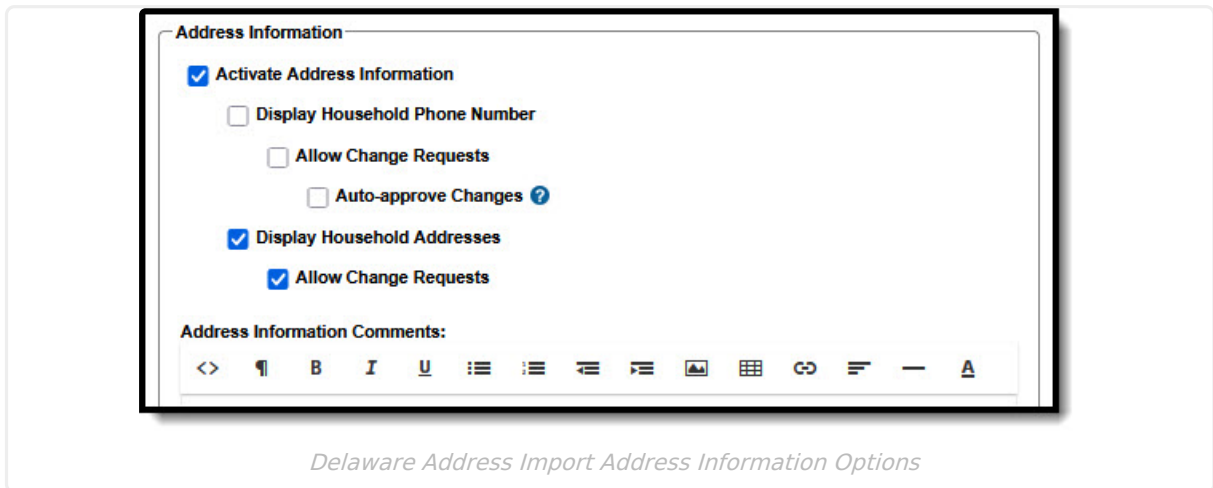
## Portal Address Changes

Address changes can be made from the portal. These changes must be approved by a district-level user.

## Self Service Options

District-level users are only able to approve Portal Address Update requests if the appropriate self-service options are enabled.

1. Navigate to the Self Service Options under Portal Preferences. For more information, see the [Self Service Options](#) article.



2. The following **Address Information** options must be enabled (checked):
  1. Activate Address information
  2. Display Household Addresses
    1. Allow Change Requests
3. When finished, press **Save**.

## Portal Address Update Approval

Portal Address Change Requests are processed through the [Portal Request Processor](#).

For further instruction on approving address changes, see the [Address Requests \(Portal Request Processor\)](#) article.

### Address Approval - Step 1 (Search) ✕

Below is a request to update an address for a household. Prior to making this change, search to see if the address entered already exists in Campus. If so, choose that address and click Continue. If not, select the option "The requested address does not exist in Campus." and click Continue.

(V) = address has been validated by the state

**Household: Kamm ID: 5882**

**Address Request**

7210 High Point Blvd  
Blaine, DE 55449 (V)

**Search Criteria:**

Number:

Street:

Tag:

City:

**Search Results (will not include original address):**

7210 Plaza Blvd, Blaine 55449 (V)

7210 Pueblo Cir, Blaine 55449 (V)

**The (V) indicates the address has been validated by the state**

The requested address does not exist in Campus.

*Delaware Address Approval for State Validation*

A **(V)** next to an address indicates that the state of Delaware has validated the address. If the address does not have a (V) next to it, the state has not validated the address.

**NOTE:** If a student/parent address cannot be found in the system, or is NOT state-validated, follow the state-provided instructions to have the address added and validated.