

Address Import: District Users (Delaware)

Last Modified on 12/14/2025 8:45 pm CST

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.

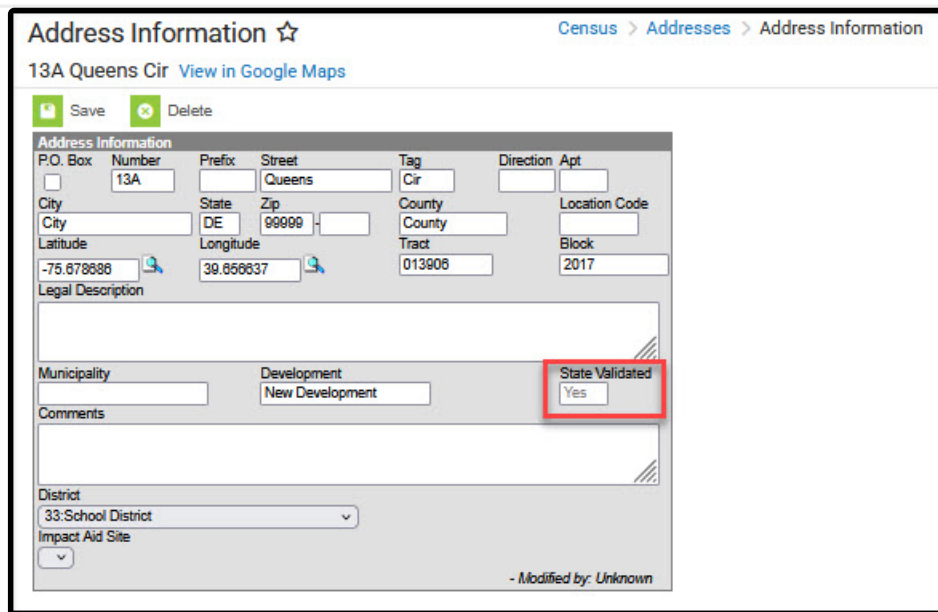
Address Validation

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.



Address Information ☆ Census > Addresses > Address Information

13A Queens Cir [View in Google Maps](#)

P.O. Box	Number	Prefix	Street	Tag	Direction	Apt
	13A		Queens	Cir		
City	State	Zip	County	Location Code		
City	DE	99999	County			
Latitude	Longitude	Tract	Block			
-75.678886	39.656637	013906	2017			
Legal Description						
Municipality	Development	State Validated				
	New Development	Yes				
Comments						
District						
33: School District						
Impact Aid Site						

- Modified by: Unknown

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.

Add Address ☆ Census > Addresses > Add Address

Add Address

Address Search
Search for an address already tracked in Campus using the fields provided, required fields are in red. Select an address from the list or click on Create New Address. (V) = address has been validated by the state.

House/PO #	100	Address	100 1st St Bethany Beach 19930 (V)
Street Name			100 2nd Ave New Castle 19720 (V)
Street Tag			100 2nd St Bethany Beach 19930 (V)
Apt #			100 3rd Ave New Castle 19720 (V)
City			100 3rd Ave Wilmington 19804 (V)
Household Phone	() - -		100 3rd St Claymont 19703 (V)
Legal Description			

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

Delaware Add Address Editor for State Validation

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.

Address Information

☒ Activate Address Information

☐ Display Household Phone Number

☐ Allow Change Requests

☐ Auto-approve Changes ?

☒ Display Household Addresses

☒ Allow Change Requests

Address Information Comments:

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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.