

Monthly/Periodic Check for Address/Family# Changes

Schools can run an audit on a monthly basis (or for any date range) that will indicate all changes made to address and guardian information. The order of this report should be in user, then student order. This will help you to notice/confirm changes that other people have made to your records due to family linking.

Since the report is in user order, there will be a large portion of entries with your school ID(s) that will print. These entries will be for reference only, ie: probably no need to pay too much attention to these - what is of particular interest are those entries that have NOT been made by your school.

STU.290

```
Limit to: District .. 006
          School .... 030
          Date Range. 090104 093104
          File ..... PSTU350
          User .....
          Field .....

Sort (1-4) BLANK = DATE SORT
2

F3=Exit F4=Index F5=R
```

- Select September entries
- Select only the Family File (address, guardian, phone#s)
- Sort First by User, then by student

For those districts utilizing the family# strategy, there has always been uneasiness as to who else might be changing your student address information without your knowledge. This report is IDEAL to confirm what changes have been made.

If you find excessive entries/errors, please work with your district office contact so that they may provide adequate training to repeat family# offenders.