

District Profile

Overview

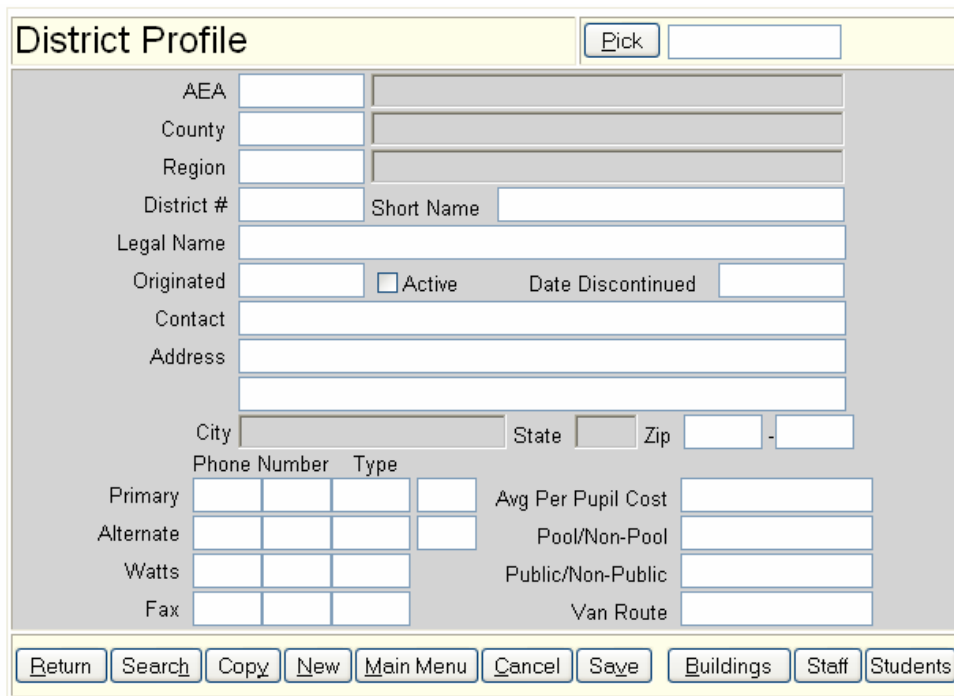
The District Profile file contains one record for each district that is referenced in the database. This file contains specific data which helps identify and describe each district. One district may contain many region/sector/zones and many buildings. The relationship between district and region/sector/zone is described in the Region Profile and the relationship between district and buildings is described in the Building Profile. Data are collected from a variety of sources, including certified student enrollment figures.

Uniform Data Entry Procedure

At this time, there are no Uniform Data Entry Procedures related to District Profile.

Access to Screen

From the Main Menu, select District under the Agencies section or from the District button on the Area Education Agency or Region/Zone/Sector screen.



Modify a District Profile

1. Select District from the Agencies column or click on the District button from the AEA or Region screen.
2. Click on the New button to add a record.
3. Enter changes in contact persons, addresses, phone numbers, etc., as needed.
4. Enter "P" in the Pool/Non-Pool field, if the district belongs to a "cooperative" or "pooling" agreement.

Note:

- To close a district, select it and enter June 30 of the year the district ceased to be recognized as a legal district. When two or more districts merge, one of the districts typically retains its original District Number, and the other(s) may assume that one as well. Buildings in one or more districts may need to be changed according to the new district alignment.
 - If reports are to be run to obtain figures on the additional dollars projected based on weighted factors, enter the per pupil cost for the district. These figures are generally available from the AEA's business office.
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