

FORMATTING ADDRESSES

To check addresses, you can either run the recruiter/alpha list (# 07 on Student Overview menu) or the Student Information Form (#47 on Student Overview menu).. Do not check the box that says "Show Permissions on Form".

Street Number and Street Name should be on the first line of the address along with the apt. or lot number. If the parent did not indicate whether it is a lot or apt number, then use the “#” instead.

Please make sure you use the correct abbreviations also.

Street - ST
Road - RD
Avenue - AVE
Boulevard - BLVD
Highway - HWY
Drive - DR
Court – CT
Lane - LN
Extension - EXT
Circle – CIR
Square - SQ
Place – PL
Estate – EST
North - N
South - S
East - E
West – W
Northeast – NE
Northwest – NW
Southeast – SE
Southwest – SW

The majority of addresses should have one of these abbreviations at the end. There are a few exceptions. For instance, address beginning with Rue would not.

The town of Tangipahoa and Natalbany should only have PO boxes. You should not have a street address with Natalbany or Tangipahoa as the city.

Highway and Avenue should be spelled out if it precedes the names of the highway or avenue such as Highway 1064 or Avenue F. It should be

abbreviated if it follows the name of the highway or avenue such as Old Baton Rouge Hwy or Merry Ave.

DO NOT abbreviate the name of a street. For example, Martin Luther King Dr should never be entered as MLK Dr or M.L.K. Dr. Railroad Ave should not be entered as RR Ave.

Also, make sure that the zip codes are correct for the town. The town is correct for the street address, etc.

Do not put LA next to the city. There is a separate place for state.

Do not use commas, periods, etc.

If you see the word "LOT" or "APT" at the end of one of your addresses and there is no number following it, that probably means that I have discovered that their address is an apartment building or trailer park. You need to attempt to find out the correct Lot or Apt number. I have located as many as I can by searching for siblings. I have also made several calls to parents trying to find the correct address.

By the first week in May, there should be no more students in our system that has "missing" mailing addresses. An easy way to check for this is to run the alpha/recruiter list and click on the mailing address. All "missing" addresses will be at the top of the list. You can also click on the city and find missing cities, etc.