Information Technology for Learning

Greater VICTORIA School District

# Addresses in MyEducation BC

Canada Post conventions are the general standard for addresses in MyEducation BC but there are exceptions. Adhering to Canada Post conventions and maintaining accuracy of address data improves its utility for district data analysis and related decisions.

Tips about addresses:

1. Canada Post – postal code look up
   https://www.canadapost.ca/cpo/mc/personal/postalcode/fpc.jsf
   Use the Canada Post postal code look up to verify the spelling and syntax of the address provided. This may help to clarify the spelling of the street name as well as clarifying the Canada Post standard for the street type.

   For example:
   Street name provided: Mt. Douglas X Road
   Canada Post site displays: Mt. Douglas Cross Rd

2. School Locator: https://www.sd61.bc.ca/schools/school-locator/
   Use the SD61 School Locator to check the catchment(s) for an address. Entering the street name in School Locator is another way to check the spelling and syntax of the address provided. School Locator uses Canada Post address conventions.

3. When unit numbers are part of an address, this information is received in a variety of formats from parents/students. Where the unit number is *not numeric, there is a departure from Canada Post conventions for MyEducation BC:

   From parents/students: 1637B Davie Street
   Canada Post convention: 1637B Davie St
   * Entry to MyEducation BC: B-1637 Davie St

   From parents/students: 302 285 Hampton Road
   Canada Post convention: 302-285 Hampton Rd
   Entry to MyEducation BC: 302-285 Hampton Rd

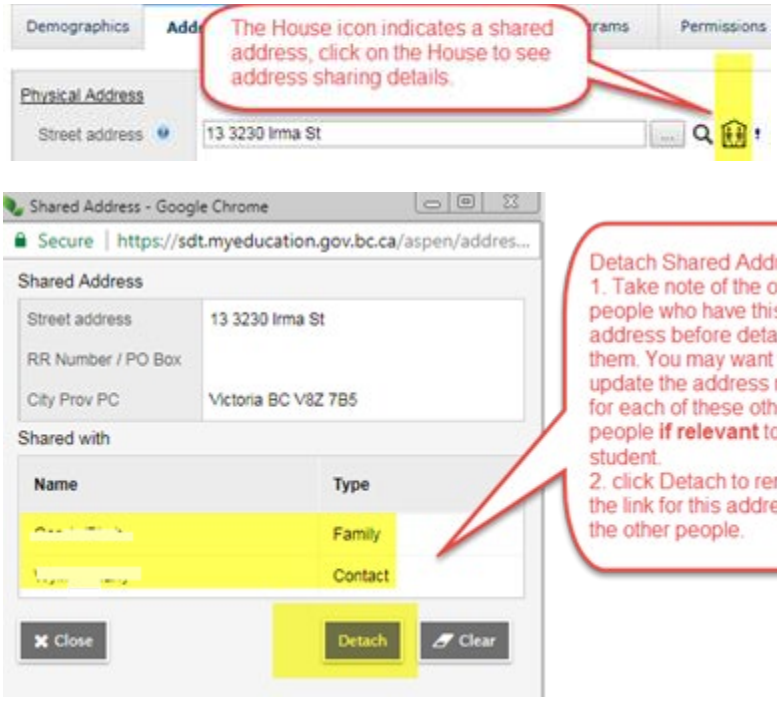
   From parents/students: #1 992 Gorge Rd
   Canada Post convention: 1-992 Gorge Rd W
   Entry to MyEducation BC: 1-992 Gorge Rd W

4. When there is a street direction included in the address, this information is received in a variety of formats from parents/students.

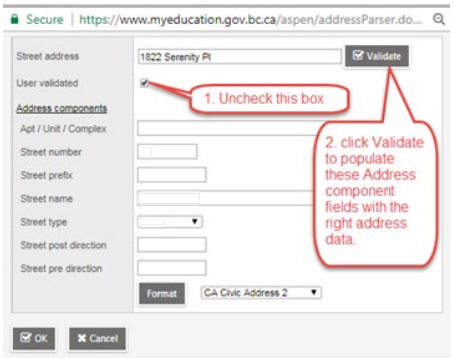
   From parents/students: 361 East Burnside Rd.
   Entry to MyEducation BC: 361 Burnside Rd East or 361 Burnside Rd E

5. Sharing is Not Caring! Sharing (addresses) is not recommended in MyEducation BC and results in a number of undesirable effects, including a) the inability to extract the right address data correctly from MyEducation BC and b) creating the ability for other users to be able to update the address without your knowledge.

   If you see a "**house**" icon this means the address is "shared" and needs to be detached in order to avoid having the address updated inadvertently by other users:



6. To correct an address that may be appearing like "827 106-827 Main St" in the Transition app – the address need to be validated; it is possible that User Validation has been used (over-rides system validation). To fix this, please do steps 1 and 2 below and save your changes.




Check that the address components have populated the correct fields.

7. There are so many addresses? How can I quickly see if some of the addresses are not validated and populating the component fields correctly?
Another quick way to confirm addresses are entered correctly and validated in MyEducation BC is to use the district *Field Set* called *Address & Components*. This field set shows the *Address* and each of the smaller component fields; these should match up. Using this field set, you can visually see if the unit number, house number, street name, street type, etc. are correctly populated into the component fields. Users can copy this district field set and use it to make their own field set to suit individual needs and preferences. Example:

Lines 1 and 3 in this list do not have the right data in the component address fields. Use instructions in #6 above to correct this.

| | Address | PhysAdrs > Apt / Unit / Complex | PhysAdrs > StrNo ▲ | PhysAdrs > StreetName | PhysAdrs > StrType | PhysAdrs > RR / PO | PhysAdrs > City | PhysAdrs |
|---|---|---|---|---|---|---|---|---|
| 1. | 327 A Raynor Ave. Victoria, BC V9A 3A5 | | 0 | Raynor Ave. | | | Victoria | BC |
| 2. | 8 Chief Sam Rd Victoria BC V9A 7N3 | | 8 | Chief Sam | Rd | | Victoria | BC |
| 3. | 3-821 Nigel Ave. Victoria BC V9A 4E5 | | 10 | 1525 Middle | Rd | | Victoria | BC |
| 4. | 124-13 Chief Robert Sam Lane Victoria BC V9A 7N3 | 124 | 13 | Chief Robert Sam | Lane | | Victoria | BC |

8. Accurate Data Entry: Regarding lines 2 and 4 in the example above, the Canada Post website indicates *Chief Robert Sam Lane* is the correct street name. The accuracy of the data entry is still dependent on user care. The system validation of addresses is only looking at the data format; the system is not able to detect incorrect spelling. If unsure, refer to the Canada Post website to confirm addresses. Note: School Locator is generally consistent with Canada Post conventions.