

To verify student addresses in JPAMS, you can...

1. Run the recruiter/alpha list (# 07 on Student Overview menu) – This report can be sorted by homeroom teacher. The teacher can then verify the address with the students. This is recommended for junior high and high school students.
2. Run the Student Information Form (#47 on Student Overview menu). Do not check the box that says "Show Permissions on Form". This is recommended for students under grade 7. These forms would need to be sent home to the parent and have them make corrections and return it to the school.

There should be no students in our school system that have "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.