

Adding or Updating Student Street Addresses

Schools are required to maintain 911 compliant street addresses for students to confirm school catchment and transportation information. In order to simplify this process, all street address will now pull directly from the NS Civic Address Finder Database.

The Primary Street Addresses for a student can be updated using this new feature on the following screens: Enroll New Student, Addresses, Demographics and Registration (Student Information Section).

The Alternate Street Address, found in the Alternate Busing Information, also uses this feature on the following screens: Transportation and Registration (Transportation Section).

To add/update a civic address on one of the previously mentioned screens,

1. Start typing the address into the "Address Search" box. A list of matching addresses will appear to the right, and will further refine as you type.
2. When you see the address you are searching for, click on it. **Note:** Within the search results, addresses listed in grey are not 911-compliant. Clicking on them will show you the 911-compliant address.
3. The 911-compliant address information will display on the right.
4. Once you are satisfied with the address, click the "Select Civic Address" button
5. The new address will be inserted in the desired field
6. Click the "Submit" button at the bottom of the screen

Alternate Busing Information

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To add or update a civic address,

- Start typing the address into the "Address Search" box. A list of matching addresses will appear to the right, and will further refine as you type.
- When you see the address you are searching for, click on it. The 911-compliant address information will display on the right.
- Once you are satisfied with the address, click the "Select Civic Address" button and then click the "Submit" button.

Note: Within the search results, addresses listed in grey are not 911-compliant. Clicking on them will show you the 911-compliant address.

Address Search: 26

Search Result(s):

- 26 Anderson Ave, Coxheath
- 26 Centre Ave, Glace Bay
- 26 Clarke Ave, Coxheath
- 26 Doyle Ave, Coxheath
- 26 Elizabeth St, Sydney River
- 26 Fifth St, Glace Bay
- 26 Gull Cove Rd, Gabarus
- 26 Head Ship Harbour Loop, Ship Harbour
- 26 Keefe Ave, Coxheath
- 26 Lake Estate Crt, Hebron
- 26 Lake Road Number 1 Rd, Pine Grove
- 26 MacNamara Ave, Coxheath
- 26 North St, Bridgewater
- 26 Oland Ave, Coxheath
- 26 Serotina Lane, Bedford
- 26 Sharples Ave, Coxheath
- 26 Tupper St, Glace Bay

911 Compliant Civic Result:

Civic Number:	26
Civic Suffix:	
Unit Number:	
Street Prefix:	
Street Name:	Head Ship Harbour
Street Suffix:	Loop
Street Direction:	
Community:	Ship Harbour
Municipality:	HRM
County:	Halifax County
Postal Code:	B0J 1Y0
Coordinates:	

Street: 26 Head Ship Harbour Loop

Community or City/Town, Province & Postal Code: Ship Harbour NS B0J 1Y0

Select Civic Address