



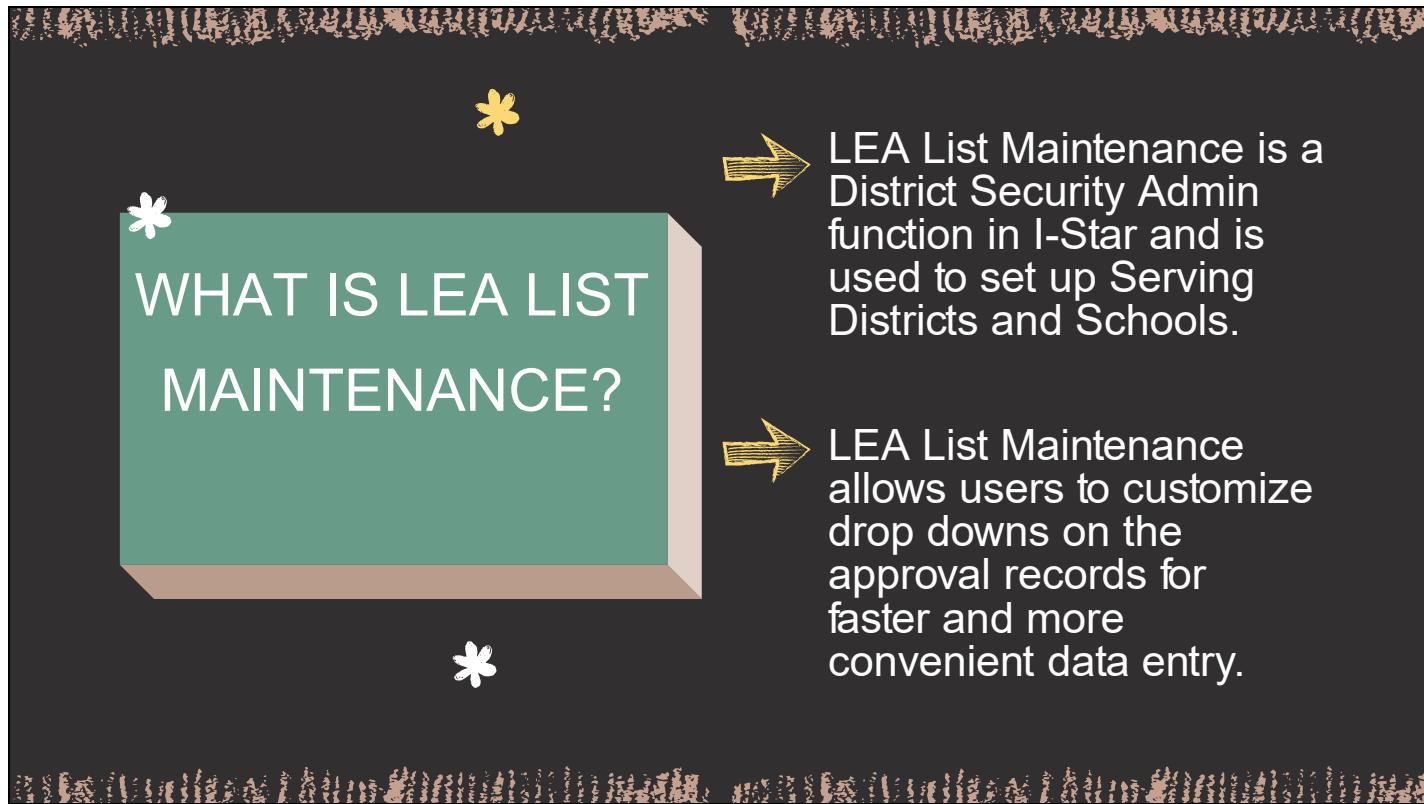


WHAT IS LEA LIST MAINTENANCE?

HOW CAN LEA LIST MAINTENANCE
BE LOCATED?

SEARCH AND ADD SERVING
DISTRICTS AND SCHOOLS FOR
USE ON APPROVAL RECORDS



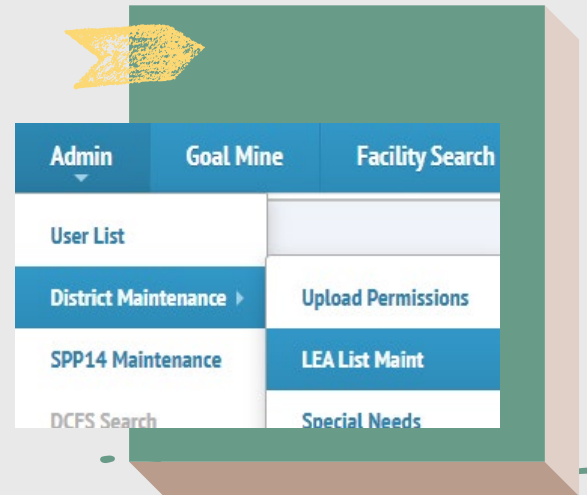


WHAT IS LEA LIST MAINTENANCE?

- ➔ LEA List Maintenance is a District Security Admin function in I-Star and is used to set up Serving Districts and Schools.
- ➔ LEA List Maintenance allows users to customize drop downs on the approval records for faster and more convenient data entry.

HOW CAN LEA LIST MAINTENANCE BE LOCATED?

- 01 Click the Admin menu
- 02 Click District Maintenance
- 03 Click LEA List Maint

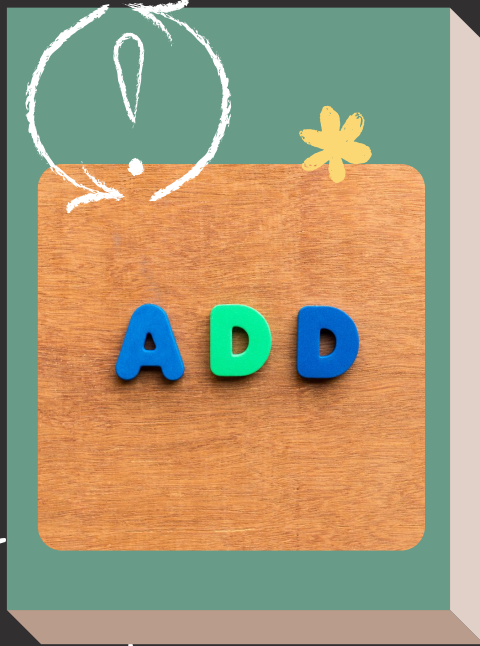


SEARCH AND ADD SERVING DISTRICTS AND SCHOOLS...

- Click Serving District or School button to see the districts and schools already in your drop down

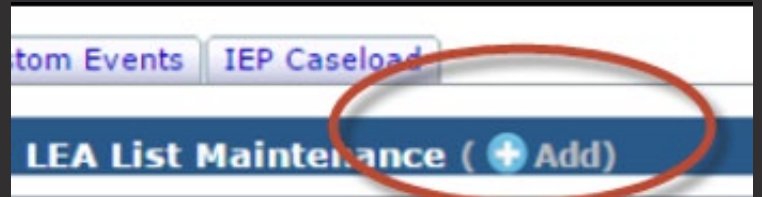
<div> <div>Serving District</div> <div>Serving School</div> </div>									
Actions	Name	Facility Type	Address	City	State	Zip	County	RCDT	
	Carrier Mills-Stonefort CUSD 2	Public Districts	7071 US 45 S	Carrier Mills	IL	62917	Saline	20083002026	
	Edw./Glt./HLU/Hdn/Pop/Sln/Wbh/Wn/Wh ROE	ROE	512 N Main St	Harrisburg	IL	62946	Saline	20000000000	
	Eldorado CUSD 4	Public Districts	2200A Illinois Ave	Eldorado	IL	62930	Saline	20083004026	
	Galatia 1	Public Districts	200 N Hickory St	Galatia	IL	62935	Saline	20083001026	
	Harrisburg CUSD 3	Public Districts	40 S Main St	Harrisburg	IL	62946	Saline	20083003026	
	North Boone CUSD 200	Public Districts	6248 N Boone School Rd	Poplar Grove	IL	61065	Boone	04004200026	

[illegible]



SEARCH AND ADD- SERVING DISTRICTS AND SCHOOLS...

- TO ADD A NEW DISTRICT OR SCHOOL, CLICK THE ADD BUTTON



SEARCH AND ADD SERVING DISTRICTS AND SCHOOLS...

- Use the entity search to locate the desired district or school



The image shows a screenshot of a software interface titled "Entity Search". It is divided into two main sections: "General Search" and "Additional Search Criteria".

General Search


- Name:
- Address:
- City:
- ☐ within miles of
- Zip Code:
- RCDT:

Additional Search Criteria

- County:
- Facility Type:

At the bottom of the dialog box are three buttons: "Search" (highlighted with a red rectangle), "Clear Search", and "Cancel".

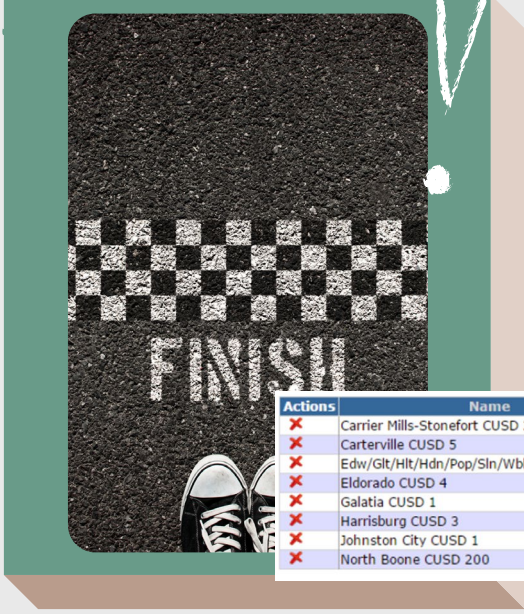




SEARCH AND ADD SERVING DISTRICTS AND SCHOOLS...

- Select the desired district or school from the search results by clicking the check mark under the Select column or Muti Select districts or schools by checking the box next the RCDTS code and clicking Use Selected at the top.

Entity Search Results									
Select	Muti Select	RCDTS	Name	Facility Type	Address	City	State	Zip	County
<input checked="" type="checkbox"/>	<input type="checkbox"/>	21-100-001X-10-0000	Our Lady Mt Carmel School	Non-Public Districts/Schools	300 W Monroe St	Herrin	IL	62948	Williamson
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	21-100-0050-26-0000	Carterville CUSD 5	Public Districts	306 Virginia Ave	Carterville	IL	62918	Williamson
<input checked="" type="checkbox"/>	<input type="checkbox"/>	21-100-019P-00-0000	The Yellow Brick Rd	Misc Payees	1104 E Main St	Marion	IL	62959	Williamson



SEARCH AND ADD SERVING DISTRICTS AND SCHOOLS...

- The districts and schools chosen will then show up in the list and also be available on student approval records

Actions	Name	Facility Type	Address	City	State	Zip	County	RCDT
✖	Carrier Mills-Stonefort CUSD 2	Public Districts	7071 US 45 S	Carrier Mills	IL	62917	Saline	20083002026
✖	Carterville CUSD 5	Public Districts	306 Virginia Ave	Carterville	IL	62918	Williamson	21100005026
✖	Edw/Glt/Hlt/Hdn/Pop/Sln/Wbh/Wn/Wh ROE	ROE	512 N Main St	Harrisburg	IL	62946	Saline	20000000000
✖	Eldorado CUSD 4	Public Districts	2200A Illinois Ave	Eldorado	IL	62930	Saline	20083004026
✖	Galatia CUSD 1	Public Districts	200 N Hickory St	Galatia	IL	62935	Saline	20083001026
✖	Harrisburg CUSD 3	Public Districts	40 S Main St	Harrisburg	IL	62946	Saline	20083003026
✖	Johnston City CUSD 1	Public Districts	PO Box 147	Johnston City	IL	62951	Williamson	21100001026
✖	North Boone CUSD 200	Public Districts	6248 N Boone School Rd	Poplar Grove	IL	61065	Boone	04004200026

