

What is LEA List Maintenance?

- LEA List Maintenance is a District Security Admin function in I-Star and is used to set up serving district and schools for student approval records
- LEA List Maintenance allows users customize drop downs on the approvals for faster and more convenient data entry

Please Note: In order to edit LEA Maintenance, users must be District Security Admins in I-Star and have the Admin button

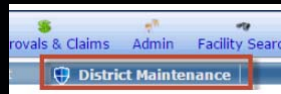
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How can LEA List Maintenance be located?

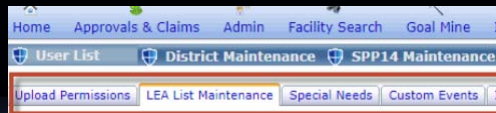
1. Click the Admin button



2. Click District Maintenance



3. Click the LEA List Maintenance tab



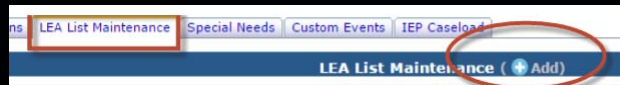
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Search and Add Serving Districts for use on approvals

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

Actions	Name	Facility Type	Address	City	State/Zip	County	RCDT
✖	Carrier Hills-Stonewall CUSD 2	Public Districts	7071 US 45 S	Carrier Hills	IL 62917	Saline	20083002026
✖	Edu/OR/HR/HR/Pop/Gr/Wh/Win/Veh ROE	ROE	512 N Main St	Harrisburg	IL 62946	Saline	20000000000
✖	Elorado CUSD 4	Public Districts	2200A Illinois Ave	Elorado	IL 62930	Saline	20083004026
✖	Galatia CUSD 1	Public Districts	200 N Hickory St	Galatia	IL 62935	Saline	20083001026
✖	Hamburg CUSD 3	Public Districts	40 S Main St	Hamburg	IL 62946	Saline	20083003026
✖	North Boone CUSD 200	Public Districts	6248 N Boone School Rd	Poplar Grove	IL 61065	Boone	04004200026

- To add a new district, click the Add button



- Use the Entity Search to locate the desired district

Entity Search

<p>General Search</p> <p>Name: <input type="text"/></p> <p>Address: <input type="text"/></p> <p>City: <input type="text"/></p> <p><input type="checkbox"/> within <input type="checkbox"/> miles of</p> <p>Zip Code: <input type="text"/></p> <p>RCDT: <input type="text"/></p>	<p>Additional Search Criteria</p> <p>County: <input type="text"/></p> <p>Facility Type: <input type="text"/></p>
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Search and Add Serving Districts for use on approvals

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

Entity Search Results									
Select	Multi 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 for use on approvals

- 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
✘	Cartersville CUSD 5	Public Districts	306 Virginia Ave	Cartersville	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

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**QUESTIONS.
TRAINING.
SUPPORT**

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