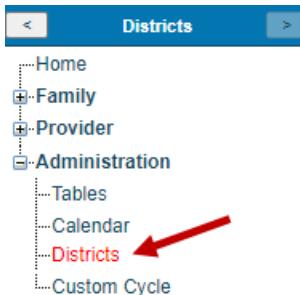


KinderTrack – Assigning/Unassigning Districts

A Press **Districts** under **Administration**.



B Use the **District** drop-down menu to select the district you need to edit.

A screenshot of the 'Edit District' form. The 'District' dropdown is set to 'Brazos Valley'. The 'Assigned' sections show 'Zip Codes Assigned' (75831, 75833, 75846, 75850, 75852, 75855, 76629, 77363, 77426, 77801, 77802, 77803) and 'Counties Assigned' (Hidalgo, Starr, Willacy). The 'Unassigned' sections show 'Zip Codes Unassigned' (72470, 73301, 73344, 73960, 75001, 75002, 75006, 75007, 75009, 75010, 75011) and 'Counties Unassigned' (Anderson, Andrews, Angelina, Aransas, Archer, Armstrong, Atascosa, Austin, Bailey, Bandera, Bastrop, Baylor).

C Press **Edit**.



D Click on the information you need to move to highlight it. Use the **Left** and **Right** arrows to move the Zip Codes, Counties, or School Districts into the **Assigned** or **Unassigned** boxes.

A screenshot of the 'Edit District' form showing the 'Assigned' and 'Unassigned' sections for Zip Codes, Counties, and School Districts. Red arrows point from the 'Unassigned' sections to the 'Assigned' sections, indicating the movement of items. The 'Assigned' sections are: Zip Codes Assigned (78002, 78003, 78005, 78006, 78007, 78008, 78009, 78010, 78011, 78012, 78013, 78015); Counties Assigned (Bell, Coryell, Hamilton, Hidalgo, Lampasas, Milam, Mills, San Saba); and School Districts Assigned (Alamo City Schools). The 'Unassigned' sections are: Zip Codes Unassigned (72470, 73301, 73344, 73960, 75001, 75002, 75006, 75007, 75009, 75010, 75011); Counties Unassigned (Anderson, Andrews, Angelina, Aransas, Archer, Armstrong, Atascosa, Austin, Bailey, Bandera, Bastrop, Baylor); and School Districts Unassigned (Ontario County Schoo).

E Press **Save**.

