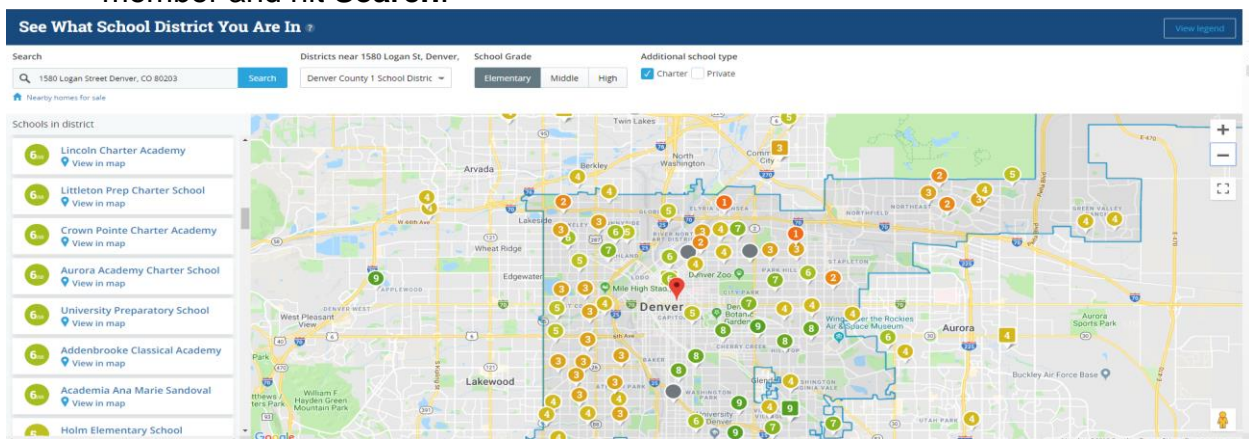


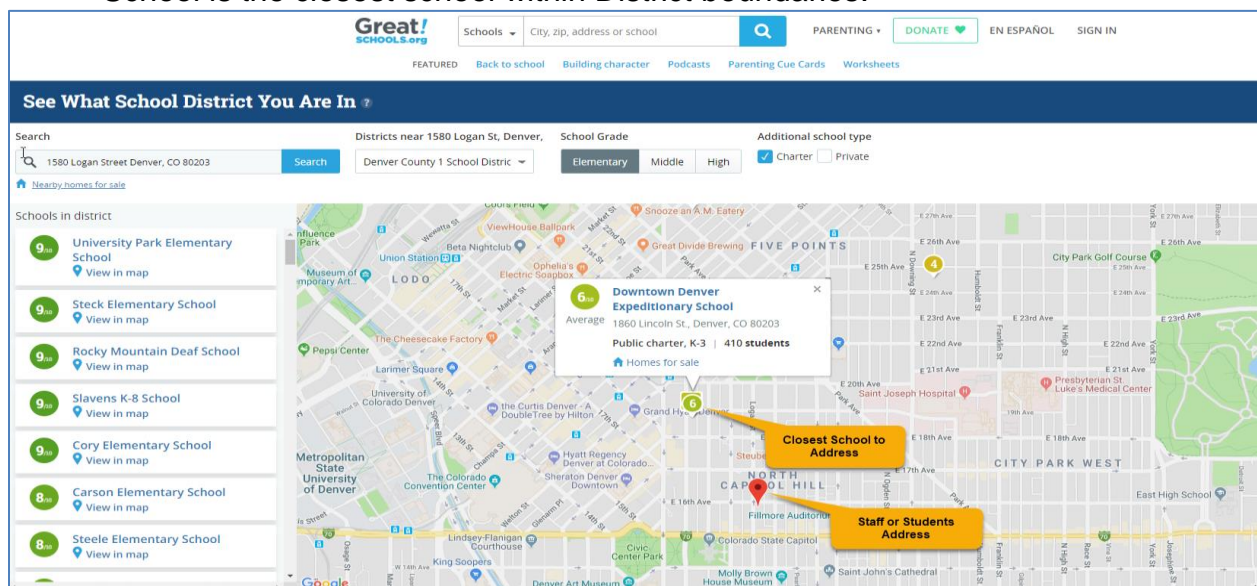
Guidance on Searching for Districts of Residence for Students and Staff

Please follow the below steps to search for the correct District of Residence code to use if you have a student or staff members address and need to populate this information into a related field in your Student Information System.

1. Navigate to the Colorado Great Schools site at: <https://www.greatschools.org/school-district-boundaries-map/>
2. In the Search box near on the left type in the address of the student or staff member and hit **Search**.



3. Enlarge the map near the pin of the address you typed in. Click on the pin for the closest school on the map to provide additional details. In our example, we have searched the CSI address and found that the Downtown Denver Expeditionary School is the closest school within District boundaries.



- After clicking on that pin, a new tab will open providing additional details of the school. Near the top you will see which school district the school nearest to the searched address is associated to. In this case, Denver County 1 School District is the District of Residence for that student or staff.
- Ensure you are using the map with boundaries rather than the schools listed on the left. In some cases, the address searched may exist near a School District boundary, so using the map will ensure you are selecting a school in that District.

- To find which code to use based off of the District found, navigate to <http://www2.cde.state.co.us/edulibdir/Organization%20Codes-en-us.xlsx> and search for the district that was discovered to be the closest school to the address.
- Column D will provide you the District Code (Organization Code) that you will want to use in any collection where this information is collected. It can be Students District of Residence, Parents District of Residence, or Staff District of Residence fields on their corresponding collections.

CDE		COLORADO			
CO		Department of Education			
2019: Organization Codes					
School Year	County Code	County Name	Organization Code	Organization Name	
2019	13	CROWLEY	0770	CROWLEY COUNTY RE-1-J	
2019	14	CUSTER	0860	CUSTER COUNTY SCHOOL DISTRICT C-1	
2019	15	DELTA	0870	DELTA COUNTY 50(J)	
2019	16	DENVER	0880	DENVER COUNTY 1	
2019	17	DOLORES	0890	DOLORES COUNTY RE NO.2	
2019	18	DOUGLAS	0900	DOUGLAS COUNTY RE 1	
2019	19	EAGLE	0910	EAGLE COUNTY RE 50	
2019	20	ELBERT	0920	ELIZABETH C-1	
2019	20	ELBERT	0930	KIOWA C-2	
2019	20	ELBERT	0940	BIG SANDY 100J	
2019	20	ELBERT	0950	ELBERT 200	