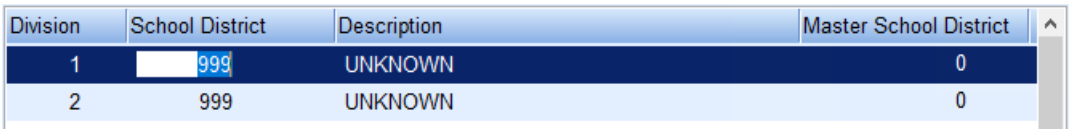
School District Setup

Last Modified on 11/25/2025 10:49 am EST

School District codes are used for taxing purposes. Set up a different code for each School District to track and apply it to the tank on the *Tank Information* window.

1. On the *School District Maintenance* window at *Main Menu / Supervisor Menu / Maintenance Menu / Maintenance Tables / School District*, select **Create** to enter a School District. Optionally select a School District to make any necessary changes.
2. Enter the *Division* for the School District code.



Division	School District	Description	Master School District
1	999	UNKNOWN	0
2	999	UNKNOWN	0

3. In the *School District* field, enter a unique identifier for the School District. This can be up to six numeric characters.

   Note: If the School District is not tracked, enter *99*.
4. Enter the *Description* of the School District.
5. Choose **Save**.