Find Your School User Guide

Prince William County Public Schools

Office of Facilities Services

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Quick Reference

- If you need to see the current and future school assignments for a known address, see **Page 2**
- If you need to see the boundary lines in reference to a known address, search the address (**Page 2**) then turn on the desired layer (**Page 6**)
- If you need to know the School Board member for a known address, search the address (**Page 2**), turn on the Magisterial Districts layer (**Page 6**), and click the address (**Page 8**)
- To view the streets that are assigned to a school, turn on the desired Attendance Area layer (**Page 6**), and zoom to the attendance area. The street labels will automatically appear once you zoom to an appropriate level.
- If you click on the map and do not see the popup you were expecting, make sure that the desired layer is turned on (**Page 8**), and that the popup isn't behind another layer (**Page 9**).
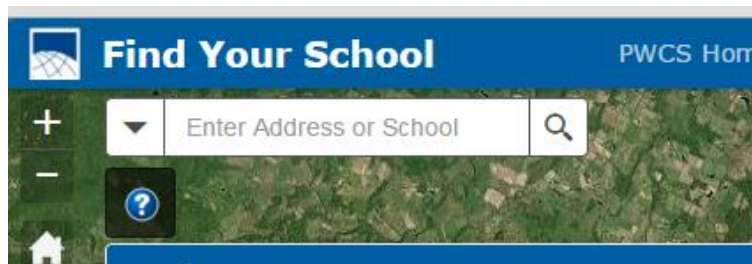
Searching For a Specific Address

The most common use for the Find Your School application will be when you have a specific address and you need to know the school assignments for that address. The following steps detail how to search

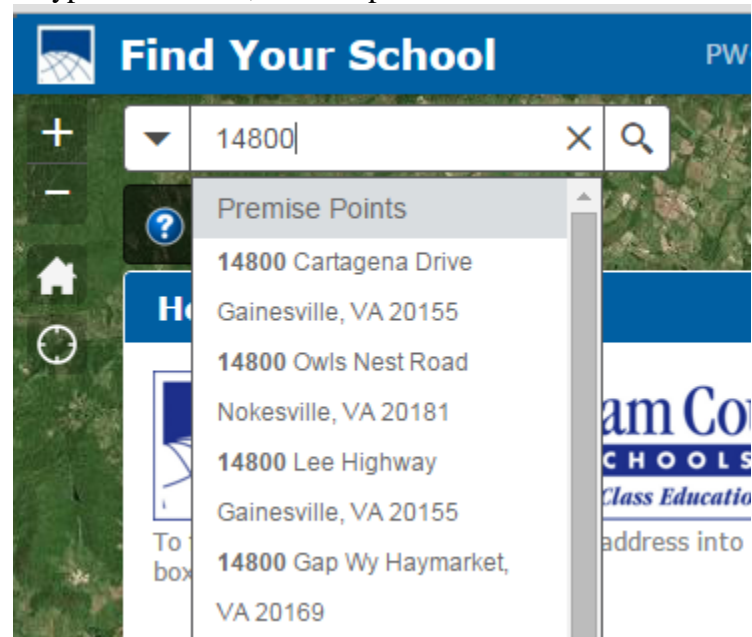## Step 1: Launch the Find Your School application in your browser

- The new application will launch from the same webpage as the previous application (findyourschool.pwcs.edu)
- You may find saving the Find Your School page as a favorite in your web browser easier than having to navigate to the page every time a request comes through.

Step 2: Enter the address for which you want to know school assignments
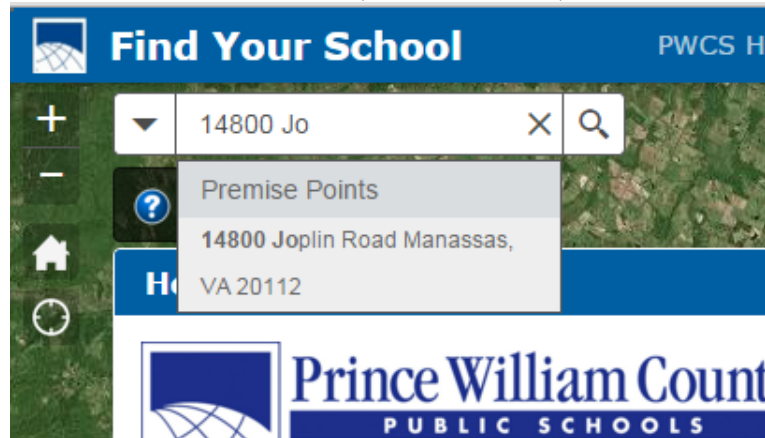
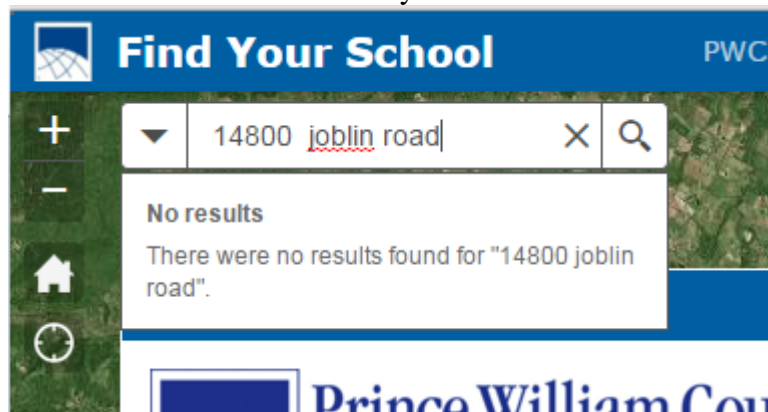- The search bar is located in the top left corner of the page

- As you begin to type the address, a list of potential address matches will be listed.

- If you do not see the desired address in the dropdown list, continue typing until you see it, then Click the address in the list. If known, spell out the street type when searching an address (i.e., Road not Rd). If you do not know the full street type, do not place a period after the abbreviation (i.e., Rd not Rd.).
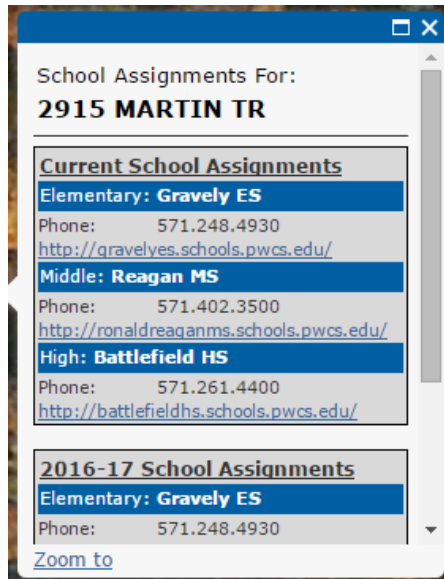

- If no results are found, press 'Enter' to search for the address. If the address is found, continue to Step 3. If you get the message shown in the image below, then the address entered is not in the county's premise point database. Check the spelling and the number to make sure it was entered correctly.
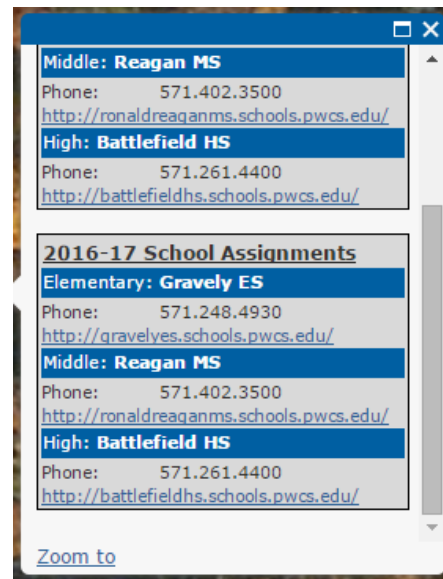
Step 3: View the School assignments for the searched address in the pop-up window

- If the address entered is valid, the application will zoom the map to the address's location and display the name and contact information of the assigned schools (i.e., elementary, middle, and high). Clicking the URL visits the school's website. Scrolling down within the popup shows next year's school assignments for the address (if applicable).
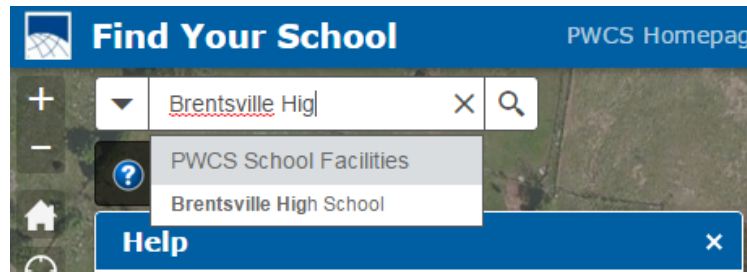

Top of the pop-up window

Bottom of the pop-up window
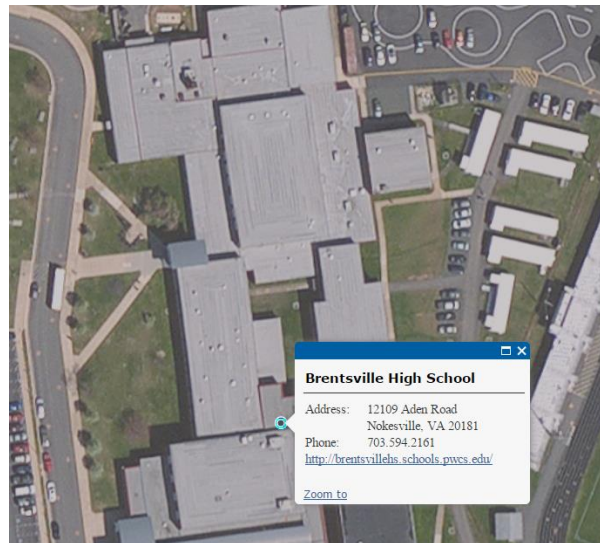
Searching School Facilities

If you want to display the address, website, and contact information for a school, you can search for a specific school.

Step 1: Launch the Find Your School application

Step 2: In the Search bar, enter the name of the school facility of interest

Step 3: Pressing "Enter" or Clicking the desired name from the dropdown list in the Search Bar will zoom the map to the facility's location and display the associated information
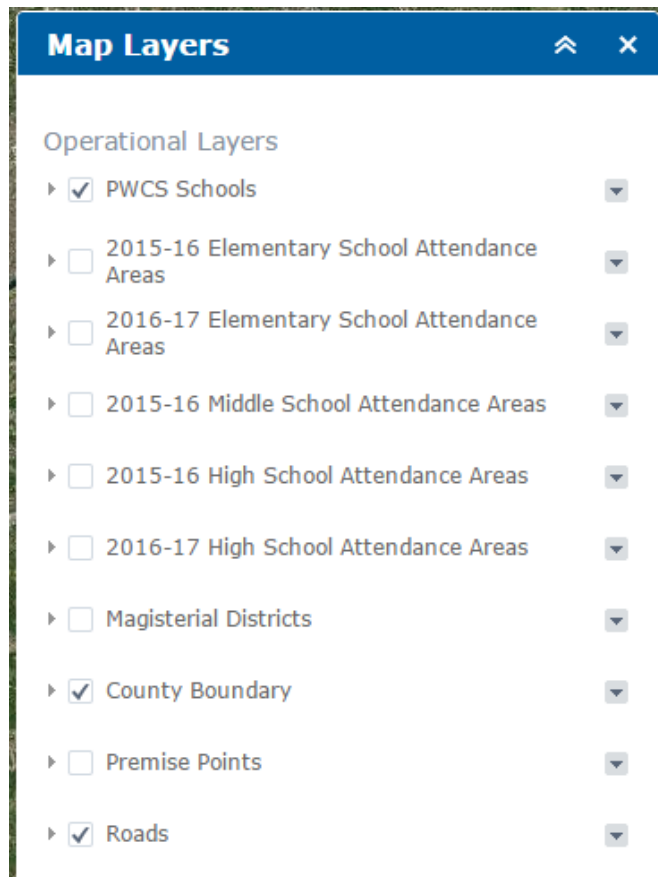

- Additionally, Clicking any school facility point on the map will display the same information.
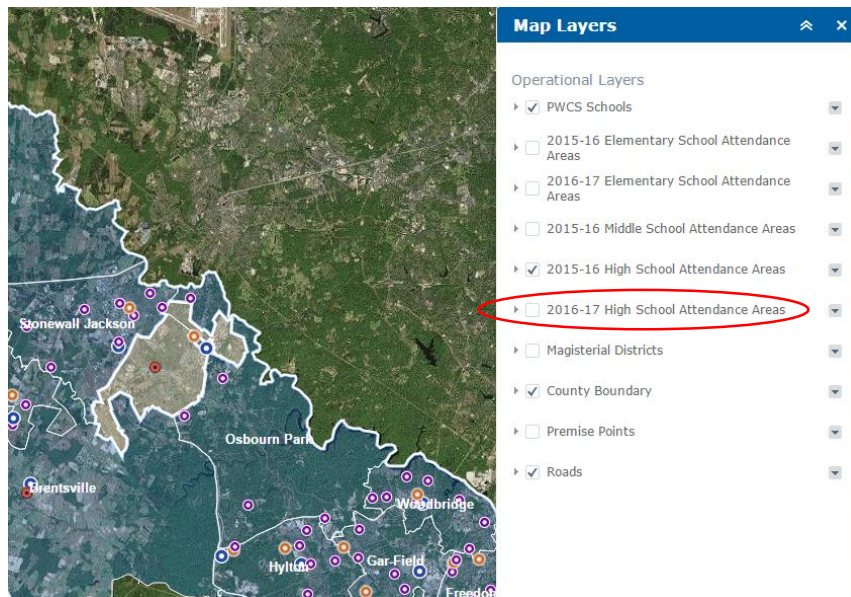
Displaying Boundaries

Sometimes, there is not a specific address to search, or a person wants to know the extent of a boundary. This application uses different layers to display attendance area and magisterial district information so that all the houses within a boundary can be viewed

Step 1: Locate the Map Layers list

On the right side of the screen, you will see a list of each map layer that can be displayed. The years in the attendance area layer names correspond to the school year in which the boundaries go into effect.

Step 2: To display a layer, click the box next to the desired layer. To hide the layer, click the box again.
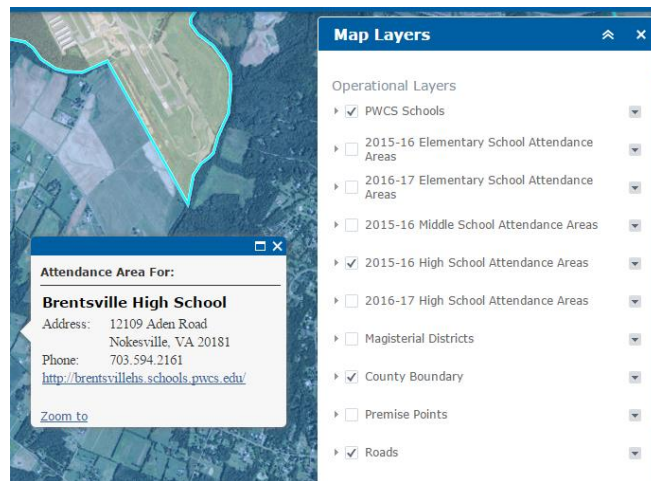

In the image above, the 2015-16 High School Attendance Areas layer was checked, so that layer was displayed.

Displaying Layer Information

Once a layer is displayed, it can be used to display information about any point you select within the county.
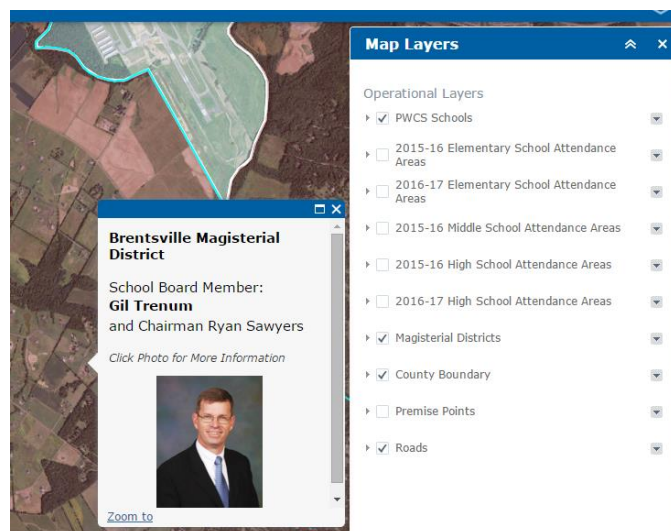
Click a location on the map to display the layer information

Once an Attendance Areas layer is displayed, you can click anywhere in the county and the contact information for the assigned school for the location you click will be displayed. This only shows the information for the layer(s) that you have turned on.

The image above shows the popup for school attendance areas. In this case, the 2015-16 High School Attendance Areas layer is turned on, so that assignment is displayed.
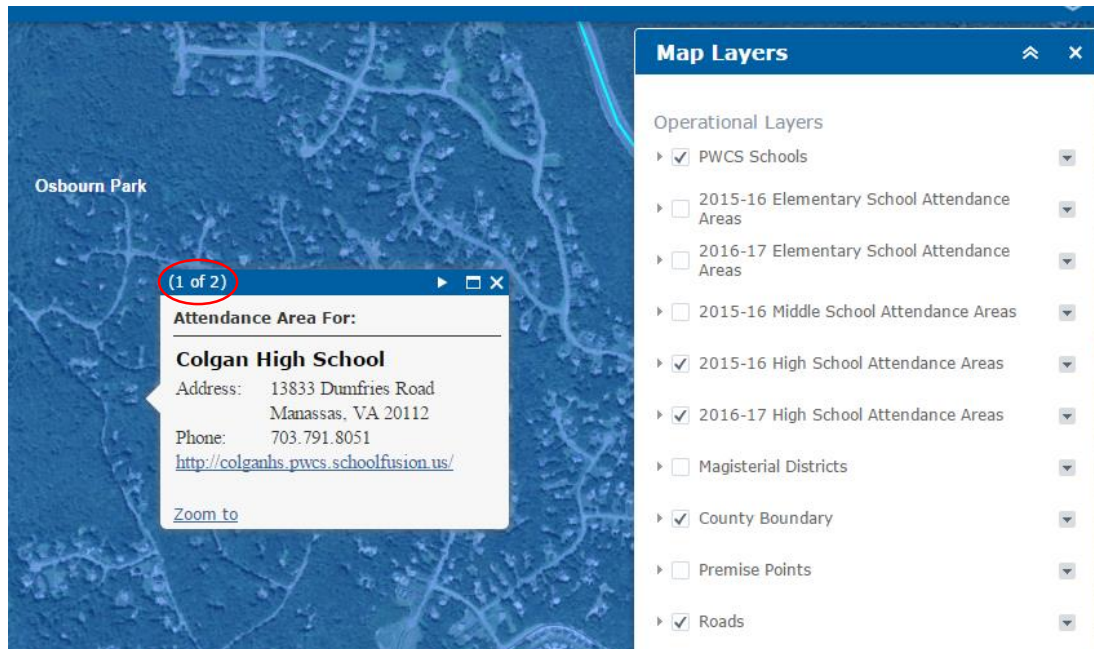
Turning on the Magisterial Districts layer will make the School Board information available for the location you click.
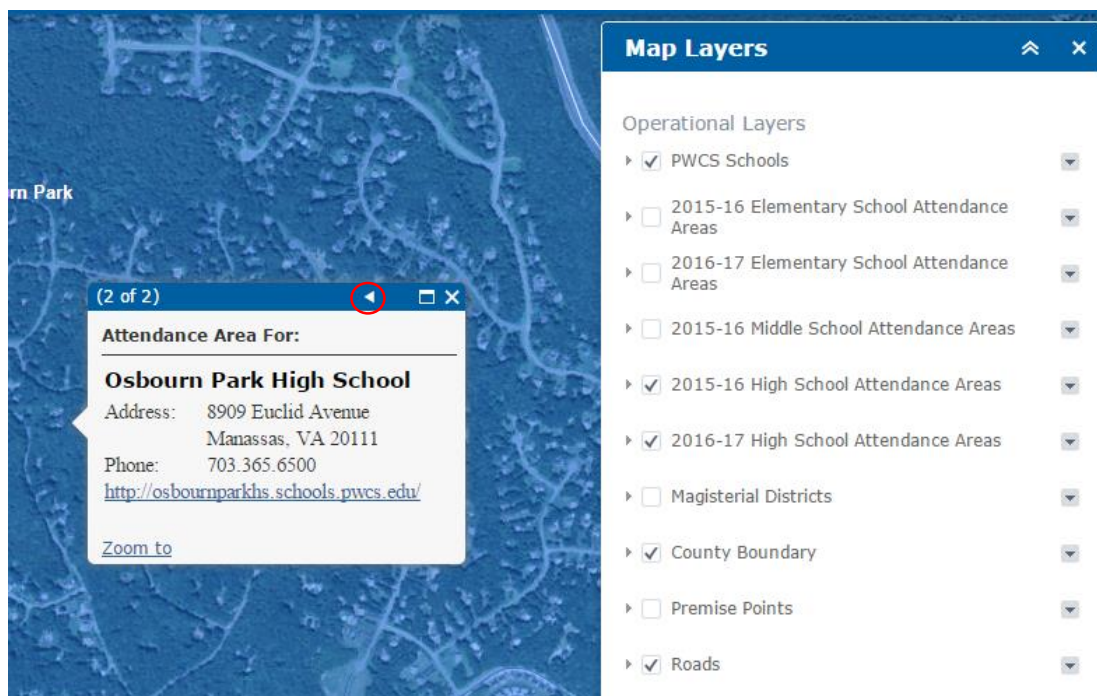

Using the same functionality, the Magisterial Districts layer will display the school board member for a location. Clicking the photo will link to the school board information page.

Displaying information for multiple layers

If multiple layers have been turned on, the popup will indicate that there are additional pop-up windows to be displayed. The number of available pop-up windows is shown in the top left of the pop-up window. The additional information can be displayed by clicking the arrow in the top right corner of the pop-up window.

The total number of pop-ups is shown in the left corner of the window.

Clicking the arrow circled in red cycles through additional pop-ups that are available. In this case, the 2015-16 HS Attendance Areas and the 2016-17 HS Attendance Areas

Troubleshooting

- If an address search returns the message "No Results", then verify that the street number, street name, and street type were entered correctly. If the entered address matches your record, try and validate the address with an outside source. If no results are found, please contact the Planning Office at 703-791-7312
- At any time, click the Home button to return to the view of the whole county
- To ensure accuracy, do not abbreviate street types (i.e., Road, not Rd). There are multiple abbreviations for some street types and this can cause the system to return false negatives.