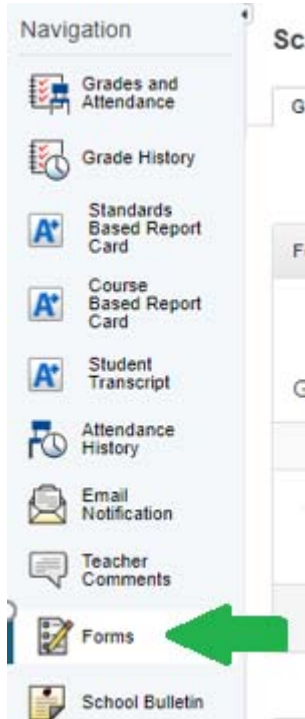


Student Change of Address Form

Where is the form located

In the PowerSchool web version only of the parent portal. This feature is not supported in the PowerSchool app. A new **Forms** icon is located on the left navigation bar.



Available forms will be listed in the middle of the screen

Click the Student Change of Address link to launch form.

General Forms Class Forms Student Support

Preferences

Forms

Search forms...

General




Status	Form Name	Form Description	Category	Last Entry
Approved	Student Change of Address	Please fill out if your student needs to update address on file.	General	09/16/2021 9:49:31 AM

The Form will open and display current address information


The current home and mailing address on file will appear under the Currently on Record section. User will click YES to change address.

Student Change of Address

Currently on Record

 Address 21 Apple Rd. Savannah, GA 31411	 Mailing Address 21 Apple Rd. Savannah, GA 31411	 Primary Phone 912-111-1111
---	---	--

Does any of this information need to be updated or corrected? *


Yes  No

Update Address in Updates section


Enter all fields to reflect new address. If the mailing address is the same as the home address, the user will click the Copy from Physical link. If the mailing address is different, the user will type in the mailing address.

Updates

New Physical Address

Street, Apt/Unit * <input type="text" value="3 Acorn Dr"/> *	City * <input type="text" value="3 Acorn Dr"/> *	State * <input type="text" value="Georgia"/> *
Primary Phone * <input type="text" value="912-111-1111"/>		Zip Code * <input type="text" value="31401"/> *

New Mailing Address

[Copy from Physical](#) 

Mailing Street, Apt/Unit <input type="text" value="3 Acorn Dr."/>	Mailing City <input type="text" value="3 Acorn Dr."/>	Mailing State <input type="text" value="Georgia"/> *
Mailing Zip Code <input type="text" value="31401"/>		

The Primary Phone field must be reviewed and updated.

The Primary Phone field is linked to the Home Phone filed in PowerSchool and must be reviewed if changing an address.

Primary Phone *

Select the type of Proof of Address that will be uploaded as address verification.

The user may select only one of the choices below. This is required.

Proof of Residency

You are required to provide documentation of the student's residence within the service area of the school in which you wish to enroll them him/her.

Please provide one of these documents *

- Rental/Lease Agreement signed within last year
- Home Purchase Agreement
- Utility bill (electric, gas, and water only)



- Mortgage statement
- Sworn Affidavit or McKinney-Vento
- Governmental mail (county, state, or federal) within the last 30 days



Upload Proof of Address

The user will be required to upload the proof of address. There is a 5 MB limit and only specific file types such as a picture, document, or pdf are allowed. The user will get an error with what is wrong if anything is invalid.

Click Add Document.

Upload Proof of Residency *

Document Attachment

Add Document



Click Browse and locate the document on device for upload.

Document Attachment ×

Click the Browse button to select a file

Browse

Upload

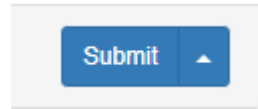
[Privacy](#) • [Terms](#)

Click Upload.

Upload

Submit Change of Address form

Click Submit when done.



Confirmation Message

The user will receive a confirmation message after submitting the form.



Thank You!

You have successfully submitted this form. If additional information is required, you will be contacted by the school's Information Specialist.



Status of Address Update

The form will be in pending approval status until reviewed by the school. Once the school has reviewed the address change form, the user will receive either an Approved email or a Rejected email with details.