

Online Guide: Change of Address



Step 1

Log in to your PowerSchool Parent portal.

[Click here to log in.](#)

A screenshot of the PowerSchool SIS login page. The page has a dark blue header with the PowerSchool SIS logo and name. Below the header is a white section titled 'Student and Parent Sign In'. There are two tabs: 'Sign In' (active) and 'Create Account'. Below the tabs are three input fields: 'Select Language' (a dropdown menu showing 'English'), 'Username' (a text box with a cursor), and 'Password' (a text box). Below the password field is a link that says 'Forgot Username or Password?'. At the bottom right of the form is a blue 'Sign In' button.

Step 2

Once logged into your parent portal, select the student whose address you would like to update.



PowerSchool SIS

Welcome, Jane Doe Today is: 11/01/2021 Schedule: Regular (A Day) Help Sign Out

John Test BUS

Alerting

SwiftReach SwiftK12

Navigation

Grades and Attendance

Grade History

Attendance History

Email Notification

Teacher Comments

Forms

School Bulletin

Balance

My Calendars

Account Preferences

Access Logs

Discipline

Graduation Progress

Honor Roll

Grades and Attendance: Doe, John DEE

AM Bus Number, Address and Time: , ,

PM Bus Number, Address and Time: , ,

Doe, John DEE 12 22 OCC Counselor: Please choose one Guidance Counselor Group: A SASID: 12345678

[Click Here to see a list of all your students past assignments for this term.](#)
[Email John's teachers](#)

Attendance By Class

Exp	Last Week					This Week					Course	Absences	Tardies
	M	T	W	H	F	M	T	W	H	F			
M(A)											Daily Living Email Sherban, Michele - Rm:	3	0
W(A)											Work Internship-OCC Email Sherban, Michele - Rm:	0	0
											Attendance Totals	3	0

[Show dropped classes also](#)

Legend

Attendance Codes: IP=In-Person Present | AU=Absent Unexcused | AE=Absent Excused | RA=Remote Absent | RP=Remote Present | HX=Homebound Absent | HP=Homebound Present |

Citizenship Codes: E=Exceeds | H=Honorable | S=Satisfactory | N=Needs to improve | U=Unsatisfactory |



Step 3

Select "Forms" on the Navigation list









Navigation

- Grades and Attendance
- Grade History
- Attendance History
- Email Notification
- Teacher Comments
- Forms**
- School Bulletin
- Balance
- My Calendars
- Account Preferences
- Access Logs
- Discipline
- Graduation Progress
- Honor Roll



Step 4

Select "Student Address Change Form"

Orientation		
Status	Form Name	Form Description
 Submitted	1. Extended Contact Emergency Contact Form	Mandatory
 Submitted	2. Authorize Internet and Technology Use Policy	Mandatory
 Submitted	3. City of New Haven Department of Health Authorizations	Mandatory
 Submitted	4. Media Release Form	Mandatory
 Submitted	5. NHPS Opportunity for Educational Continuity Plan	Mandatory
 Submitted	6. Military Opt-Out Recruitment Opt-Out Grades 9-12	Optional
 Submitted	7. Directory Information Opt-Out	Optional
 Pending	Student Address Change Form	



Step 5

Enter your new **home** address. Every field with a "*****" must be filled in.



Student Address Change Form

If the address below is not correct, please make the appropriate changes and follow the instructions below to provide the necessary proof of residency.

Physical Address for student **BUS TEST**

Street *	Apt/Suite	
<input type="text" value="54 Meadow St, #4"/>	<input type="text"/>	
City *	State *	Zip Code *
<input type="text" value="New Haven"/>	<input type="text" value="CT"/>	<input type="text" value="06519"/>
Primary Phone *		
<input type="text" value="203-555-5555"/>		

Mailing Address
Copy from Physical

Mailing Street *	Apt/Suite	
<input type="text" value="54 Meadow St"/>	<input type="text"/>	
Mailing City *	Mailing State *	Mailing Zip Code *
<input type="text" value="New Haven"/>	<input type="text" value="CT"/>	<input type="text" value="06519"/>



Step 6

***Upload your new proof of residency. Only the following documents are acceptable for submission:**

1) A dated and signed lease or mortgage statement OR

2) A recent home utility bill showing the name and address of the parent or guardian listed in PowerSchool.

Proof of Residency

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

Please provide one of these documents *

- Rental/Lease Agreement signed within last year
- Mortgage statement

Please provide two of these bills *

Must be dated within 60 days

- Water
- Gas
- Electric
- Cable
- Other

Upload Proof of Residency *

Document Attachment

Sign In

Search documents...

Document Name

Upload Date

Save for Later

Submit

***You will be required to register to uploads your documents.**



Step 7

Once you have filled out the required fields, select "Submit".

Proof of Residency

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

Please provide one of these documents *

- Rental/Lease Agreement signed within last year
- Mortgage statement


Please provide two of these bills *
Must be dated within 60 days

- Water
- Cable

Upload Proof of Residency *

Document Attachment
<input type="button" value="Sign In"/>
Document Name

Search documents...



Thank You!

Thank you. Your request will be reviewed and updated upon approval.

