The process to **change your address** for each of your children and submitting your Proof of Residency (POR) is completed through the parent Skyward portal.

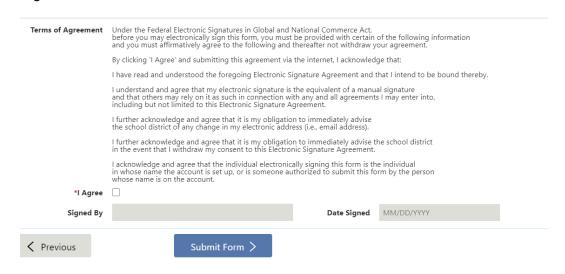
Once you log into your parent portal account, you will see an Address Change form available under each student. You only need to submit one address change request per family.



It is a 5-step process:



- 1. Indicate the members of the household that will be moving to the new address.
- 2. Provide the new address information
- POR 1 Lease or Mortgage families have the ability to update any type of file (PDF, picture) to Skyward. You can also fax or e-mail the POR documents if you prefer but your address change will not be completed until the required POR is received.
- 4. POR 2 Recent Utility Bill
- 5. Signature



Once you submit for the address change the registration office will process the changes. If you need help accessing your parent Skyward portal, email the district helpdesk at <a href="https://helpdesk.gov/helpdesk