

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
3. 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

Terms of Agreement Under the Federal Electronic Signatures in Global and National Commerce Act, before you may electronically sign this form, you must be provided with certain of the following information and you must affirmatively agree to the following and thereafter not withdraw your agreement.

By clicking 'I Agree' and submitting this agreement via the internet, I acknowledge that:

I have read and understood the foregoing Electronic Signature Agreement and that I intend to be bound thereby.

I understand and agree that my electronic signature is the equivalent of a manual signature and that others may rely on it as such in connection with any and all agreements I may enter into, including but not limited to this Electronic Signature Agreement.

I further acknowledge and agree that it is my obligation to immediately advise the school district of any change in my electronic address (i.e., email address).

I further acknowledge and agree that it is my obligation to immediately advise the school district in the event that I withdraw my consent to this Electronic Signature Agreement.

I acknowledge and agree that the individual electronically signing this form is the individual in whose name the account is set up, or is someone authorized to submit this form by the person whose name is on the account.

*I Agree

Signed By

Date Signed

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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 helpdesk@cvschools.org or call the district helpdesk at (717) 506-3393.