

# Guía en Línea: Cambio de Dirección



# Paso 1

**Inicie sesión en su portal para padres de PowerSchool.**

**Haga clic aquí para ingresar.**



The screenshot shows the PowerSchool SIS login interface. At the top, there is a dark blue header with the PowerSchool SIS logo and name. Below the header, the page title is "Student and Parent Sign In". There are two tabs: "Sign In" (which is active) and "Create Account". Below the tabs, there is a "Select Language" dropdown menu currently set to "English". Underneath, there are two input fields: "Username" and "Password". Below the password field, there is a link that says "Forgot Username or Password?". At the bottom right of the form area, there is a blue "Sign In" button.



# Paso 2

Una vez que haya iniciado sesión en su portal para padres, seleccione el estudiante cuya dirección le gustaría actualizar.



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

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Teacher Comments

Forms

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Balance

My Calendars

Account Preferences

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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 <a href="#">Email Sherban, Michele - Rm:</a>	3	0
W(A)											Work Internship-OCC <a href="#">Email Sherban, Michele - Rm:</a>	0	0
											Attendance Totals	3	0

[Show dropped classes also](#)

#### Legend

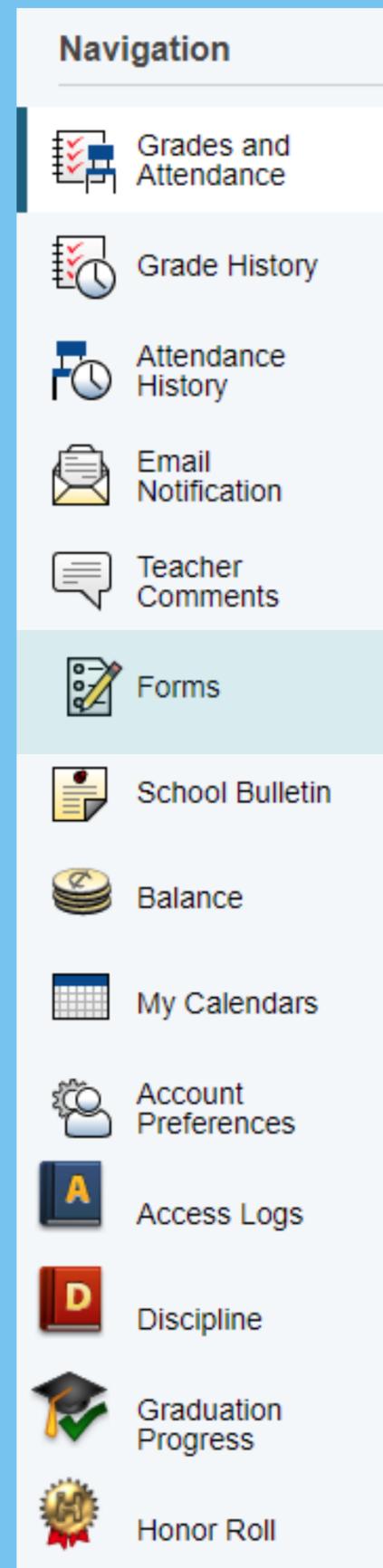
Attendance Codes: IP=In-Person Present | AU=Absent Unexcused | AE=Absent Excused | RA=Remote Absent | RP=Remote Present | HX=Homebound Absent | HP=Homebound Present |

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



# Paso 3

Seleccione "Formularios" en la lista de navegación.



# Paso 4

## Seleccione "Formulario de cambio de dirección del estudiante"

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	



# Paso 5

Ingrese su nueva dirección de **casa**. Todos los campos con un " \* " deben completarse.



**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.

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Physical Address for student **BUS TEST**

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

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Mailing Address  
Copy from Physical

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



# Paso 6

**\*Sube tu nuevo comprobante de residencia. Solo los siguientes documentos son aceptables para su presentación:**

**1) Una declaración de arrendamiento o hipoteca fechada y firmada O**

**2) Una factura reciente de servicios públicos en el hogar que muestre el nombre y la dirección del padre o tutor que figura en 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

Document Name

Search documents...

Upload Date

Save for Later

Submit

**\* Se le pedirá que se registre para cargar sus documentos.**



# Paso 7

Una vez que haya completado los campos obligatorios, seleccione "Enviar".

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...

**¡Gracias!**

**Gracias. Su solicitud será revisada y actualizada una vez aprobada.**

