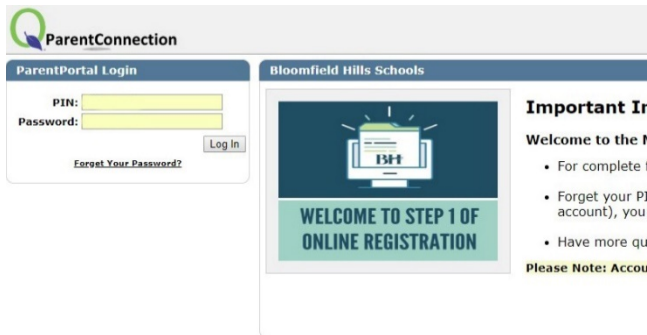


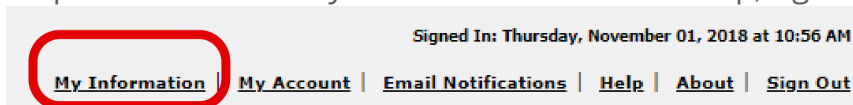
Address Change via Parent Portal

Parents/Guardians may now request an address change and upload documents directly via the Parent Portal application.

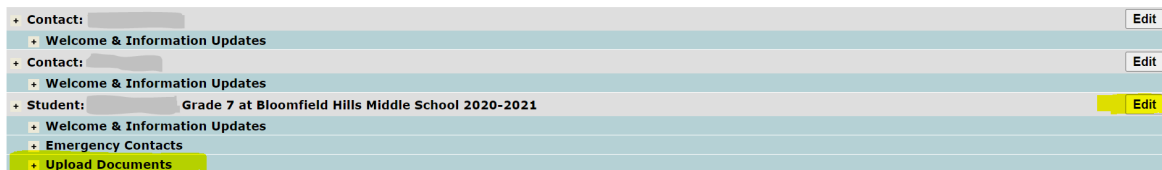
- Step One: Login to [Parent Portal](#)



- Step Two: click the "My Information" link in the top, right corner.



- Step Three: select the student whose address you wish to request a change, click the "Edit" button on the far right side.



- Step Four: Download the Change of Address Form. Upload the completed form and required verification documents.

- Select the **Document Type** from the drop-down:

Document Information

Document Date: 05/26/2020

Document Type:

Title: _____

File: _____

File Type: _____

Notes: _____

- Click the **Choose File** button to locate the document to be uploaded:

Document Information
Document Date: 05/26/2020
Document Type: IEP
Title:
File: Choose File No file chosen

- Once the file has been selected, click the **Open** button:

File name: John Q. Student IEP All Files
Open Cancel

- Entering a *Title* and *Notes* for the document is optional. Once finished, click the **Submit Document** button:

Reset Document Submit Document Updates Pending

Document Information
Document Date: 05/26/2020
Document Type: IEP
Title:
File: Choose File John Q. Student IEP.pdf
File Type: PDF File
Notes: John's IEP from his previous school

Optional

- The document will be listed as *Pending Processing by the School*. Click the **Exit** button to return to the ParentPortal application. If you have any questions or need assistance, please email StudentServices@Bloomfield.org.