

How To Update Student Address in CCPS Portal

1. Navigate to [https:// origin.collierschools.com/app/Portal](https://origin.collierschools.com/app/Portal), enter login information

in Help

Email, phone, username, or portal ID

[Recover password](#) [Create account](#)

[Next](#)

Community

- District website**
Collier County Public Schools District website
- Student Registration**
To register your child, please sign in using your Portal username and password. If you have a Portal username or if you forgot your information, please create a new account
- Lorenzo Walker Technical High School**
To create an application for your student, please sign in using your Portal username and password. If you do not have a Portal username or if you forgot your information, please create a new account
- Post Secondary Application**
Register for classes at Immokalee Technical College or Lorenzo Walker Technical College
- Adult Education**
Register for adult education classes
- Zone locator**
School Attendance Zone Maps
- Parental Choice**
To submit a Parental Choice application (Out-of-Zone, School Choice & McKay Scholarships), please sign in using your Portal username and password. If you do not have a Portal username or if you forgot your information, please create a new account
- Volunteer**
Becoming a CCPS volunteer is as easy as 1, 2, 3. Click here and apply today!

2. Click the green arrow to expand the options

Request for Address Change

[←](#)

[Community](#)

[Staff](#)

[Parents](#)

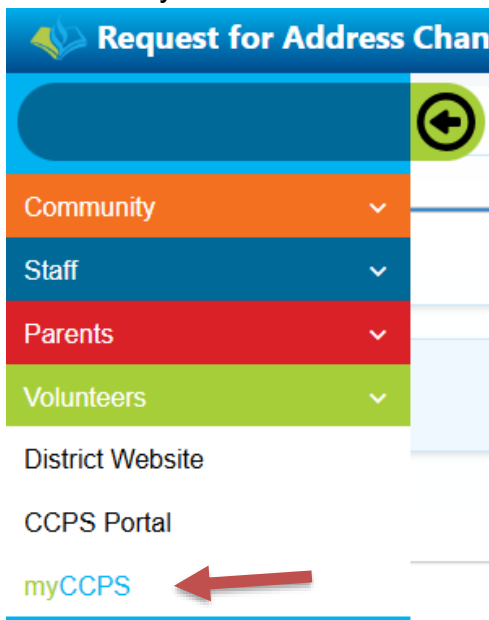
[Volunteers](#)

[District Website](#)

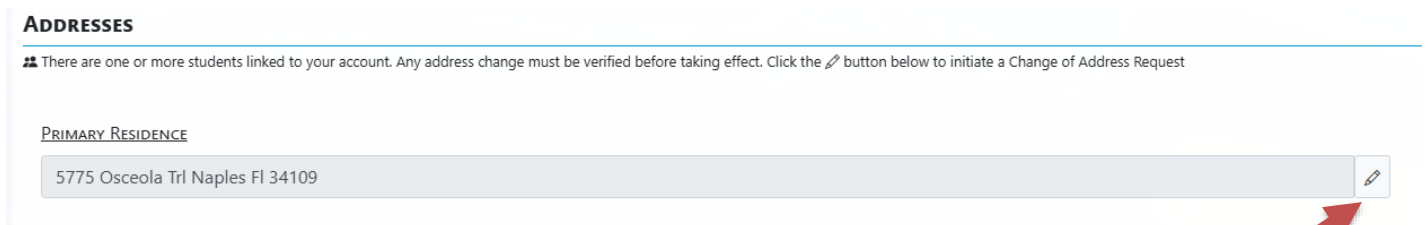
[CCPS Portal](#)

[myCCPS](#)

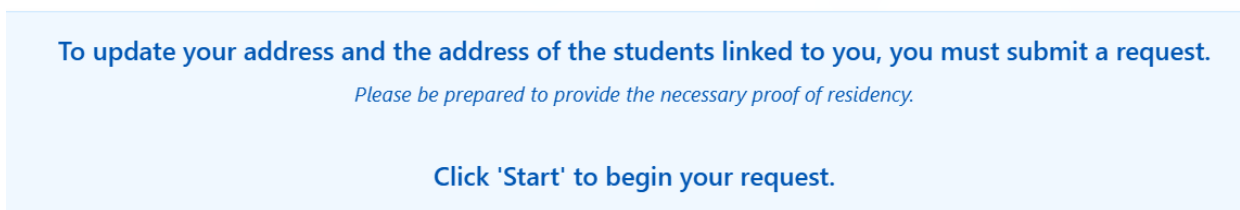
3. Click myCCPS



4. Click here the pencil icon next to the Primary Residence address



5. Click Start



6. Select the appropriate option and Click Next: County

Progress bar: Address, Mailing Address, Attachments, Transportation, School, Review, Submit

To begin, please confirm whether the student(s) listed below live with you at the new address:

☒ Yes, the student(s) listed below live(s) with me at the new address.
☐ No, at least one of the student(s) listed below does not live with me at the new address.

 **Esperanza Flores** esf@collier.k12.fl.us

👤 If you don't see your student, please link them to your account by navigating to the Menu option 'Parents' -> 'Link Students'

Next: 🏠 County

7. Select the appropriate option and Click Next: Residence Address

Progress bar: Address, Mailing Address, Attachments, Transportation, School, Review, Submit

Select the option below that corresponds to the address you would like to update

☒ My new address is in Collier County ☐ My new address is not in Collier County

Next: 🏠 Residence Address

8. Enter and select the address from drop down.

If address is not found select Address Not Found In List and manually enter address

Request for Address Change

Progress bar: Students, County, Address, Mailing Address, Attachments, Transportation, School

Enter your new Collier County Residence Address

Address Search

5775 Osceola ✕

5775 Osceola Trl Naples FL 34109

Address Not Found in List

9. Click Next: Mailing Address

request for Address Change

Students County **Address** Mailing Address Attachments Transportation School Review Submit

Enter your new Collier County Residence Address

Address Search

5775 Osceola Trl Naples FL 34109

Address

5775 Osceola Trl

Unit

City

Naples

State

Florida

Zip

34109

Back: County

Next: Mailing Address

10. Select appropriate option and Click Next: Attachments

Mailing Address **Attachments** Transportation School Review Submit

Confirm your Mailing Address

Is your new residence address also your mailing address?

☒ Yes ☐ No

Next: Attachments

11. Upload required documents and Click Next: Transportation

Request for Address Change

- **ONE (1)** document from **LIST A** is required, **and**
- **TWO (2)** documents from **LIST B** are required.

LIST A:

- Collier County Homestead Exemption Card (considered the family's primary residence)
[Homestead Exemption Card](#)
- Current Collier County Property Tax Notice (may require additional verification)
- Home purchase contract in Collier County with a specified closing date (a copy of the deed must be provided within 30 days of the closing date)
- Copy of a Collier County Manifestation of Domicile filed by the parent
- Current rental or lease agreement - Make two (2) uploads (first page with address and last page with signatures)

LIST B:

- Government-issued document
[Government-issued document](#)
- Current Florida driver's license or Florida Identification Card
[Florida Identification Card](#)
- Last two statements of Automobile insurance - Make two (2) uploads, one for each statement
- Last two statements of electric bill, water bill, cable bill, or landline phone bill - Make two (2) uploads, one for each statement

*** IN CASE YOU (THE PARENT) AND YOUR CHILD LIVE WITH SOMEONE ELSE, these are the documents that apply to you, and **ALL** are required: ***

- Notarized letter and contact information from the person they are living with, stating that the parent and child reside there
- Two (2) Proofs of address from the person who wrote the letter, to establish that they live in the school zone:
 - **ONE (1)** from **LIST A**, **and**
 - **ONE (1)** from **LIST B**.
- Proofs of address from the parent to verify that they live at that address:
 - **TWO (2)** from **LIST B**.

Back: Mailing Address
Next: Transportation

12. Select appropriate option and Click Next: School

Request for Address Change

Students
County
Address
Mailing Address
Attachments
Transportation
School
Review
Submit

Select your student's transportation type

Walker

☐ School Bus

☐ Car Rider

☐ Not Applicable

Back: Attachments
Next: School

13. Select appropriate option and Click Next: Review

Request for Address Change

Students
County
Address
Mailing Address
Attachments
Transportation
School
Review
Submit

Please specify your preference about the school of attendance

is currently attending the out-of-zone School NNM. New Zoned School Detected: PRM

☐ My student will continue attending the current out-of-zone school until I request otherwise.

☐ My student will stay at the current school for the remainder of this school year. However, if my new address falls within a different school zone, I request that my student be automatically enrolled at the newly zoned school for the upcoming school year.

☒ I request that my student be enrolled at the new zoned school for the current school year if my new address falls within a different zone. If my new address remains within the current school's zone, no change in school of attendance will be requested.

You can visit our [Zoning](#) page to view which schools are zoned according to your new address. Parents and guardians may elect to have their student attend a school other than the school for which they are zoned by applying to [Parental Choice](#) (Conditions apply).

Back: Transportation
Next: Review

14. Review information is correct and Click Next: Submit

Request for Address Change

My New Residence Address: 5775 Osceola Trl Naples FL 34109
My New Mailing Address: 5775 Osceola Trl Naples FL 34109

My proofs of residency:

- Homestead Exemption Card
- Government-issued document
- Florida Identification Card

Students living with me at the new address:

 **Current School of Attendance:** NNM
New zoned school according to provided address: PRM ⓘ

Your selections:
Transportation: Walker
New School of Attendance: Enroll at the newly zoned school, if applicable.
This request will be processed at: New school of attendance (PRM).

ⓘ The personal address update of each individual involved in this request, including the guardian and student(s), will not be finalized until all parties have been fully approved.

Florida Law states that whoever knowingly provides false information, in writing, to a public servant in the performance of his or her duties commits a second degree misdemeanor punishable by a fine of up to \$500.

[Back](#) [School](#) [Next: ✓ Submit](#)

15. Click Yes, submit

Submit Request

Please confirm that you want to submit this request

Note: All the information provided will be reviewed and validated. This request may result in a change to your student's school of enrollment.

[Yes, submit.](#) [Cancel](#)

16. A staff member will process the request and you will be notified when completed.