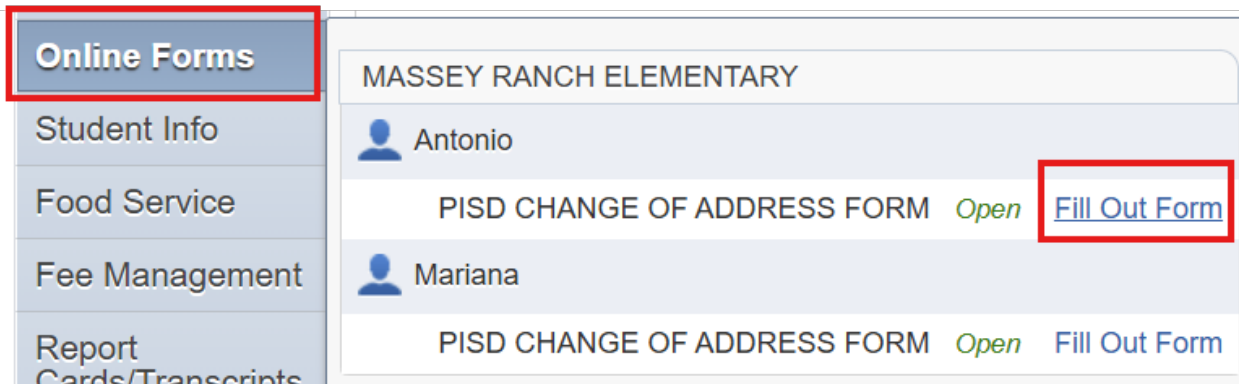


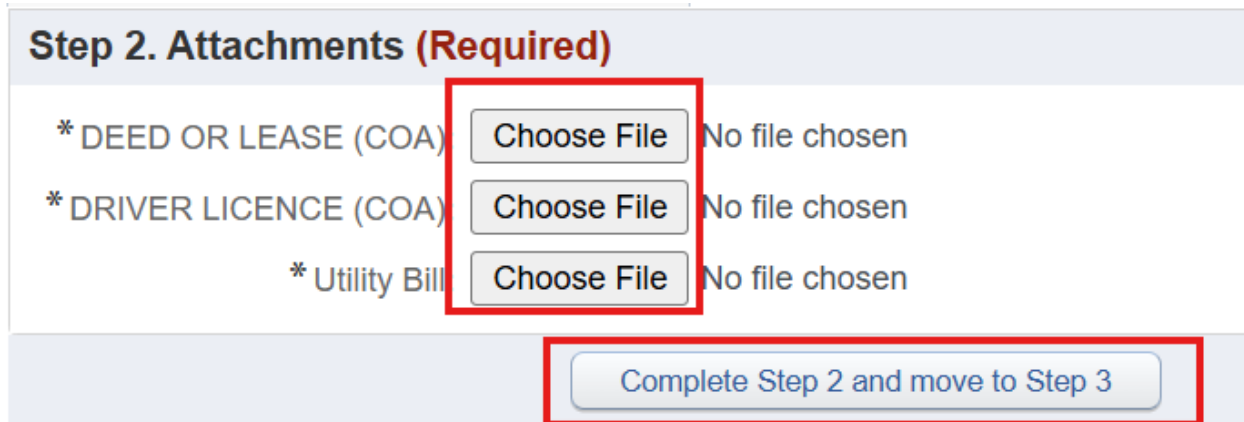
CHANGE OF ADDRESS REQUEST

1. To complete a Change of Address, log in to Skyward Family Access.
2. Select ONLINE FORMS on the left side (only need to complete one per family)



The screenshot shows the Skyward Family Access interface. On the left, a sidebar menu has 'Online Forms' highlighted with a red box. The main content area is titled 'MASSEY RANCH ELEMENTARY' and lists two students: Antonio and Mariana. For each student, there is a 'PISD CHANGE OF ADDRESS FORM' with a green 'Open' status and a blue 'Fill Out Form' link, which is also highlighted with a red box.

3. Upload each of the required documents and complete Step 2:



The screenshot shows the 'Step 2. Attachments (Required)' section. It lists three required documents: '* DEED OR LEASE (COA)', '* DRIVER LICENCE (COA)', and '* Utility Bill'. Each document has a 'Choose File' button and the text 'No file chosen'. The 'Choose File' buttons are highlighted with a red box. At the bottom right, there is a blue button labeled 'Complete Step 2 and move to Step 3', which is also highlighted with a red box.

4. Submit to District



The screenshot shows a large blue button with the text 'Submit PISD CHANGE OF ADDRESS FORM' in white, bold, uppercase letters.

5. An email will be sent upon completion of the address change

To begin please click here to access [Skyward Family Access](#).