

CHANGE OF ADDRESS INSTRUCTIONS

Below are the instructions required to update your address online. Once completed, please complete the Google Form in STEP 2 (**Note:** *You will need the application ID to complete the form*).

STEP 1: Family Dashboard- <https://pgcpsmdc.scriborder.com/family>

Click the green **BEGIN REGISTRATION APPLICATION** on the right above your student's entry.

Select **Begin Application** for *Student's Name*

Select **Transitional Registration/Transfer for current school year**

Select **Transitional Registration/Transfer for current school year**

Complete the enrollment renewal

Go back to your Dashboard homepage and upload clear/legible copies of all required documentation under your **new** order number. If you experience upload issues, you can upload using your phone. Do not submit cut off images.

ALL of the following documents are required for change of address/registration: *Do NOT email documentation:*

1. Birth certificate
2. Immunization records
3. Last report card (*if applicable*)
4. Government-issued ID
5. Signed Affidavit (*see attached- both sides completed*)
6. Proof of residency:
 - Settlement papers,
or Current lease/Rental agreement,
or Current mortgage statement,
or Letter from apartment complex on official letterhead,
or Deed of property,
or Current Property Tax Bill/Assessment)
 - **and 2 pieces of current mail dated within 30 days.** These may include; non-cell phone bill, utility bill, credit card statement, bank statement, mail from government agencies (excluding PGCPS) for official correspondence, hospital bill, or auto, home, or health insurance policy. ***they must be in their entirety and not in an envelope***

Additional documents that may be required:

- Marriage Certificate

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- Divorce or separation papers
- Custodial Agreement
- **Notarized** [Shared Housing Affidavit](#)
 - The relative or friend with whom the parents reside must show their proof of residence;
 - Settlement papers,
or Current lease/Rental agreement,
or Current mortgage statement,
or Letter from apartment complex on official letterhead,
or Deed of property,
or Current Property Tax Bill/Assessment)

STEP 2: Fill out the CMIT North Elementary [Address Change Notification](#) Google Form