

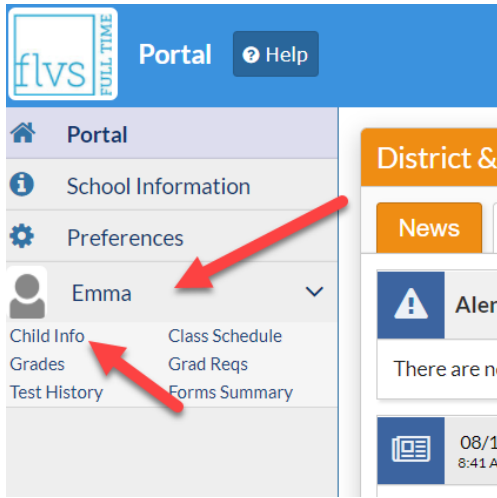
Adres Değişikliği Talebi

(Ebeveynlerin Belgeleri Göndermesi Gerekliyor)

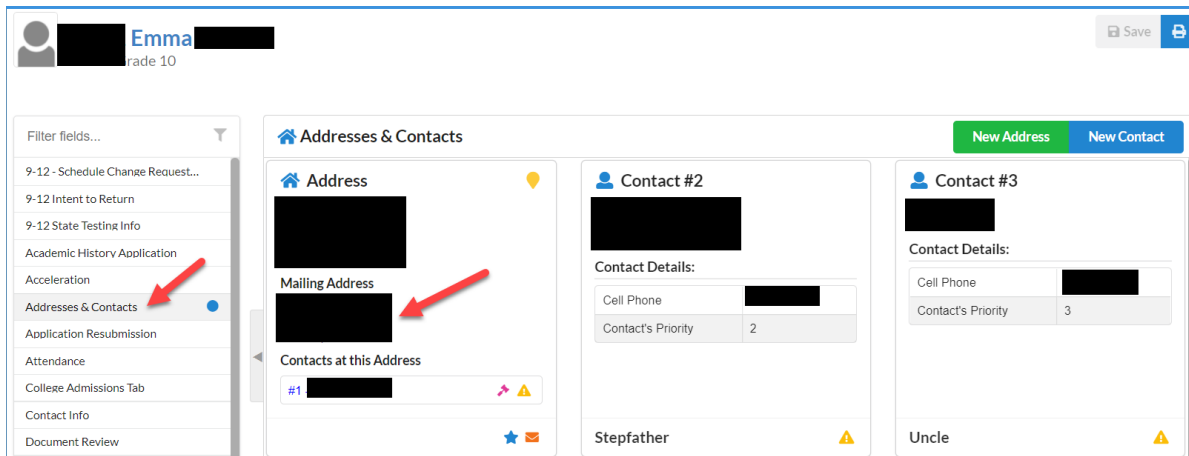
****Ziyaret etmek YENİ Kayıt Sitesi Ebeveyn güncellemelerine ilişkin yanıtlar için.** Hala sorun yaşıyorsanız lütfen e-posta gönderin flvsk12records@flvs.net İsteklerin sonuçlanması 48 saate kadar sürebilir.**

1. Ebeveynler, ebeveyn portalı üzerinden FOCUS'ta birincil adreslerini güncelleyebilirler. **Değişiklik onaya sunulacaktır.** Bir üyesi **Kayıt ve Değerlendirme Ekibi** **İkametgah belgelerinizin güncellenmiş halini talep etmek için e-posta yoluyla iletişime geçeceğiz.** **Ebeveyn den ikametgah belgelerinin alınmasından sonra, değişiklik talebi onaylanacak.**

Tıkla "**Çocuk Adı**", Daha sonra "**Çocuk Bilgileri**"



2. Seçme "**Adresler ve İletişim Bilgileri**", Daha sonra ebeveynin güncellemek istediği adresi adres bloğundan seçin.



3. EbeveynAdresteki deęişiklikleri ilgili alanlara girmeniz gerekmektedir.

Edit Address

Physical Address

If the physical address is also the mailing address, ensure the Mailing Address toggle is on.

123 Elm Street

Address Line 2

Greenacres FL 33463 +4

Options

- ☒ Primary Residence
- ☐ Mailing Address

Mailing Address

If the mailing address is different than the address above, enter the information below (example: PO Box 123, City, ST Zip).

Note: the mailing address toggle must be turned on in order to edit these fields.

4. Tıklamak "**KAYDETMEK**"saę alta.

Contacts at this Address

 Contact #1



Contact Details:

Cell Phone 

Contact's Priority 1

Mother  

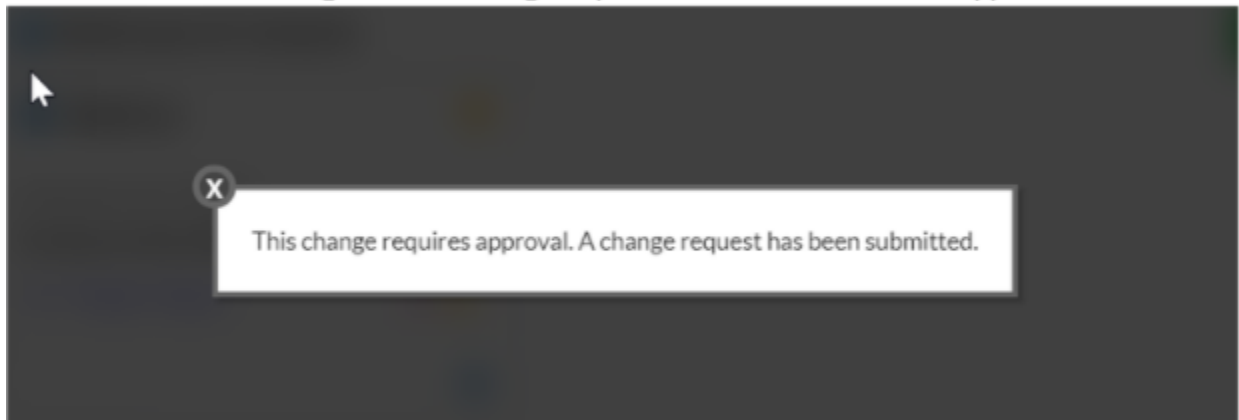
Delete

Cancel

or

Save

5. Ebeveyn Deęişiklik talebinin onay için iletildięi mesajını alacaksınız.



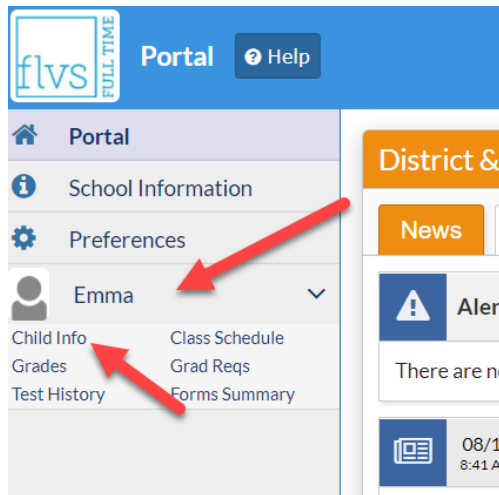
Address Change Request

(Requires Parents to Send in Documentation)

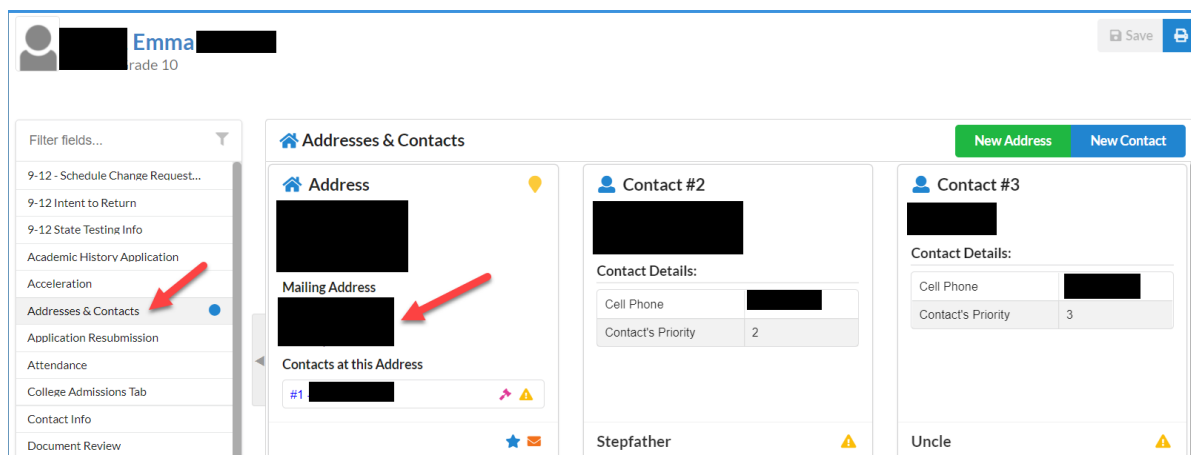
****Visit [NEW Enrollment Site](#) for answers to any parent updates.** If still having trouble please email flvsk12records@flvs.net Requests take up to 48 hours.**

1. Parents can update their primary address in FOCUS from their parent portal. **The change will be submitted for approval.** A member of the **Enrollment and Assessment Team** will reach out via email requesting updated proof of residency documentation. **Once proof of residency documents are received from the parent,** the change request will be approved.

Click on “Child Name”, then “Child Info”



2. Select “**Addresses & Contacts**”, then select the address the parent wants to update from the address block.



- Parent should enter the changes to the address in the appropriate fields.

Edit Address

Physical Address

If the physical address is also the mailing address, ensure the Mailing Address toggle is on.

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Address Line 2

Greenacres FL 33463 +4

Options

- ☒ Primary Residence
- ☐ Mailing Address

Mailing Address

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Note: the mailing address toggle must be turned on in order to edit these fields.

- Click **“SAVE”** at the bottom right.

Contacts at this Address

 Contact #1



Contact Details:

Cell Phone	
Contact's Priority	1

Mother  

Delete

Cancel or Save

- Parent will receive a message that the change request has been submitted for approval.

