

# COMPLETING A CHANGE OF ADDRESS FOR DCS STUDENTS

## INSTRUCTIONS FOR PARENTS AND GUARDIANS



Dexter Community Schools uses PowerSchool's secure software to update information for returning students and complete annual policy reviews. **Because of the amount of information on the screen, this process is best accomplished using a tablet or desktop/laptop computer. We don't recommend trying it on a phone.**

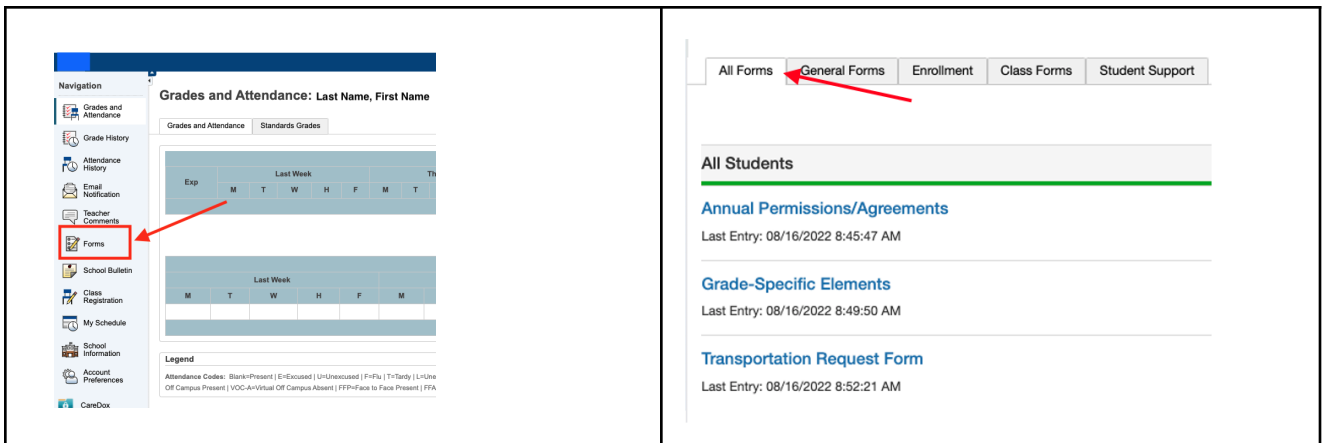
**You can complete this form for all your students at once by using the Submit for Family in Step 3.**

*If you have any difficulty completing the form online, please contact your [school office](#).*

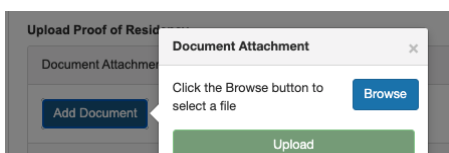
If you already have your student(s) on your parent PowerSchool account, you can go directly to **step 1**. If you already have an account but have trouble logging in, contact your student's office for a password reset.

If you don't already have a PowerSchool Parent/Guardian account, go to <https://ps.dexterschools.org/public/home.html> and click on "Create Account". After creating the new account, check your email for a confirmation link and be sure to verify your email before proceeding. Now you can proceed to step 1.

1. [Log into PS](#) using your parent username and password. Once you are logged in, on the left hand side of the screen, click on the word **Forms**. This will open up a full list of forms available to families. On the All Forms tab, go to the **Returning Students** section. Complete the **Student Address Update Form**.



2. We cannot approve the address change without verification, so you need to upload proof of residence. Click on the **Add Document** button, then click **Browse** to find your document on your own device just as you would when you attach something to an email. Be sure to click **Upload** to complete the process. Once complete, you will see your document(s) listed on the form. These secure uploads are only accessible by registrars.



**You may be required to log in to your PS account again when you click on the Upload Document button.**

**We need 2 documents to verify residence:**

**ONE OF THE FOLLOWING:**

- Most recent property tax statement from your issuing tax authority;
- -OR- Closing papers for a recent sale—feel free to redact financial info and/or social security numbers. There are several documents in a typical closing packet which can be used. We need one legal document that includes the following: *the property address, parent or guardian name, and date of sale*;
- - OR- Contract to build a house with estimated completion date;
- -OR- A lease in your name;
- -OR- A lease in your name and a written statement from the landlord that utilities are included;
- -OR- A notarized statement from a Dexter Schools homeowner/taxpayer indicating that you share living space and the dates of residence (for example, in the case of living with relatives or friends long-term), in addition to that person's proof of residence.

**AND:**

- A utility bill or confirmation of service in the parent/guardian's name at the address: water, electric, cable, gas

***Parents of students who are considered homeless per McKinney-Vento guidelines should complete the Temporary Residence Statement. No further documentation is required at this time. More information is available on our Student Support Services page.***

3. You can save your work and return to the form if you need to step away. The **Save** button is on the bottom left hand side of the form. The **Submit** button, when you are finished and have uploaded your form, is located on the right bottom side of the screen. Choose the **Submit for Family** option to do this process once for all your students. **Click the arrow next to the Submit button to utilize this option.**



4. If you have questions about completing this form, please contact your building:

<b>Y5-grade 2:</b> 734-424-4120 (Anchor) or 734-424-4130 (Beacon)	<b>Grades 3-4:</b> 734-424-4140	<b>Grades 5-6:</b> 734-424-4160
<b>Grades 7-8:</b> 734-424-4150	<b>Grades 9-12:</b> 734-424-4240	<b>All ages and during Summer:</b> info@dexterschools.org