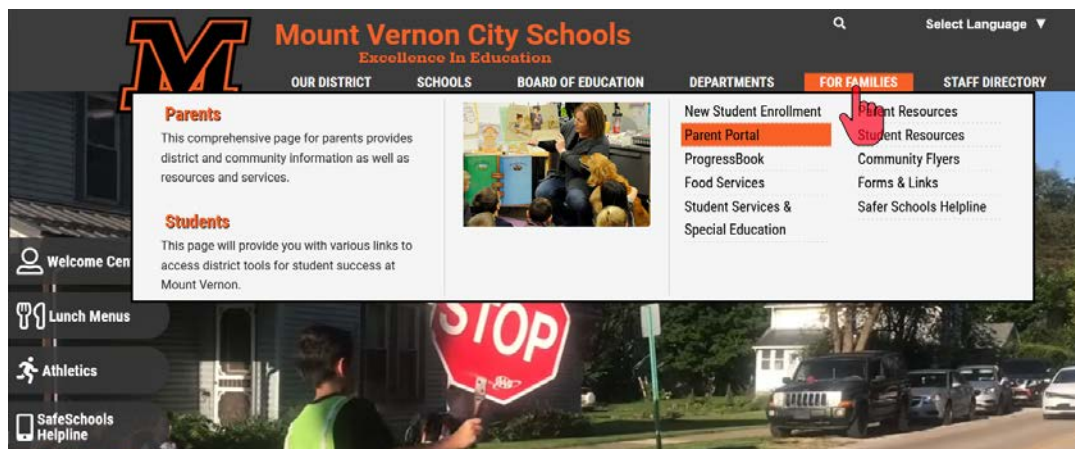


Change of Address

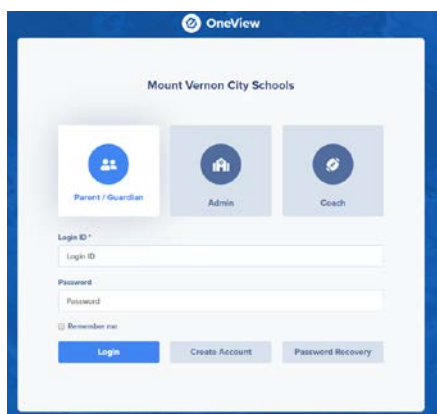
The process of notifying Mount Vernon City Schools of Change of Address is done through the OneView Parent Portal. Please follow these guidelines.

Start at the district website, www.mvcsd.us then hover over **|FOR FAMILIES|** and select **|Parent Portal|** in the pull down menu.

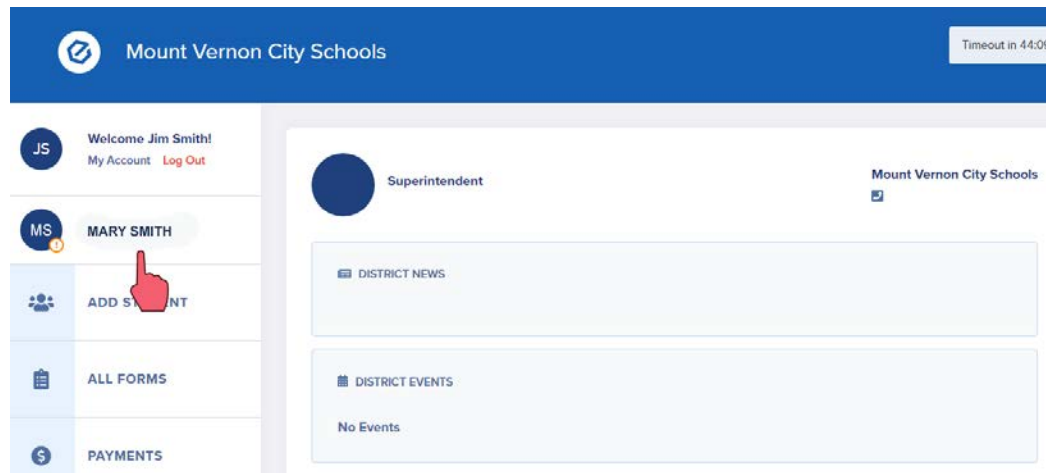


You will be taken to the OneView Parent Login page.

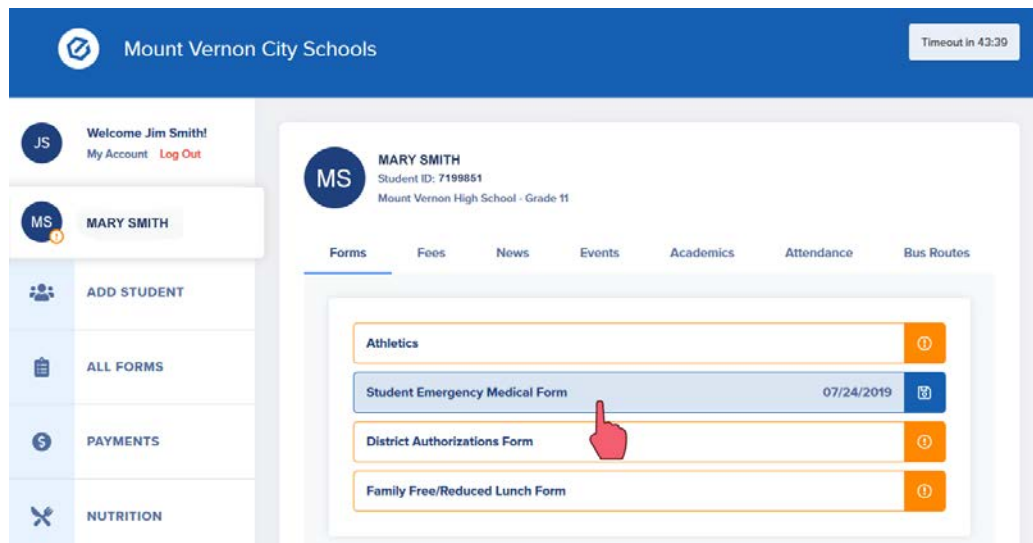
Log in with your Login ID and Password. If you are experiencing difficulty or have forgotten username or password please contact your student's building secretary.



From the enrolled student dashboard, select your student.



Select **|Student Emergency Medical Form|** - this is where the residential address for each student is located.



In **Part One: Student Demographic Information**, check the box – I have changes to make to this residential address.

Part One: Student Demographic Information

Student Name	Gender	Building & Grade Level	Date of Birth
MARY SMITH	F	Mount Vernon High School - Grade 11	10/16/2011

Is the above information correct?

YES

Residential Address

300 Newark Rd
Mount Vernon, OH 43050-4510

I have changes to make to this residential address

Different Mailing Address?

No

If changes are to be made to the residential address check the box and follow instructions.

Step 1 – Enter your change of address in the form fields.

Step 2 – You must provide MVCSD with **one document listed below for proof of residency.**

This document can be uploaded if you have it scanned and saved on your computer, or you may bring the document to your student’s school secretary or to MVCSD Central Office and have it scanned for you.

Provide Your New Address Below

Because the nature of the above requires district review and approval, the district will examine your changes and contact you to confirm and provide proofs as district policy requires.

New Street Address **Enter New Street Address.** Street Address Line 2/PO Box

City/State **City** **State** Zipcode **Zip**

City State 43050-4510

Proof Of Residency **One of the following documents must be submitted to MVCSD.**

Please provide from the following list of document that shows you reside within the boundaries of the Mount Vernon City School District. Acceptable forms of proof include:

- Utility Bill - most recent gas, electric or water bill (with address and name on it)
- Purchase Agreement for new home, or Lease Agreement for rental property, or Rental Insurance policy or statement
- Homeowners insurance policy or statement, Mortgage statement
- Property Tax Statement/Bill, Voter Registration Card, Motor Vehicle Registration
- Driver’s License/State-issued ID Card with address in district
- Paycheck/employer letter (on employer letterhead)

If you have one of the documents to prove residency scanned to your computer or personal device, you may upload the document.

Document Name/Description	Required To Enroll?	Upload
**Proof Of Residency Document #1	YES Upload or Bring To Appt.	Click Attach A Document Attach A Document

You may also take the document to prove residency to your students school secretary or the District Office and have the document uploaded for you.

Go through the Emergency Medical Form and make any other necessary changes. At the bottom of the form type in your Parent/Guardian Signature. Finally, be sure to click **|Save and Submit|** to the District.

Part Eight: Electronic Signature & Authorization

"I agree to complete and submit through electronic means the Emergency Medical Authorization and such other forms, documents and questionnaires as the school district may require."

Digital Signature of Parent/Guardian Date

James Smith 7/24/2019

"Pursuant to R.C. 1306.01 to 1306.23 of the Ohio Revised Code, the parties have agreed to receipt and transmission of an Emergency Medical Authorization Form in an electronic format. Under Ohio law, an electronic record and signature satisfies applicable legal requirements and may not be denied full and unconditional legal effect or enforceability solely because it is in electronic form."

Save Save & Submit