

Address Change Request for Existing Mayfield Family

Login to your parent portal account:

<https://mayfieldschools.infinitecampus.org/campus/portal/parents/mayfield.jsp>

Click **MORE**

Select **Annual Update / Registration / Withdraw / Address**

Click **START** by the Address Change Request

Click **BEGIN CHANGE of ADDRESS** application

Type your name in the box provided

Click **SUBMIT**

Read instructions for changing your address

Click **BEGIN**

PRIMARY PHONE

- Verify your phone number and preferred contact options are correct
- Click NEXT

HOME ADDRESS

- Your current address in our system will show
- In the box '*Is this address current?*' select **NO**
- Enter the **date the mailing address became inactive** for this household
- Enter the **NEW address** (be sure to enter data in the appropriate boxes using the suggested abbreviations)
- Upload **required** documentation
 - **Mortgage bill or Lease Agreement** signed with end date and listing all occupants
 - **Second proof of Residence** (utility bill, paystub, bank statement)
 - **Photo ID** with new address

HOME STATUS

- Select if you **Own, Rent** or **Other** and provide required information for your selection
 - Rent: Status (Annual or Month to Month), Lease End Date
 - Other: Provide information of your current living arrangements

Click **SAVE/CONTINUE**



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PARENT GUARDIAN

- Click **INCOMPLETE** to review each parents' information
 - Demographics (name, birthdate, gender)
 - Contact Information (cell phone, work phone, email)
 - Click **SAVE/CONTINUE**
 - When parent section says 'Completed', click **Save/Continue**

STUDENT

- Click **INCOMPLETE** to review each students' information
 - Demographics
 - Relationships – Parent/Guardians (**please note**: if status has changed of who the student currently lives with or the status of the birth parents, legal documentation is **required** before this application can be processed. Please email any legal documentation to rbell@mayfieldschools.org or deliver it to the Board of Education office as soon as possible.
 - Relationships (Other Household) - if siblings in the application
 - Release Agreements
 - **Sign and date** that you are changing your address
 - Click **Save/Continue**
 - Click **Save/Continue again** (once all information under the student is completed)
 - **'Click Here to Sign'** again
 - Click **SUBMIT** (request will not be received until you hit submit)

You will receive an email after you submit the application. Within 5-7 business days your request will be reviewed, and you will receive an email on whether your address request has been Approved, On Hold or Denied.

Failure to keep current proof of residency on file with Mayfield City Schools will result in your child being unenrolled in the district.