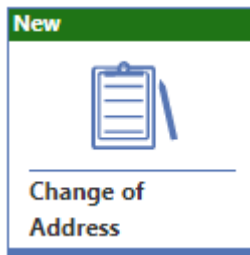


DASD Change of Address Instructions

Parents/guardians are responsible to notify DASD if their family/student has a change of residence. They do so through Skyward Family Access. All change of address requests are processed in Skyward by the DASD Enrollment Department.

Change of Address reporting through the Skyward App or Skyward Family Access on a desktop/tablet.

- Log into Skyward Family Access with username and password
- Once login is successful:
 1. click on the “Change of Address” tile



2. click on the “start” button



3. complete steps #2-6 by entering and/or uploading the required information and clicking on the “complete & next” button
4. Step 7 - Affirm that the information is true and correct
5. click on the “complete and review” button



6. review the entered information
7. click on the “submit” button

If a parent/guardian experiences technical/connectivity difficulty with Skyward, they may call the DASD Help Desk to report the issue #717 244 4021 ext.4119