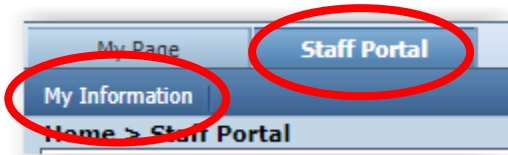


# MIFFLINBURG AREA SCHOOL DISTRICT

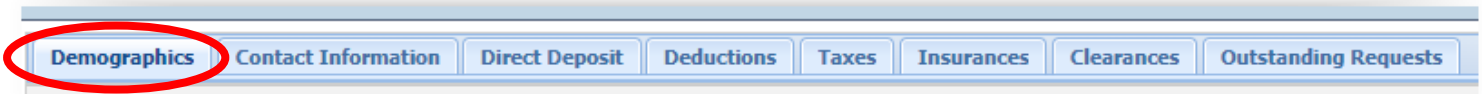
## HOW TO CORRECTLY SUBMIT A CHANGE OF ADDRESS FORM

If you move, it is your responsibility to submit the proper change of residency form.

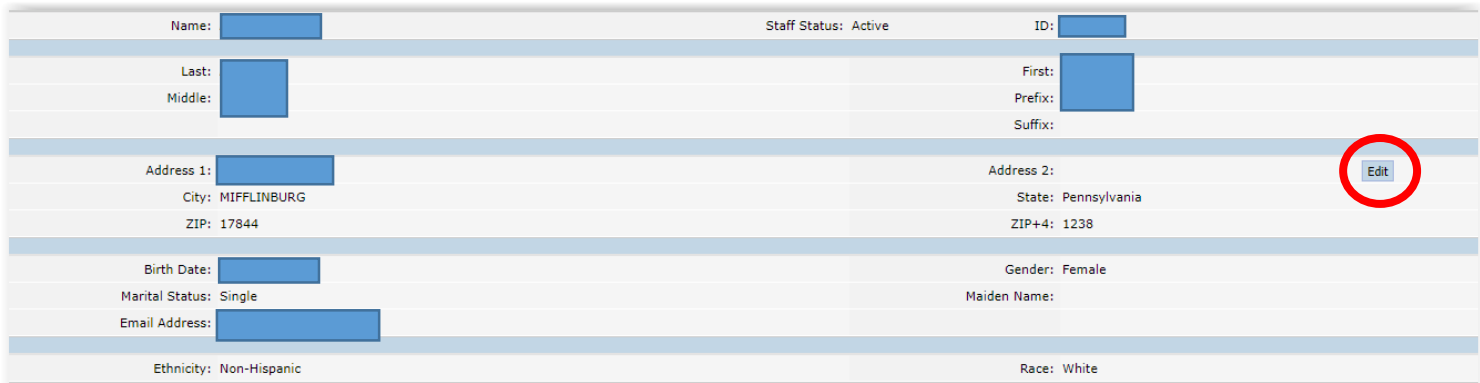
- From the Staff Portal Tab
- My Information Tab



- Demographics Tab

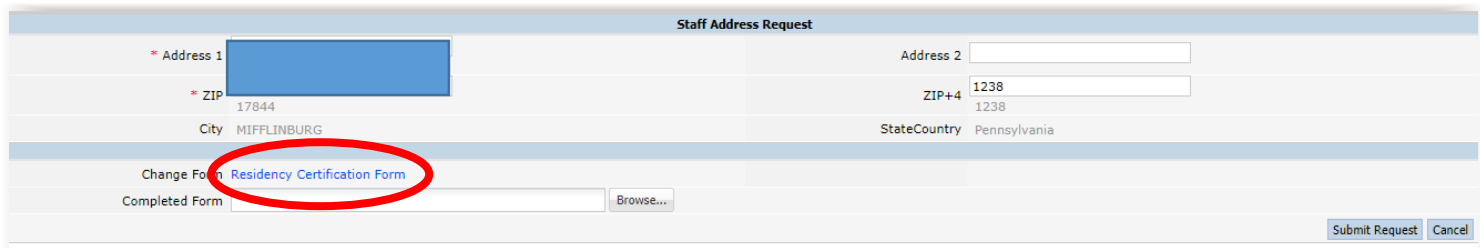


- Click on Edit



Name: [Redacted] Staff Status: Active ID: [Redacted]  
Last: [Redacted] First: [Redacted]  
Middle: [Redacted] Prefix: [Redacted]  
Suffix: [Redacted]  
Address 1: [Redacted] Address 2: [Redacted] **Edit**  
City: MIFFLINBURG State: Pennsylvania  
ZIP: 17844 ZIP+4: 1238  
Birth Date: [Redacted] Gender: Female  
Marital Status: Single Maiden Name: [Redacted]  
Email Address: [Redacted]  
Ethnicity: Non-Hispanic Race: White

- Click on Residency Certification Form



Staff Address Request  
\* Address 1 [Redacted] Address 2 [Redacted]  
\* ZIP 17844 ZIP+4 1238  
City MIFFLINBURG StateCountry Pennsylvania  
Change Form **Residency Certification Form**  
Completed Form [Redacted] [Browse...]  
[Submit Request] [Cancel]

- Fill out the Residency Certification Form (it is in edit form), print it out and **SIGN** the Bottom where it has Signature of Employee. Return the form to Tammy Boop or Brenda Fogelman in the Admin office.
- Click on Cancel to get out of the screen (your information will not save if you type it in)