



Dear Parent/Guardian:

2016-2017

Mansfield ISD welcomes you and your family to a new school year! Before school starts in August, all students are required to provide proof of residence (POR). Mansfield ISD has expanded the timeline for establishing POR.

Returning students can now provide POR dated the month of May or later. Note that the POR must show service in May or later. No additional POR will be required at the start of school in August. **New students** must provide current POR within 30 days of their school registration.

If the residence changes after a POR has been provided to the school, it is the parent or guardian's responsibility to notify the campus. The student(s) may or may not be able to attend the school based upon the original POR.

Students enrolling during the summer must bring documentation to school upon enrollment. For further information regarding specific dates and times during which personnel will be available to receive and process your records, check your **designated campus** website by choosing the school name on the drop down menu located on the MISD home page at www.mansfieldisd.org or call the campus main office.

Satisfactory proof of residence includes:

- Electric Bill
- Gas Bill
- Water Bill or
- Lease Agreement
 - The lease agreement is only acceptable if it is new (30 days or less) or if you will not have a utility bill due to the arrangement of your lease agreement.
 - Other documentation may be requested when a utility bill is not available.
 - The lease agreement must list the student occupants.

Any of the above forms of proof utilized by MISD residents must show a service address. Lease agreements must show a beginning and ending date and the address of the property with signatures from both parties. Families who are in the process of building a home will need to first check with Student Services on applicable Board Policies and guidelines for enrollment.

Failure to provide the necessary documentation may result in enrollment delays or withdrawal from school. Thank you for your cooperation.

Sincerely,

David Wright
Director of Policy Development & Campus Support