



Dear Parent/Guardian:

2019-2020

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). Proof of Residency provided must show the service address along with previous read date and current read date. (These dates must be in May of the current year or later).

Returning students may provide POR with **service dates beginning in May** or later (typically June due date or later). **Please Note:** If the POR does not reflect a service date in May or later, the POR will not be accepted & a new POR will need to be taken to the campus. If completed, no additional POR will be required at the start of school in August.

New students enrolling during the summer must bring documentation to their school campus upon enrollment in the form of a new lease or closing document on a home purchase. POR is additionally required within 30 days of the new housing agreement.

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.

If the **primary residence changes after** a POR has been submitted to the campus, the parent/guardian must notify the campus. The student(s) may or may not be able to attend the campus based upon the original POR.

Proof of Residency must be provided with one of the following items listed below. Each item must show a service address.

- Electric Bill – with May service dates or later
- Gas Bill - with May service dates or later
- Water Bill – with May service dates or later
- Lease Agreement—Newly Established Residency in last 30 days includes:
 - The lease agreement must:
 - list the student occupants
 - show a beginning and ending date
 - include the address of the property with signatures from **both the leasor and leasee**

NOTE: No other documents will be accepted as proof of residency—including, but not limited to, termination and disconnection notices.

Families who have a contract on a home that will close within 45 days of the beginning of school, will need to confer 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.

Sincerely,

Tamara Vardy, Ed.D.
Director of Campus Support