



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). Mansfield ISD has expanded the timeline for establishing POR.

**Returning students** may provide POR with **service dates beginning in May** 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. 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 **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.

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](http://www.mansfieldisd.org) or call the campus main office.

Satisfactory proof of residence includes:

- Electric Bill – with May service dates or later
- Gas Bill - with May service dates or later
- Water Bill – with May service dates or later

Newly Established Residency in last 30 days includes:

- Lease Agreement
  - The lease agreement may be acceptable if it is new (30 days or less).
  - Is used when you do not have a utility bill and the lease states bills are paid by lessor.
  - 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 of residency 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 the lessor and lessee. 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

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