



2025-2026 Proof of Residency for Enrollment Information

Dear MISD Family,

Mansfield ISD welcomes you and your family to a new school year! Before school starts in August, all **new students** to Mansfield ISD and **all returning students** need to provide proof of residency before school starts.

- ✓ **Timeline for Proof of Residency:**
 - **Returning students:** Must provide proof of residency with service dates starting from **May** or later. If the utility bill or document doesn't have a May or later date, it will **not be accepted**, and you will need to bring new documentation to the campus.
 - **New students:** Must provide current proof of residency within **30 days** of registering at the school.

- ✓ **If Your Primary Residence Changes:**
 - If you change addresses after submitting proof of residency, you need to **notify the campus**. Depending on your new address, your child might not be able to attend the same campus.
- ✓ **Students Enrolling in Summer:**
 - If you're enrolling your child during the summer, you must provide documentation when enrolling.
- ✓ **Accepted Forms of Proof of Residency:**
 - **Utility Bills (Electric, Gas, or Water):** Must have service dates starting from **May** or later.
 - **Lease Agreement** (for newly established residences within 30 days): If you don't have a utility bill yet, a **lease agreement** may work if it's less than 30 days old and states that bills are paid by the landlord. It should list the student(s) and include signatures from both the landlord and tenant.
- ✓ **Important Notes:**
 - The proof of residency document must show the **service address** (the address where you live).
 - If you have a contract to buy a home that will close within 45 days of school starting, you need to contact **Student Services** for further guidance.
- ✓ **Failure to Provide Proof:**
 - If you don't provide the required proof of residency, your child's enrollment might be delayed or canceled.

What to Do:

- ✓ **Check the dates** on your utility bills to make sure they show May or later service dates.
- ✓ If you're moving soon or have a new lease, ensure that all required documents (lease, signatures, etc.) are ready.
- ✓ Stay in contact with your school's campus if there are any changes to your address or enrollment status.

For more information, visit your school's website through the **Mansfield ISD** homepage or call the school's main office.

Sincerely,

Tamara Vardy

Dr. Tamara Vardy
Director of Student Services