



Dear Parent/Guardian:

2013-2014

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, June, or July, 2013. 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.

Secondary students (grades 5-12) must provide POR before they can pick up their fall class schedules. Elementary students (PK-4) must provide POR verification prior to their first day of school.

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
- Lease Agreement (signature of tenant and rental agent and list of 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 and who are not in possession of the home by the first day of school must take their sales contract and a letter on letterhead stationary from their builder specifying a move-in date to the Student Services Building, 609 E. Broad Street. Failure to provide the necessary documentation may result in enrollment delays or withdrawal from school.

Sincerely,

David Wright
Director of Campus Support