



Dear Parent/Guardian:

Mansfield ISD welcomes you and your family to a new school year! All students will be required to establish 2009-2010 proof of residency (POR) during the month of August. Secondary campuses (grades 5-12) will collect proofs of residence when students pick up their fall schedules. Students attending elementary school (PK-4) in the fall must provide POR verification prior to the first day of school, August 24. 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 an original, current (within last 30 days):

- Electric Bill
- Gas Bill
- Water Bill

Any of the above forms of proof utilized by MISD residents must show a service and billing address along with the resident's name.

- Lease Agreement - lease agreements provided must:
 - ✓ Show the effective beginning and ending date of the lease
 - ✓ Show the address of the property
 - ✓ List all occupants
 - ✓ Include signatures from both parties, tenant and leasing agent.
- 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 Student Services, 609 E. Broad.
- Families who have purchased an existing home but who have not yet obtained a utility bill must bring their sales contract with closing date listed to Student Services, 609 E. Broad.
- In both above instances, follow-up utility bills must be provided to the campus within a 30 day period of the move into the home.

Failure to provide necessary documentation may result in enrollment delays or withdrawal from school.

Sincerely,

A handwritten signature in blue ink that reads "David Hodges". The signature is written in a cursive style with a horizontal line at the end.

David Hodges
Director of Campus Support