

Mansfield Public Schools: Frequently Asked Questions Regarding Registration

specifies that all utilities are included, and you do not have a home telephone ("land-line telephone") or cable television, please contact Central Office for Superintendent review.

Q. Is a cell phone bill an acceptable document?

A. No. Only a home telephone ("land-line") bill satisfies this requirement.

Q. What if I have recently moved and do not yet have two documents I can use?

A. To fulfill the requirements, you also may also submit a "work order" or "statement of service" letter from any utility company stating that your service has been ordered and/or installed.

Q. What if I cannot produce both required proofs?

A. If your personal circumstances make it impossible for you to provide the required proofs of residency, consult the staff at the Central Office. You will be asked to bring copies of any proofs of residency you have, and to describe the circumstances that prevent you from having the required proofs. Staff will work with you, and if necessary, discuss with the Superintendent.

Q. What if I am over 18 and no longer live with my parents?

A. Any person eighteen (18) years of age or older may establish a residence separate and apart from his or her parents or guardians for school attendance purposes. However, you will still be required to submit the proofs of residency bearing your name and address.

Q. What if I live with a friend or relative?

A. If you share housing with a friend or relative, and you cannot provide the required proofs of residency, you will be asked to bring in a notarized statement from the homeowner or lessee acknowledging that you live at that residence. That person, in turn, must provide proof of residency according to the required documentation.

Q. What if my family does not have a permanent residence?

A. The proof of residency policy does not apply to homeless students and families covered under the McKinney-Vento Act. Contact Central Office for assistance with registering your child, if you believe that you qualify as homeless under the Act. If you are staying in a shelter, bring a letter from the shelter staff stating that you are living there. The McKinney-Vento Liaison for the Public Schools of Mansfield will work with you.

Q. What is Pre-registration?

A. Until a student clears residency, health and a guidance appointment, he or she will not be considered as completing pre-registration. A student is registered upon their first day attending classes in the Public Schools of Mansfield.

Q. I just moved to Mansfield with my school-age children in the middle of the school year. Can I register in Mansfield?

A. New-to-Mansfield families may register for the Public Schools of Mansfield at any time for a current school year assignment. Please pre-register and make an appointment with Central Office as soon as you are able to provide adequate proof of your residency.

Q. My family is moving to Mansfield from outside the United States. Is there anything special I must do?

A. First, all Mansfield residency requirements must be met. Families preparing for an international move can prepare by making certain to gather the appropriate documents: you must provide original and notarized translations of any documents at the time of their pre-registration meeting. These documents

Mansfield Public Schools: Frequently Asked Questions Regarding Registration

include birth certificates, custody documents, immunization records, and school records/transcripts. The student must have a physical by a U.S. doctor, have up to date immunizations and complete a TB test.

Q. We moved to another address in Mansfield after registering, what should we do?

A. If you change addresses, please inform your student's school or central office as soon as possible so that important information such as your child's school assignment, or any new information, can reach you. To update your address, please provide your new deed or lease, and a utility bill for your new Mansfield address along with a photo ID.