



609 E. Broad St. – Mansfield, TX 76063 (817) 453-7166

Enrollment Procedures:

Enrollment for your student(s) takes place at the campus of assignment. Your campus of assignment is determined by the parent's or legal guardian's permanent place of residency. If you need assistance in determining which campus your child is zoned to attend, you may call the Department of Student Services (817) 453-7166 or the Department of Transportation (817) 299-6060 to obtain this information.

To enroll your child, you will need the following documents:

1. Parent/Legal Guardian's Government Issued Photo Identification
2. Proof of Residency in the form of an electric, gas, water bill or lease agreement. No other documents will be accepted.
3. Student's Social Security Card
4. Student's Shot Record
5. Student's Birth Certificate

If you are unable to provide sufficient proof of residency because you are currently living with someone who is the actual MISD resident and there is no electric, gas, water bill or lease agreement in your name, the MISD resident will need to complete an *Affidavit for Proof of Residency* stating that you live in his/her home. This form is available at the campus and also at the Department of Student Services. Submit the completed affidavit with all other enrollment documents at the campus of assignment. Upon approval at the campus level, you will be allowed to proceed with the enrollment process.

For further assistance contact the Department of Student Services or an administrator at your campus of assignment.

Thank you,

Karen Wentworth
Director of Campus Support