



# Mobile County PUBLIC SCHOOLS

1 Magnum Pass | Mobile, Alabama 36618 | 251-221-4000 | www.mcps.com

BOARD OF SCHOOL COMMISSIONERS  
Don Stringfellow, President - District 2  
Reginald A. Crenshaw, Ph.D., Vice President - District 3  
L. Douglas Harwell, Jr. - District 1  
Robert E. Battles, Sr. - District 4  
William C. Foster, Ed.D. - District 5

SUPERINTENDENT Chresal D. Threadgill

May 7, 2020

Dear Parent/Guardian:

As we prepare for the 2020-2021 school year, we want to remind you of items you may need to present for your child's enrollment:

- 1) If you have moved to a new address OR
- 2) If your child has never attended an MCPSS school OR
- 3) If your child will be attending a different school than he/she attended during the 2019-2020 year, you will need the following proofs:
  - Current lease, mortgage statement, deed, property tax statement, housing contract
  - Current utility bill associated with that property address (ie power, water, gas)
  - Legal guardian's ID

**\*\*Please check your school's website and social media account for procedures on how to provide your proofs of residence.\*\***

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- 4) If you are in one of the following situations, you will need to complete an **ENROLLMENT ASSESSMENT FORM** (see instructions on back):
    - Living temporarily with a friend or relative due to loss of housing, eviction, economic hardship, or similar reason
    - Living in RV parks OR camping grounds due to lack of adequate alternative accommodations
    - Living in emergency or transitional shelters
    - Living in a public or private place not designed for humans to live
    - Living in vehicles, parks, abandoned buildings, bus or train stations, etc.
    - Migratory children living in the above circumstances
    - Unaccompanied Youth – child or youth NOT in the physical custody of parent/guardian
    - Parent/guardian is recently deceased or incarcerated
    - Parent/guardian is on military deployment and another person has to enroll child
    - Student is placed by DHR, court or agency with someone other than the parent/guardian
    - Staying in an motel/hotel or a pay-by-the-week establishment



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IF one of these circumstances applies to you, please be prepared to produce the following documentation:

- The person you are residing with **OR** the contact information for that person
- Your ID and the ID of the person you are living with (person who owns/rents the property)
- 2 proofs of residence from the person(s) you are living with: one proof **MUST** be a current lease, mortgage statement, deed, property tax statement or housing contract and the second proof **MUST** be a current utility bill (i.e. power, water, gas) associated with the property address.
- Any official mail/bills coming to that residence/address in the parent/guardian's name (example: hospital bill, government assistance letter, etc)
- If you are living in a motel/hotel or a pay-by-the-week establishment, you will need a **CURRENT** rent receipt with the name of the establishment

Please go to <https://www.mcps.org/enrollmentassessment> for procedures to provide your proofs.

If you have questions regarding the enrollment assessment process, please call (251) 221-7777 option #6.

Sincerely,

Terrence S. Mixon, Sr.  
Assistant Superintendent of Student Support Services  
Mobile County Public School System  
1 Magnum Pass  
Mobile, AL 36618