



# Mobile County PUBLIC SCHOOLS

**BOARD OF SCHOOL COMMISSIONERS**  
Sherry Dillihay-McDade, President - District 4  
Don Stringfellow, Vice President - District 2  
L. Douglas Harwell, Jr. - District 1  
Reginald A. Crenshaw, Ph.D. - District 3  
Johnny Hatcher - District 5

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

**SUPERINTENDENT Chresal D. Threadgill**

May 1, 2023

Dear Parent/Guardian:

As we prepare for the 2023-2024 school year, we want to remind you of items you may need to present to your child's school.

- 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 2022-2023 school year, please go to the school's website for instructions regarding providing the following proofs:
  - Your Current lease, mortgage statement, deed, property tax statement, housing contract;
  - Your Current utility bill associated with that property address (power, water, gas)
  - Legal guardian's ID

**\* Please check your school's website for procedures on how to provide your proofs of residence \***

**IF** you are in one of the following situations, you will need to complete a **RESIDENCE ASSESSMENT FORM** (see instructions on page 2):

- Living temporarily with a friend or relative due to loss of housing, eviction, economic hardship, or other similar reasons
- 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 the above circumstances
- Unaccompanied Youth – child or youth NOT in the physical custody of their legal parent/guardian
- Parent/legal guardian is recently deceased or incarcerated (jail)
- Parent/legal guardian is on military deployment and another person has to enroll student

**(continued on back)**

**LEARNING TODAY. LEADING TOMORROW.**



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- Parent/legal guardian is on military deployment and another person has to enroll student
- Student has been placed by DHR, Court or agency with someone other than parent/legal guardian
- Staying in a motel/hotel or pay-by-the-week establishment

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

- 1) Your ID and the ID of the person you are living with (person who owns/rents the property)
- 2) Two (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.
- 3) Any official mail/bills coming to that residence/address in the parent/guardian's name (example: hospital bill, government assistance letter, etc.)
- 4) If you are living in a motel/hotel or pay-by-the-week establishment, you will need a CURRENT rent receipt with the name of the establishment

**2023-2024 Residence Assessments will start being reviewed on June 6, 2023.** To fill out a Residence Assessment form, please go to our website [www.mcps.com](http://www.mcps.com). There are two (2) options to access the Residence Assessment form: 1) from the main page, click on the words "Quick Forms" or 2) click on the words "Students and Families". This form is available throughout the school year for any of the circumstances listed above.

If you have any questions regarding the residence assessment process and/or do not have internet access, please call the MCPSS Social Services Department at (251) 221-4725 for assistance.

Sincerely,

Terrence S. Mixon, Sr. Assistant Superintendent

Student Support Services Division

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