



# Mobile County PUBLIC SCHOOLS

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

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

**SUPERINTENDENT** Martha L. Peek

May 25, 2018

Dear Parent/Guardian:

As we prepare for the 2018-2019 school year, which begins August 6, 2018, we want to remind you of items you will need to complete your child's enrollment:

- Document such as a lease, mortgage, deed, property tax, housing contract
- Utility bill associated with that property address (power, water, gas)
- Legal guardian's ID

**IF** you are unable to provide these proofs of residence to your child's school due to one of the following reasons, you will need to come to MCPSS Student Support Services Division at 1 Magnum Pass, Building A, Mobile, AL 36618 from July 23, 2018 through August 10, 2018 to complete an **ENROLLMENT ASSESSMENT FORM**:

- Sharing the housing of others due to loss of housing, 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 cars, parks, abandoned buildings, bus or train stations, etc.
- Migratory children living in 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 parent/guardian
- Student is a foreign exchange student

**IF** one of these above circumstances applies to you, please bring to MCPSS Student Support Services:

- 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)

(continued on back...)



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SUPERINTENDENT Martha L. Peek

- **2 proofs of residence** from person(s) you are living with: one proof can be a Lease, Mortgage, Deed, Property Tax, Housing Contract and the second proof can be a **CURRENT** utility bill (power, water, gas)
- Any official mail/bills coming to that residence in **your name**

If you are living in a motel/hotel and/or trailer park and have a **current rent receipt**, you can take that **directly** to your child's school as a proof without having to come to Student Support Services.

If you have any questions, please call Student Support Services at 251-221-4245 and state that you have a question about the Enrollment Assessment Form process.

Sincerely,

Terrence S. Mixon, Sr.

Assistant Superintendent of Student Support Services

Mobile County Public School System

1 Magnum Pass

Mobile, AL 36618