

MABANK ISD ADMISSION REQUIREMENTS

To enroll your student(s), you must personally go to the campus (es) your student(s) would attend with the required documentation listed below. **Incomplete or non compliant documentation will lengthen the enrollment process.** If you do not know which campus your student should attend please contact Mabank ISD's transportation department at (903)880-1690 during regular business hours with your address and they can give you the information you need.

Before a student may be officially admitted to Mabank schools, appropriate registration forms shall be completed and signed by the student's parent, legal guardian, or other person having lawful control. If you are **NOT** the custodial parent, you **must provide legal papers stating that you have a legal right to make decisions on behalf of the parents/guardians.** If you are unable to provide such documents, **PRIOR APPROVAL from our Assistant Superintendent, Mr. Brad Koskelin is REQUIRED** to enroll your student(s). You may contact him at the Mabank ISD Administration offices at 310 E. Market Street.

REGISTRATION DAYS AND HOURS: All campuses enroll from 9:00 to 2:30 pm **every day students are in attendance.** **Parents with High School students will need to fill out the enrollment packet and make an appointment with the counselor for enrollment.** They do not enroll on weekends, holidays, or non attendance weekdays. The parent/legal guardian shall furnish to the District all of the following:

1. A proof of residency (Current water, electric or gas bill [**no more than 30 days old; Disconnect notices are not accepted**], lease agreement [**current with enrolling guardian and students listed as tenants/residents**], proof of purchase). **NOTE: If your rent includes utilities and you do not have water, electric or gas bills in your name, you can use your lease as your proof of residency as long as your lease stipulates that bills are included and specifies which bills are included.**
2. Enrolling Guardian's Photo ID (Valid Texas Driver's license or ID with current Mabank address).
3. Student's **original** birth certificate or **certified copy.**
4. Student's social security **card** or **filed tax papers.**
5. Immunization records (**must be up to date per Texas requirements**).
6. Two emergency numbers where the guardian/parent can be contacted

Education Code 25.002

If the required documents and other records are not furnished to the District within 30 days after enrollment, the District shall notify the police department of the city or the sheriff's department of the county in which the District is located and request a determination of whether the child has been reported as missing.

Presenting a false document or false records for identification is a criminal offense under Penal Code 37.10 and enrolling the child under false documents makes the person liable for tuition or other cost obtained by the District for the period during which the ineligible student is enrolled.

The District may withdraw any student who ceases to be a resident or fails to provide complete immunization records or proof that immunizations have begun within 30 days of enrollment

Statement of Non-Discrimination: Mabank ISD does not discriminate on the basis of race, color, national origin, age, sex or disability in its employment practices, activities, or programs:

El distrito independiente de la escuela de Mabank no discrimina en base de la raza, del color, del origen nacional, de la edad, del sexo, o de la inhabilidad en su empleo, practicas, actividades y programas.