



Little Cypress-Mauriceville CISD

Proof of Residency and Registration Procedures

Welcome to Little Cypress-Mauriceville CISD! We are glad you are here and sincerely hope you will enjoy being a member of the LCM family. The following information will assist you as you register your student.

Person eligible to register a student: Parent or Court Ordered Custodian of the Student. The Court Ordered Custodian of the student must have court documents completed by a presiding judge (of any state) naming you as the custodian of the student.

If you own/are buying/are leasing your home, go to the campus your child will attend and complete the campus registration forms. You do not need to complete Proof of Residence documents in the Administration Office. At the campus you will need the following:

- Current utility bill or “turn-on” receipt (any utility—gas, water, sewer, electric) in your name for the district address
- Parent/Guardian picture ID (not expired)
- Student’s up-to-date shot record

If you are living with someone who owns/is buying/is leasing their home in our district, you and the owner will need to complete the Proof of Residence documents at the Administration Office. You will need the following documents:

1. Current utility bill or “turn-on” receipt (any utility—gas, water, sewer, electric) in the owner’s name, for service at the district address. Disconnect notices will not be accepted without a receipt showing that the bill has been paid.

OR one of the following:

- Lease agreement with the landlord’s signature. Lease agreement must have a start date. For HUD rental property, parent and student must be listed on the lease agreement.
 - Tax record for the current school year showing ownership and district address.
2. Picture ID (not expired) for the owner of the residence and the parent/custodial guardian of the student. Address on the owner’s ID must match the electric bill.
 3. Completion of the LCM CISD Proof of Residence affidavit (available at each campus and the Administration Office). This document requires notarization. For your convenience, notaries are available in the Administration Office, but you may have the form notarized by any Notary Public. Please call for an appointment with our district notaries if you need this service: (409) 882-2232. Ask for Lisa Ludwig.

If you have questions regarding guardianship, please call Lisa Ludwig at (409) 883-2232.

Thank you for your cooperation and have a great school year!

Useful Telephone Numbers:

High School –	(409) 886-5821	Mauriceville Middle –	(409) 745-3970
Junior High –	(409) 883-2317	Mauriceville Elementary –	(409) 745-1615
Intermediate –	(409) 886-4245	Special Education –	(409) 883-6970
Elementary –	(409) 886-2838	Transportation –	(409) 670-4601

Food Service is located in the Administration Office for applications of the Free and Reduced Lunch Program and qualification for Pre-K.