

Dear Parents/Guardians,

You have already received your student's snapcode to register for the 2023-2024 school year via email. During the registration process, per the St. Clair County Board of Education, you will be required to upload and submit two proofs of residence and a mortgage/lease. Moody Middle School will be adhering to the policies of the St. Clair County Board of Education and checking our zoning carefully during the 2023-2024 school year. The mortgage/lease must be in the name of the parent/legal guardian. Examples of the two supporting proofs of residence include a power, water, gas, or telephone bill. **6<sup>th</sup> grade students** will also need to have an updated Immunization record with the TDAP booster for 11-12 year old children.

Please use your child's snapcode and register them no later than June 30, 2023. If your child will not be attending Moody Middle School, please come to withdraw your student any **Tuesday** during the month of June. You must be the custodial parent and bring a picture ID to withdraw your student from Moody Middle School.

All students must complete registration, provide proof of residence, or withdraw by June 30, 2023. (6<sup>th</sup> Grade must also have updated Immunization Record.) Students will *not* receive a teacher letter in July if this is not completed. It is preferred for you to upload the documents in the PS Enrollment portal. You may also submit the documents by either:

- Mailing them to MMS - 696 High School Drive, Moody, AL 35004
- Emailing them to [MMSregistration@sccboe.org](mailto:MMSregistration@sccboe.org).
- Dropping them by the MMS office. We are open from 8:30 am to 2:00 pm.

Please email [MMSregistration@sccboe.org](mailto:MMSregistration@sccboe.org) with questions.

Sincerely,

Jaime Giangrosso  
Moody Middle School Principal