

Category: 8000 STUDENTS	Policy Number: 8103
Policy Title: Proof of Age and Identification	Effective Date: July 15, 2020
<p>SCHOOL AGE</p> <p>All students enrolling in kindergarten must be five (5) years old on or before September 1 of the school year in which the student enrolls. All students enrolling in first grade must be six (6) years old on or before September 1 of the school year in which the student enrolls. Any student five (5) years old who completed a private or public out-of-state kindergarten for the required four hundred fifty (450) hours, but has not reached the “school age” requirement will be allowed to enter the first grade.</p> <p>For resident students with disabilities, who qualify for special education and related services under the Individuals with Disabilities Education Act (“IDEA”) and subsequent amendments thereto, and applicable state and federal regulations, “school age” will begin at the age of three (3) and continue through the semester of school in which the student attains the age of twenty-one (21) years.</p> <p>PROOF OF IDENTIFICATION AND AGE REQUIRED</p> <p>Upon enrolling a student for the first time in this district’s elementary or secondary schools, the school will notify, in writing, the person enrolling the student that within thirty (30) days a certified copy of the student’s birth certificate or other reliable proof of a student’s identity and birth date must be provided to the school. If other reliable proof is provided, rather than a birth certificate, that proof will be accompanied by an affidavit explaining the inability to produce a copy of the birth certificate. Other reliable proof of a student’s identity and birth date may include, but is not limited to, a passport, visa, or other governmental documentation setting forth a student’s identity.</p> <p>If the person enrolling the student fails to comply with the proof of age and identification requirement set forth in this policy, the school will immediately notify the local law enforcement agency of such failure, and will notify the person enrolling the student, in writing, that he/she has ten (10) additional days to comply.</p> <p>The school will immediately report to the local law enforcement agency any documentation or affidavit received to prove the student’s identity and age which appears inaccurate or suspicious in form or content.</p> <p>Students will not be denied enrollment solely because the documentation or affidavit appear inaccurate or suspicious, or the student is homeless.</p> <p>A parent/guardian enrolling a student in this district who fails to provide the required documentation of a birth certificate to this district after being requested by the local law enforcement agency may be found guilty of a misdemeanor, but the student’s ability to attend district schools is not impacted.</p> <p>MISSING OR RUNAWAY CHILD REPORT</p> <p>If a school receives notification by the Idaho State Police of a missing or runaway child report regarding a particular student, the school will flag the student’s record in such a manner that whenever a copy of or information regarding the record is requested, the school will be alerted to the fact that the record is that of a missing or runaway child. The school will immediately report any request(s) concerning flagged records or knowledge as to the whereabouts of the missing or runaway child to the local law enforcement agency. The school will remove the flag on a student’s record upon notification by the Idaho State Police that the missing or runaway student has been returned.</p> <p>EXEMPTION FROM PROVIDING DOCUMENTATION:</p> <p>No school shall deny or delay transfer of any homeless child or youth who is unable to produce their birth certificates, educational records, medical records, and/or proof of immunizations. The receiving school will enroll the child and then immediately contact the school last attended by the child to obtain the appropriate transfer documentation including academic, medical and/or other records. Nothing shall prohibit a school from requiring parents or guardians of a homeless child to submit an address or such other contact information as the school may require from parents or guardians of permanently housed children.</p>	
<p align="center">Snake River School District 52, 103 South 900 West, Blackfoot, Idaho 83221</p>	

(School Letter Head)

(Date)

(Address)

To the parents of (name of child)

By law, all students enrolled in Snake River School District #52 MUST have a Certified Birth Certificate in their school file. We do not have your child's birth certificate on file. In accordance with District Policy #8103, you will be given 30 days from today's date to bring a certified birth certificate to our office.

This law is for the protection of your child. After 30 days we will be obligated to notify the local law enforcement agency. If you have any questions, please contact the school. If you need information about ordering a copy of your child's birth certificate you can go to this website:

<http://www.cdc.gov/nchs/w2w.htm>.

Thank you for your immediate attention to this important matter.

Sincerely,

(Name)
Principal

(School Letter Head)

(Date)

(Address)

To the parents of (name of child)

We wrote to you on _____ to advise you that we do not have a certified copy of the birth certificate for _____, and explained the legal requirements regarding our need to have this documentation.

You have an additional 10 working days from receipt of this letter to comply with Idaho law or we must notify the local law enforcement agency. Please contact our office upon receipt of this letter. We will do what we can to help you. If you need to order a copy of your child's birth certificate you can go to this website, <http://www.cdc.gov/nchs/w2w.htm>.

As stated in our previous correspondence, this law is for the protection of your child. Thank you for your immediate attention to this important matter.

Sincerely,

(Name)
Principal

(Letterhead)

(Date)

Resource Officer
Snake River High School
922 West Highway 39
Blackfoot, Idaho 83221

Dear Officer

Attached is the list of students for whom we have no legal birth certificate or other legal form of identification. The parents have received written notification in the past that legal documentation of student identity is required by law.

A sample of the last letter mailed to the parents is enclosed. The Spanish translation of this letter was sent to those who probably do not speak or read English. The date these letters were mailed is noted on the copy of the letter.

Thank you for your help in getting our student identification records in compliance with Idaho Code 18-4511 (Identification Upon Enrollment).

Sincerely,

(Name)
Principal

AFFIDAVIT OF BIRTH
(in lieu of birth certificate)

I, _____, under penalty of perjury declare that I am
the _____ of _____, who
Parent/Guardian/Legal Custodian Name of Student
was born on the _____ day of _____, _____, at _____
(day) (month) (year) (Address)
_____, _____ to _____, and
(City/State) (Country) (Name of Father)
_____, whose maiden name was _____
(Name of Mother)

I certify that the birth certificate was issued by _____
Agency/Office: court, county, state, health department, other (or not applicable).

A certified copy of the birth certificate must be requested from the issuer, and the certificate must be filed with the school district within 90 days of the notarization date.

I certify that the birth certificate was not issued, or is unavailable for the following reason:

I declare under penalty of perjury that the foregoing is true and correct.

Print Name

(street)

(city/state/zip)

Signature of Parent/Guardian/Custodian

Date of Signature

NOTARY PUBLIC

State of _____
County of _____

Subscribed and sworn to (or affirmed) before me this _____ day of _____, _____

By _____ My commission expires: _____

Signature of Notary Public

Notary Stamp

DECLARACIÓN DE NACIMIENTO

(en lugar de certificado de nacimiento)

Yo, _____ bajo pena de perjurio, declaro que soy

El/la _____ de _____ quien

nació el _____ día de _____, _____, en _____

_____, _____, á _____, y

_____, cuyo apellido de soltera es _____.

Yo certifico que el certificado de nacimiento fue expedido por _____

Agencia/oficina, corte, condado, estado,
departamento de salud, otro (no aplicable)

Una copia certificada del certificado de nacimiento debe ser solicitado del emisor, y el certificado debe ser presentado al distrito escolar dentro de un plazo de 90 días después de la fecha de certificación del notario.

Yo Certifico que el certificado de nacimiento no se expidió, o no es disponible por la siguiente razón.

Declaro bajo pena de perjurio que lo anterior es verdadero y correcto.

Escriba el nombre

Firma de padre/madre/guardián/custodio legal

(calle)

(ciudad/estado/código postal)

Fecha de firma

NOTARY PUBLIC

Notario público

State of _____

Estado de

County of _____

Condado de

Subscribed and sworn to (or affirmed) before me this _____ day of _____, _____

Suscrito y jurado á (o afirmado) ante mí, el

día

mes

año

By _____ . My commission expires: _____

Por

Mi comisión se vence:

Signature of Notary Public

Firma del notario público

Notary Stamp

sello del notario