

# Intradistrict Communication

DATE: February 17, 2022

TO: All Principals  
Secondary Registrars  
Secondary Attendance Secretaries

FROM: Michael Anderson, Associate Superintendent  
Travis Hamblin, Director of Student Services  
Michelle Love-Day, Consultant, Language & Culture Services  
Caleb Olson, Consultant, Planning & Enrollment

SUBJECT: Clarification on Enrollment of Asylees and Refugees

---

Several schools have expressed concern about the alignment of enrollment requirements given by Planning & Enrollment for all students and the direction given by Language & Culture Services on the enrollment of asylees and refugees. The enrollment requirements and expectations for all students are the same; however, some flexibility in documentation may be required for the circumstances of asylees and refugees. Specific areas of note are listed below. In all registration cases (whether the student is a United States citizen, foreign non-immigrant, asylee, or refugee) remember that the district has a legal responsibility to provide education services to students who reside within our boundaries. While schools can and should follow state law and district policy when enrolling students, the creation of barriers to the enrollment of any student should be avoided.

**Home Language Survey:** The Home Language Survey is crucial in identifying English Learner status and immigrant, migrant, asylee, or refugee status. The Home Language Survey is part of New Student Online Enrollment in Skyward and should be completed for first-time enrollments. Students who have a previous district enrollment record may need to be provided a paper copy of the survey to update their answers. Additional information can be found in the [Secretary's Packet](#) from Language & Culture Services.

**Birth Certificates:** Asylees and refugees may not have official copies of their birth certificates. They should, however, have a Form I-94 document, which is the official record of entry into the United States. The Form I-94 contains name, family name, and date of birth information, and may be accepted in lieu of the birth certificate with a notarized [Affidavit of Birth](#). The notarization requirement should not be a barrier to enrollment; notarization can be completed free of charge in Student Services at the District Office. Most secondary schools in the district also have notaries on staff and may be able to assist elementary schools in processing these forms.

**Proof of Residency:** Asylees and refugees who are being assisted by an agency will likely have housing arranged on their behalf. Those without an agency may often live with multiple families at the same address. In either case, the family may not have multiple sources of residency documentation when arriving at the school to enroll. Schools should accept available documentation in good faith and with an awareness of the reported family situation. For those living at the same residence with other families, an [Affidavit of Occupancy](#) may be needed. Notarization assistance as outlined previously may be required.

**Immunizations:** Records of immunizations may not be readily available. Language & Culture Services has [information on free and low-cost vaccinations](#) that families can utilize in order to meet the state's immunization requirements. Asylees and refugees enrolling after the beginning of the school year are still subject to state requirements and timetables on vaccination.

**Fee Waivers & Free and Reduced Lunch:** Asylees and refugees may have previously qualified for SNAP assistance and/or may meet income thresholds for fee waivers. Additionally, even though lunches are currently free under USDA waiver, families should be encouraged to apply for free and reduced lunch benefits so that coverage does not lapse in the event the waiver expires.

**Translation:** Asylees and refugees being assisted by an agency may arrive with an interpreter to register. The agency may also contact the school in advance to allow time for interpreters to be scheduled. See [this document](#) from Language & Culture Services on arranging for an interpreter or using Commgap.

**Other Considerations:** If an individual arrives to enroll claiming to be an asylee or refugee and does not have paperwork or documentation to support their status, they cannot be recorded as an asylee or refugee. Documentation must be provided. If the family does not have evidence of any sort, enroll the student as normal and provide information to Language & Culture Services.

Minors who are placed with a foster family through an agency will have accompanying documentation from the courts. The documentation must be official (with a court stamp, seal, or signature) and must be provided prior to registration. The foster family can be entered as Family 1. An agency caseworker should be listed as an emergency contact. Language & Culture Services should be notified of the enrollment.

All students are enrolled in their Utah-appropriate grade placement. Acceleration or retention can be requested by the legal guardian and the typical process may be followed; however, prior to accelerating or retaining refugees schools are encouraged to complete testing and allow time for the student to adjust to an American school placement.

Secondary students arriving with transcripts should be granted transfer credit following established guidelines.

Language & Culture Services should be a school's point-of-contact for issues and concerns with a student's asylee or refugee status or for assisting the family in accessing resources. Planning & Enrollment will continue to be the point-of-contact for enrollment and registration issues.