

Intradistrict Communication

DATE: July 22, 2021

TO: Building Principals
Elementary Administrative Assistants
Secondary Registrars

FROM: Michael Anderson, Associate Superintendent
Travis Hamblin, Director of Student Services
Caleb Olson, Consultant, Planning & Enrollment

SUBJECT: Initial Enrollment Without Birth Certificate

Utah Code (§53G-6-603) states that: *Upon enrollment of a student for the first time in a particular school, that school shall notify in writing the person enrolling the student (parent or legal guardian) that within 30 days they must provide either a certified copy of the student's birth certificate, or other reliable proof of the student's identity and age, together with an affidavit explaining the inability to produce a copy of the birth certificate.*

The original or certified copy of a birth certificate issued by the Bureau of Vital Statistics is required for initial enrollment into any Jordan School District school. A copy of the certificate should be made and kept in the student's cumulative folder. When a student transfers between Jordan District schools, it is not necessary to have the parent again supply the birth certificate (especially when the school is able to confirm that a copy of the birth certificate is available in the student's cumulative folder when it transfers); however, building principals may choose to require birth certificates from transfer students or students entering the initial grade offered by the building provided this requirement is consistently applied to all students.

When a parent or guardian cannot provide a birth certificate at registration, the following steps should be followed:

- The student is enrolled and allowed to attend school.
- The parent/guardian is immediately given the 30-day grace period letter. This should be provided in-person at the time of registration.
- If a birth certificate has not been provided within 30 calendar days, the 10-day warning letter should be provided. If it cannot be provided in person, it should be sent via certified mail. An additional copy of the letter may be sent to the email provided by the parent at registration if delivered via Movelt.
- If a birth certificate has not been provided by the end of the 10-day window, the student should remain enrolled and allowed to attend. School staff should notify law enforcement by certified letter. Once notification has been sent, the school's statutory obligation has been met.

In some instances, the parent/guardian may not have a birth certificate. In this case, “other reliable proof” may be used. The documentation provided must prove the student’s identity and age. The steps below should be followed when using other documentation:

- The student is enrolled and allowed to attend school.
- The 30-day and 10-day letters should be provided as explained above.
- If other reliable proof is brought to the school, the “Affidavit of Birth” document must be completed and notarized. A copy of the documentation and the affidavit should be placed in the student’s cumulative folder.
- Law enforcement should be notified if documentation is not provided by the end of the 10-day warning window.

Parents and guardians do not need to be sent to Planning & Enrollment for approval of their “other reliable proof” documentation; however, school staff are welcome to consult with Planning & Enrollment about the particulars of documentation provided to the school. Notary services are also available at Planning & Enrollment if they cannot be provided at the school.

The 30-day and 10-day letters, as well as the “Affidavit of Birth” documents, are available on the Planning & Enrollment website (<http://planning.jordandistrict.org>) in the School Resources section under the “Resources & Forms” tab.

Please contact Planning & Enrollment at 801-567-8183 with questions or concerns.