

# Intradistrict Communication

DATE: July 18, 2019

TO: Elementary School Principals

FROM: Anthony Godfrey, Superintendent of Schools  
Travis Hamblin, Planning and Student Services

SUBJECT: Kindergarten Enrollment – Birth Certificate Requirement(s)

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This memo is to assist you when enrolling kindergarten students and no birth certificate is presented by the person enrolling the student.

State Code 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. (§53G-6-603)*

The original or certified copy of a birth certificate issued by the Bureau of Vital Statistics is required for entrance into kindergarten. (AS63 & AA400) However, there may be limited times when a parent/guardian does not have an official birth certificate. In these rare cases the school shall:

- Inform the person enrolling the student that a certified copy of the students' birth certificate or other reliable proof must be provided within 30 days.
  1. Fill out the Birth Certificate Requirement form found in the Planning and Student Services Procedures Manual ([http://planning.jordandistrict.org/files/053\\_Manual.pdf](http://planning.jordandistrict.org/files/053_Manual.pdf))
  2. Inform the person enrolling the student of the requirements as outlined herein and on the Birth Certificate Requirements form.
  3. Provide a copy of the form to the person enrolling the student and keep the original at the school.
  4. Enroll the student.

You no longer need to send the person registering a kindergarten student without a birth certificate to Planning and Student Services prior to enrolling the student.

- If the person enrolling the student provides a certified copy of the birth certificate within 30 days, compliance has been achieved.
- If the person enrolling the kindergarten student provides "other reliable proof":
  1. They must be referred to the Department of Planning and Student Services. (District policy AS63 & AA400)

2. The school shall forward the Birth Certificate Requirements form to the Department of Planning and Student Services.
  3. The person enrolling the Kindergarten student must provide reliable proof of the students' identity and age, together with an affidavit explaining the inability to produce a copy of the birth certificate to the Department of Planning and Student Services.
  4. The Birth Certificate Requirements form shall be returned to the school after approval or denial.
  5. If the reliable proof is not sufficient the school will proceed with the 10-Day letter (below) and all subsequent steps.
- If the person enrolling the student fails to provide the required documents, the school shall notify the person in writing that unless they comply within 10 days the case shall be referred to the local law enforcement authority for investigation.
    1. Complete the Birth Certificate 10-Day letter found in the Planning and Student Services Procedures Manual (<http://pssmanual.ws.jordandistrict.org/>) and send it to the person who enrolled the student.
    2. Retain a copy of the letter at the school.
  - If compliance is not obtained within that 10-day period, the school shall refer the case to the local law enforcement authority for investigation.

This change in procedure will help schools streamline the registration process for kindergarten. Should you have any questions please direct them to Travis Hamblin in Planning and Student Services.