

Category: 8000 STUDENTS	Policy Number: 8103
Policy Title: Proof of Age and Identification	Effective Date: March 16, 2011

All children enrolling in kindergarten must be five (5) years old on or before September 1 of the school year in which the child enrolls. All children enrolling in first grade must be six (6) years old on or before September 1 of the school year in which the child enrolls. Any child 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.

For children with disabilities who qualify for special education and related services under Public Law 94-142 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.

PROOF OF IDENTIFICATION AND AGE REQUIRED

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 a written statement explaining the inability to produce a copy of the birth certificate. Other reliable proof of a student’s identity and birth date may include a passport, visa or other governmental documentation setting forth a student’s identity.

If a birth certificate or other reliable proof is not immediately provided, a school official shall notify the parent/guardian in writing that such documentation is required within 30 calendar days.

Upon the failure of the person enrolling the student to comply with the proof of age and identification requirement, the school shall immediately notify the local law enforcement agency of such failure, and shall notify the person enrolling the student, in writing, that he or she has ten (10) additional calendar days to comply.

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.

If a school in which a student is currently enrolled receives notification by the Department of Law Enforcement of a missing or runaway child report regarding a particular student, the school will flag the record in 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 concerning flagged records or knowledge as to the whereabouts of the missing or runaway child to the local law enforcement agency. The flag on a student’s record will be removed upon notification by the Department of Law Enforcement.

A parent/guardian enrolling a student in this school district who fails to provide the required documentation of a birth certificate to this school after being requested by the local law enforcement agency may be found guilty of a misdemeanor.

EXEMPTION FROM PROVIDING DOCUMENTATION:

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.

LEGAL REFERENCE: Idaho Code Sections 33-201, 18-4511