

STUDENT IDENTIFICATION

Board Policy

It is the policy of the Board of Trustees of Shelley Joint School District No. 60 to assist law enforcement and other agencies in assuring proper procedures to assist in identifying missing children.

Suggested Implementation Guidelines

To assist the Board in complying with Idaho Code 18-4511, and to provide practical procedures, the following have been established:

A. Enrollment Procedures

1. Any student enrolling in Shelley Joint School District's schools for the first time must provide either:

- a) A certified copy of the student's birth certificate. The copy must be visually reviewed by the school, a copy made, and the school copy placed in the student's official file. The original "certified" copy is to be retained by the parent/guardian. (A certified copy is a copy issued from the Department of Vital Statistics, in which the Department certified that the copy is a true copy.) OR
- b) Other reliable proof of the student's identity and birth date, which proof shall be accompanied by an affidavit explaining the inability to produce a copy of the birth certificate, such sample affidavit is attached and made part of this policy by inclusion.

Other reliable proof of the student's identity and birth date may include passport, visa, or other governmental documentation, such as immigration and naturalization papers, medical documents, etc.; State driving license (should the student be old enough); and/or appropriate Church records. (Social Security cards are not acceptable as the only form.)

2. Should the parent/guardian not provide the birth certificate or other reliable proof at the time of enrollment, the parent/guardian shall be provided with an attachment, notifying in writing the person enrolling the student, that such must be provided within thirty (30) calendar days of the date of enrollment of the student. The parent/guardian shall be notified at this time that failure to comply within thirty (30) calendar days will result in law enforcement being notified. The notice to be given to the person enrolling the student is attached and made part of this policy.

STUDENT IDENTIFICATION

3. If, after having not received the birth certificate, or other reliable proof, the school shall immediately notify the Bingham County Sheriff's Office of such failure, and shall send to the person enrolling the student, in writing, a second notice of ten (10) days extension time for compliance. A sample copy of the extension notice is attached, and made part of this policy.
4. After the lapse of the ten (10) additional days' compliance time, if such has not been provided, notice will be made to the Bingham County Sheriff's Office, indicating information currently on file relative to the student and the person who enrolled the student. The student should be continued in enrollment and attendance.
5. Should any documentation or affidavit received appear inaccurate or suspicious in form or content, such information shall be immediately reported to the Bingham County Sheriff's Office.
6. Within fourteen (14) school days after enrolling a transfer student, the elementary or secondary school shall request directly from the student's previous school, a "certified copy of his/her record." A certified copy is a copy to which a school authority has sworn by certification that the same is a true copy. Due diligence shall be exercised in obtaining a copy of the record. (Form attached.)
 - a) If notification is received from the transferred student's previous school that the student was not enrolled in that school, and therefore, no record can be sent, the school principal shall immediately notify the Bingham County Sheriff's Office.
 - b) The transferring student and the parent/guardian of the student will not be notified except by law enforcement personnel.

B. Response to Request of Certified Copy

1. Any elementary or secondary school which is requested to forward a copy of a transferred student's record to the student's new school, shall comply within ten (10) days of receipt of the request, unless as outlined further in this policy. Such copy shall be certified by the appropriate school official.

C. Law Enforcement Notification Requirements

1. Upon notification by any department of law enforcement of a missing child report, the school in which the child is currently enrolled shall "flag" the record of that child in such a manner that whenever a copy of, or information regarding the record, is requested the school shall be alerted to the fact that the record is that of a missing child.

STUDENT IDENTIFICATION

2. The school shall immediately report to Bingham County Sheriff's Office any request received concerning a record that has been "flagged," or knowledge as to the whereabouts of any missing child. Should a request be made for the "flag" record of a child, a copy shall not be forwarded to the school, as per the request, but notice shall be immediately made to the Bingham County Sheriff's Office.
3. Upon notification by the Department of Law Enforcement of the return of a missing child, the school shall remove the "flag" from the child's record.

STUDENT IDENTIFICATION

AFFIDAVIT

STATE OF IDAHO)
(ss
County of Bingham)

_____, being first duly sworn, deposes and says:

1. That your affiant is the parent and/or natural guardian of _____, a student for whom enrollment is sought in Shelley Joint School District No. 60.
2. That your affiant has been advised that this affidavit is made pursuant to the requirements of Section 18-4511 et seq of the Idaho Code, entitled "Missing Child Statute," which requires your affiant to provide a birth certificate, and in the alternative, to provide evidence of birth, together with this affidavit.
3. That your affiant represents that the birth certificate is not available by reason of _____

_____ and that your affiant has caused the alternative document attached hereto to be presented as evidence of birth.

Dated: _____

Subscribed and sworn to before me on this _____ day of _____, 20____.

Notary Public for Idaho
Residing at Shelley, Idaho
My commission expires _____

STUDENT IDENTIFICATION

(On Individual School Letterhead)

Dear Parent or Guardian:

School districts are compelled by law to have on file for any student entering Idaho public schools after July 1, 1988, a certified copy of the student's birth certificate. This is required under Idaho Code 18-4511.

The Shelley District is desirous of complying with the laws of the State of Idaho, and with the policies adopted by the Board of Trustees. As such, we are requesting that we have on file in the office of the Principal, either:

1. A certified copy of the student's birth certificate;
or
2. Other reliable proof of the student's identity and birth date, which proof shall be accompanied by an affidavit explaining the inability to produce a copy of the birth certificate. Such reliable proof of student's identity and birth date may include passport, visa, or other governmental documentation.

In order to comply with the Board's policy, and requirements of the law, we are requesting that the information be received by the principal no later than noon on _____.

We appreciate your help and assistance, as we commit ourselves to working for the best education of your student.

Sincerely,

Principal

Policy Number _____ 501.32

STUDENT IDENTIFICATION

Date of Adoption _____ September 21, 2000

Page _____ 6 of 7

(On Individual School Letterhead)

Dear Parent or Guardian:

On _____, the District provided you with a copy, as attached, of a communication requesting that a certified birth certificate be on file relative to your student, _____.

Please be aware that at this time, we have not received a response, and are making a final request that it be provided as quickly as possible, but no later than _____.

We are aware that this time of year is very busy and hectic, and you may have simply overlooked submitting this information.

Please be notified that if such birth certificate is not provide, notice of failure to comply with Idaho Code 18-4511 must be report to the proper law enforcement agencies.

Would you please be so kind as to provide it to us.

Thank you.

Sincerely,

Principal

STUDENT IDENTIFICATION

(On Individual School Letterhead)

(Date)

Principal
(Student's Previous School)
(Address)

Dear Principal:

Pursuant to Section 18-4511, Sub-section (3) of the Idaho Code, the undersigned, as Principal of the school in which

(Student's Name)

has registered, I thereby request of you, as Principal of the student's previous school, a certified copy of the student's record. Under the referenced Idaho law, you are required to transfer the record within ten (10) days of receipt of this request, unless release is otherwise unavailable, as provided by law.

Please send the student's record to the address listed below:

(Name of School)
(Address of School)

Thank you for your assistance.

Sincerely,

Principal
(Requesting School)