

ENROLLMENT – PROOF OF IDENTITY AND AGE

Verification of Identity and Age - The local school district must verify the identity and birth date of all pupils entering school for the first time. The child's identity and birth date may be verified through a variety of methods, including:

- ⌚ Birth certificate
- ⌚ Baptismal certificate (indicating date/place of birth)
- ⌚ Court records
- ⌚ Governmental records (county, military, immigration)
- ⌚ Doctor or hospital records with a sworn statement
- ⌚ Family records (Bible or passport)
- ⌚ Life insurance policy

The Michigan Missing Children's Act (MCL 380.1135) requires that the school district must notify the person enrolling at school for the **first time**, that within 30 days, he or she must provide to the district either a **certified copy** of his or her birth certificate **or any other reliable proof** of identification and age along with a notarized affidavit explaining the inability to produce a copy of the child's birth certificate. (The district cannot legally retain the pupil's actual birth certificate; however, the district may copy the birth certificate. Do keep in mind that these birth certificates have the parent's social security number(s) on them.)

NOTE: If a person enrolling a student fails to comply, the local or intermediate school district shall notify the person enrolling the student in writing that, unless he or she complies within 30 days after the notification, the **case shall be referred to the local law enforcement agency for investigation.** If the person enrolling the student fails to comply within that 30 day period, the local or intermediate school district shall notify the local law enforcement agency.

A district should never exclude a pupil simply because the parent(s), or legal guardian, did not provide a birth certificate.

Pupil Residency - A district may enroll resident and nonresident pupils alike in accordance with state law. However, the district of residence must be determined for reporting purposes. A district may require reasonable verification that a pupil meets the requirements for being considered a resident of the school district. Sources of documentation to verify residency status may include a rent receipt, a utility bill, a property tax bill, a voter registration, or a driver's license. Verification may also include establishing the placement with a relative for the purpose of a suitable home and not for educational purposes. A pupil may also meet the residency requirements under the McKinney-Vento Homeless Assistance Act or various exceptions included in the State School Aid Act. A district is not required to retain a copy of the residency documentation but the enrollment records should indicate that the district reviewed residency documentation.