

POST FALLS SCHOOL DISTRICT NO. 273

Series 500: Student Policy: Admission

Policy No. 502.1

Policy Title: Student Entrance to the District

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It is the policy of the Board of Trustees that the provisions shall be enforced as provided for in Idaho Code. Idaho Code 18-4511 School Duties, Records of Missing Child, Identification Upon Enrollment, Transfer of Student Records provides that upon enrollment of a student for the first time in a public or private elementary or secondary school the person enrolling the student must provide within thirty (30) days either a certified copy of the child's birth certificate or other reliable proof of the student's identity and birth date must be provided. Said other reliable proof shall be accompanied by an affidavit explaining the inability to produce a copy of the birth certificate.

Other reliable proof of the student's identity and birth date may include a passport, visa or other governmental documentation of the child's identity.

The law further states:

(a) Upon the failure of a person enrolling a student to comply with subsection 2 of this section, the school shall immediately notify the department of law enforcement or local law enforcement agency of such failure, and shall notify the person enrolling the student, in writing, that he has ten (10) additional days to comply.

(b) The school shall immediately report to the department of law enforcement any documentation or affidavit received pursuant to subsection 2 of this section which appears inaccurate or suspicious in form or content.

Within fourteen (14) 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. The requesting school shall exercise due diligence in obtaining the copy of the record requested. 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 the record has been flagged as a missing or runaway child, in which case the copy shall not be forwarded and the school shall notify the department of law enforcement or local law enforcement authority of the request for a flagged record.

Legal References: I.C. 18-4511

Date of Adoption: 1/24/89

Revised: 9/13/2021

Reviewed: 2021