

	TITLE: Request for Proof of Identity/Age
	FORM: JC-R-F(1) Updated 8/11/2020

(This notice is to be given at the time of enrollment to the person who enrolls any student in grades 1-12 if proof of identity and age is not available at that time.)

Student Name _____ Student No. _____

Dear Parent/Guardian:

State law requires that the person enrolling a student in the District for the first time must provide one of the following to this office within 30 days of enrollment:

1. A copy of the student’s government-issued birth certificate.
2. Other reliable proof of the student’s identity and age — including a baptismal certificate, hospital-issued birth certificate, application for a Social Security number, passport, or original school registration records from another public or private school — together with a Student Identity Affidavit [form JC-R-F(8)], explaining the inability to provide a copy of the government-issued birth certificate.
3. A letter from the authorized representative of an agency having custody of the student, certifying that the student has been placed in the custody of the agency as prescribed by law.

This information must be provided to the school no later than _____.

If you have questions, please call _____, at _____.