

STUDENTS

Verification of Date of Birth

- I. Birth certificates are a requirement for new student registration. Notice to the local law enforcement agency is required when a certified copy of a student's birth record is not presented (Virginia Code § 22.1-3.1).

Every student who is admitted for the first time to any public school in any school division in the Commonwealth of Virginia must present a certified copy of the birth certificate. A photocopy of the birth certificate does not meet this requirement. The legal name that is listed on the birth certificate shall be considered the student's official name. Changes in names must be documented in a court document. Changes of name or other data in a foreign birth certificate must be supported by a document issued by the United States government or by an official identification document of the country of origin. The principal or his/her designee shall record the official state birth number from the student's birth record into the student's permanent school record and will retain a copy in the Student Educational Record.

If a certified copy of the birth certificate cannot be obtained, the person enrolling the student shall submit an affidavit indicating the student's age and explaining the inability to present a certified copy of the birth record (attachment). Documentation in support of the affidavit must be presented. If the School Division cannot ascertain a student's age because of the lack of a birth certificate, the student shall nonetheless be admitted into the public schools if the Superintendent or his/her designee determines that the person submitting the affidavit presents information sufficient to estimate with reasonable certainty the age of such student.

However, if the student seeking enrollment is a homeless child or youth as defined in Virginia Code § 22.1-3, the school shall immediately enroll such student, even if such student is unable to produce the records required for enrollment, and shall immediately contact the school last attended by the student to obtain relevant academic and other records, and shall comply with the provisions of the federal McKinney-Vento Homeless Education Assistance Improvements Act of 2001, as amended (42 U.S.C. § 11431, *et seq.*), including immediately referring the parent of the student or the youth to the local school division liaison who shall assist in obtaining the necessary records for enrollment.

A foster child may be enrolled for up to 30 calendar days before providing proof of age if the person enrolling the student provides a written statement indicating, to the best of the enrolling adult's knowledge, (i) the student's age, (ii) compliance with the requirements of Regulation 715-5, "Disclosure of Child's Disciplinary and Criminal History Prior

to Enrollment,” and (iii) that the student is in good health and is free from communicable or contagious disease.

Upon the failure of any person enrolling a student to present a certified birth certificate, the principal of the school in which the student is being enrolled or his/her designee shall immediately notify the school resource officer (SRO) at the middle and high school levels by providing a copy of the birth certificate affidavit. At the elementary school level, the birth certificate affidavit will be sent to the Office of Risk Management and Security Services for forwarding to the Prince William County Police Department. The notice to local law enforcement shall include copies of the submitted proof of the student’s identity and age and the affidavit explaining the inability to produce a certified copy of the birth record.

- II. Within 14 days after enrolling a transferred student from another school division, the principal of the school in which the student has been enrolled, or his/her designee, shall request that the principal or his/her designee of the school in which the student was previously enrolled submit documentation that a certified copy of the student’s birth record was presented upon the student’s initial enrollment.
- III. Principals and their designees shall be immune from any civil or criminal liability in connection with any notice to a local law enforcement agency of a student lacking a birth certificate or failure to give such notice as required by law.
 - A. Copies of birth certificate affidavits and supporting materials submitted by the parent/guardian enrolling a student without a certified birth certificate shall be placed in the in-school mailbox of the SRO at the middle and high school levels. At the elementary level, the affidavit will be sent to the Office of Risk Management and Security Services for forwarding to the Prince William County Police Department. A copy shall also be placed in the Student Educational Record.
 - B. The school shall advise the parent/guardian to acquire the legal birth certificate from the state of birth. Virginia birth certificate information may be found at the Virginia Department of Health website: www.vdh.state.va.us/vital_Records/index.htm or by calling 1.804.662.6200. Information on obtaining a birth certificate from another state may be found on the website of the U.S. Process Service: www.usprocessservice.org/vitalstatistics.htm or by calling 1.866.727.3772.
 - C. Parent(s) unable to pay the required fee shall contact the Department of Social Services for possible assistance.

The Associate Superintendent for Student Learning and Accountability (or designee) is responsible for implementing and monitoring this regulation.

This regulation and related policy shall be reviewed at least every five years and revised as needed.

Birth Certificate
AFFIDAVIT

As a condition of registration and admission of a student into Prince William County Public Schools, you are required to complete this affidavit because of your inability to provide the School Division with a certified copy of the student's birth certificate. Giving false or otherwise untrue answers to any questions in this affidavit could result in a criminal charge of perjury being brought against you.

Commonwealth of Virginia, Prince William County

I, _____, swear, based upon my personal knowledge, that the answers to the following questions as noted in my handwriting on this and the attached page, concerning this student's identity and age requesting enrollment as a student within the Division in accordance with § 22.1-3.1 of the Virginia Code are true.

1. Name of Student: _____ Date of Birth: _____
Last First Middle mm/dd/yr
- Place of Birth: _____
City State/Province Country
- Home Address: _____
Street Address City State Zip Code
- Phone Number: _____
- Age of Student: _____ Male _____ Female _____
- Name of school where you are registering the above student: _____

2. What are the FULL NAMES and BIRTH DATES of the parents or person serving *in loco parentis* and responsible for the care of the student desired to be enrolled?

Father's Name: _____ Date of Birth: _____
Last First Middle mm/dd/yr

Mother's Name: _____ Date of Birth: _____
Last First Middle mm/dd/yr

3. Do you have legal custody to be imposed by a court order or have you been designated court-appointed guardian for the student desired to be enrolled? _____
What court entered such order and what type of case was it (i.e., custody hearing, etc.)? _____

Have you provided the school with a copy of that order? _____
If no, why not? _____

4. Why are you unable to present a certified copy of the birth certificate of the enrolling student? _____

5. What documents have you provided to establish the student's identity and age?
(Attach documents to this form for review by school official)

6. To the best of your knowledge, has the student ever been reported to any law enforcement agency as a missing person? _____
If response to question #6 is yes, identify by name and address the law enforcement agency and date of report.

By signing this Affidavit, I give my permission to the Prince William County Police to interview the student named in this Affidavit for the purpose of verifying his/her name and date of birth.

AFFIANT

Subscribed and sworn to before me this ____ day of _____, 20 ____.
Witness my hand in official seal.

Notary Public

My Commission Expires: _____

ALL QUESTIONS MUST BE COMPLETELY ANSWERED BEFORE SUBMITTING TO SCHOOL AUTHORITIES.