

STUDENTS

Verification of Date of Birth

- I. Birth certificates are required upon admission. Notice to the local law enforcement agency is required when a certified copy of a student's birth record is not presented.
  - A. No student shall be admitted for the first time to any public school in any school division in the Commonwealth of Virginia unless the person enrolling the student shall present, upon admission, a certified copy of the student's birth record. 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 may retain a copy in the Student Educational Record. If a certified copy of the student's birth record cannot be obtained, the person enrolling the student shall submit an affidavit setting forth the student's age and explaining the inability to present a certified copy of the birth record. 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 § 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 stating, 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.

- B. Upon the failure of any person enrolling a student to present a certified copy of the student's birth record, 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.

- C. Within 14 days after enrolling a transferred student, 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.
- D. 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.
  - 1. 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.
  - 2. 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 Web site: [http://www.vdh.state.va.us/vital\\_Records/index.htm](http://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 Web site of the U.S. Process Service: <http://www.usprocessservice.org/vitalstatistics.htm> or by calling 1.866.727.3772.
  - 3. Parent(s) unable to pay the required fee shall contact the Department of Social Services for possible assistance.
  - 4. Parent(s) shall provide a Social Security number for a student(s) upon enrollment in school and the number entered into SASIxp; however, no

student shall be denied enrollment or attendance in any Prince William County Public School due to failure to present a Social Security number.

- II. Section 52-31.1 of the Code of Virginia requires that the principal of the PWC school where the child is or was most recently enrolled be given notice by the police of the name of any missing student and inform the school of the missing report. Form SP183, Virginia Missing Children Information Clearinghouse Report, shall be used by law enforcement agencies to inform the School Division of the names of missing children. Any school which has a student listed on this monthly report who receives a request for student records or other information regarding a missing child shall notify the Prince William County Police and the Office of Risk Management and Security Services.

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

The Associate Superintendent for Student Learning and Accountability (or designee) is responsible for reviewing this regulation in 2012.

Va. Code § 22.1-3.1  
Birth Certificate  
AFFIDAVIT

Commonwealth of Virginia  
Prince William County, to-wit:

\_\_\_\_\_, being first duly sworn upon oath, based upon his/her personal knowledge, answers the following questions as noted in his/her handwriting on this and the attached page, which are propounded by duly authorized officials of the Prince William County Public Schools Division concerning a student's identity and age requesting enrollment as a student within the Division in accordance with § 22.1-3.1 of the Code of Virginia.

1. What is your full name and legal address? \_\_\_\_\_  
\_\_\_\_\_
2. Have you been advised by an official of the Division, and do you understand that you are required to answer the questions contained in this Affidavit as a condition to your enrollment and admission of a student into the Division because of your inability to supply the Division with a certified copy of the student's birth record? \_\_\_\_\_
3. Do you understand that giving a false or otherwise untrue answer to any of the questions in this Affidavit could result in a criminal charge of perjury being brought against you?  
\_\_\_\_\_
4. Do you understand that when a question in this Affidavit asks if you have knowledge of or if you know of an instance or situation, it means that you are expected to relate any knowledge you may have about the incident, whether it be personal knowledge or information received from other people, and to relate the source of your knowledge and information? \_\_\_\_\_
5. What is the FULL NAME of the student you wish to enroll in this Division?  
Name: \_\_\_\_\_ Male \_\_\_\_\_ Female
6. What is the AGE, DATE, and PLACE OF BIRTH of the student being enrolled in this Division? \_\_\_\_\_  
\_\_\_\_\_
7. What are the FULL NAMES and BIRTH DATES of the parents, parents by legal adoption, or person serving *in loco parentis* and responsible for the care of the student desired to be enrolled?  
Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

8. What is the student's HOME ADDRESS and TELEPHONE NUMBER?  
\_\_\_\_\_
9. Do you have legal custody 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.)?  
\_\_\_\_\_
10. Why are you unable to present a certified copy of the birth record of the enrolling student? \_\_\_\_\_
11. What documentary (written) proof can be or is offered of the student's identity and age? ATTACH SAME hereto \_\_\_\_\_
12. 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 #12 is yes, identify by name and address the law enforcement agency and date of report.  
\_\_\_\_\_  
\_\_\_\_\_
13. What is the name of the school at which you are enrolling this student? \_\_\_\_\_
14. 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