



STATE OF ALABAMA  
DEPARTMENT OF EDUCATION




Joseph B. Morton  
State Superintendent of Education

August 1, 2011

**MEMORANDUM**

**TO:** City and County Superintendents

**FROM:** Joseph B. Morton   
State Superintendent of Education

**RE:** Alabama School Attendance Manual Revisions--September 1, 2011  
Act. No. 2011- 535 Alabama's Immigration Law

Please find attached a revision to page 6 of the *Alabama School Attendance Manual* that becomes effective on September 1, 2011. This revision applies to all students enrolling in an Alabama public elementary or secondary school for the first time on or after the September 1, 2011, date and places our enrollment/admission process in compliance with Section 28 of Act No. 2011-535.

The *Alabama School Attendance Manual*, Section C, page 6, (Attachment A), has been renamed **ENROLLMENT/ADMISSION DOCUMENTATION** and reads as follows:

**BIRTH CERTIFICATE**

At the time of initial enrollment in the statewide student management system, the board of education should be provided with either an original or a certified copy of the student's birth certificate. If a student has no such certificate or if the birth certificate shows that the student was born outside the United States or its jurisdiction, school personnel will provide information to parents or guardians concerning the submission of supplemental documentation to the board of education. (Attachment B).

If the local board of education is not provided such birth certificate or applicable supplemental documentation within 30 days after enrollment the student will be coded "enrolled without birth certificate" (Attachment C). The number of students enrolled without a birth certificate or supplemental documentation will be reported to the State Department of Education.. No student shall be denied enrollment or admission to the school due to a failure to provide the birth certificate or other supplemental documentation described in this section.

Authority: 2011 Ala. Act 535.

(Note: "the board of education" is interpreted to mean the person at the enrolling school responsible for enrolling new students.)

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The process described above will only apply to the initial enrollment of a student in the public schools of Alabama on or after September 1, 2011. That information, once entered into the statewide student management system, remains saved. All students currently enrolled prior to September 1, 2011, will follow the current admission requirements. A graphic description entitled "Enrollment of Students in an Alabama Public School" is included in this notice and should be made available along with all other materials to every public school in each local school system.

All other previously required admission documentation remains unchanged:

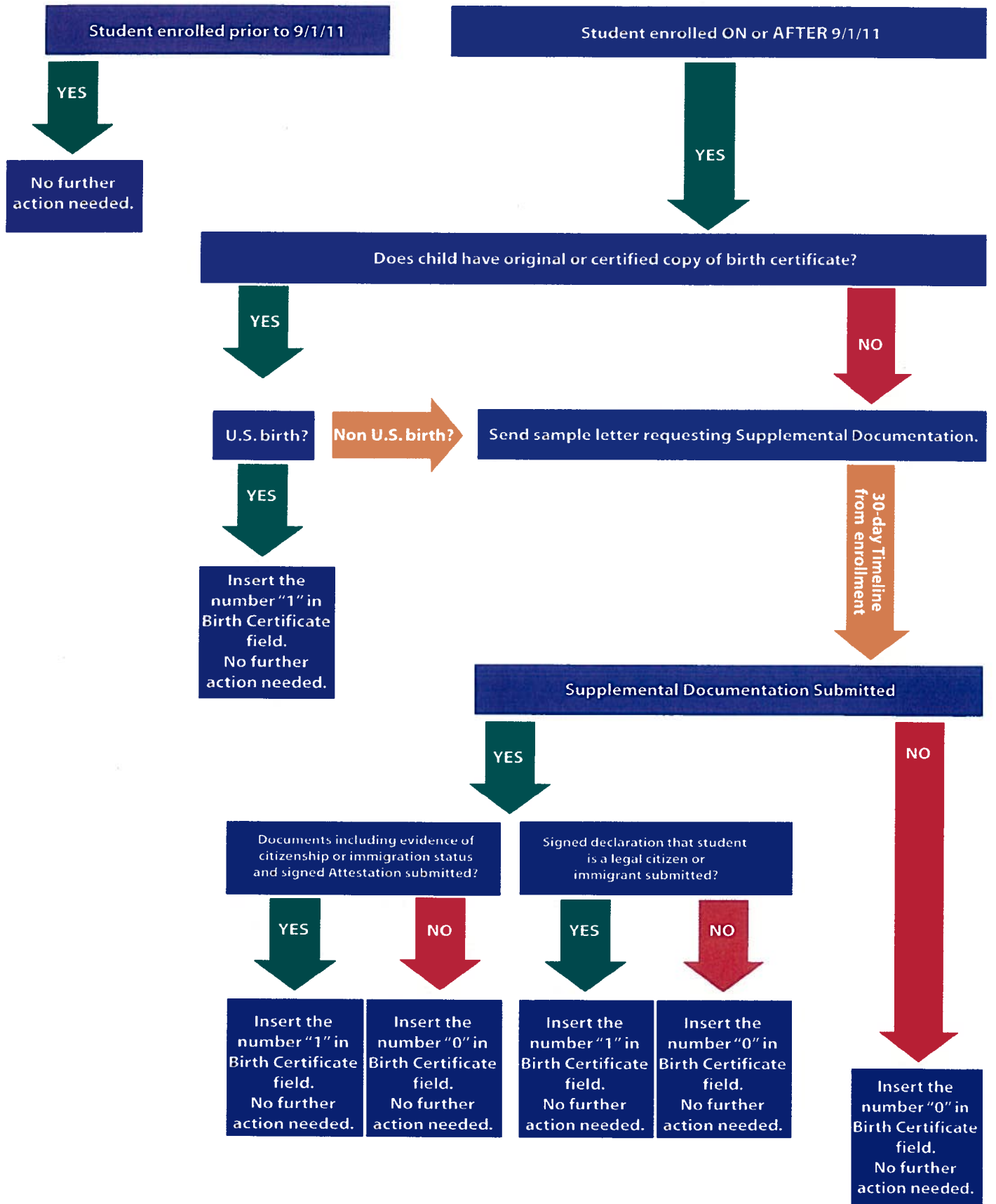
1. IMMUNIZATION CERTIFICATE/MEDICAL OR RELIGIOUS EXEMPTION
2. SOCIAL SECURITY NUMBER/TEMPORARY NUMBER
3. PROOF OF AGE: KINDERGARTEN AND GRADE 1

Included in Act No. 2011-535 are certain determinations and reporting requirements for the Alabama State Board of Education. These determinations and reports will be completed by the State Department of Education using data from our statewide student management system. There will be no additional reporting requirements for the local school system.

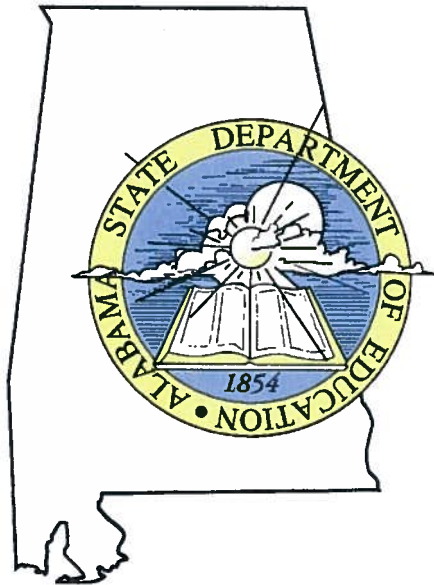
Should you have questions regarding these changes to the *Alabama School Attendance Manual*, please contact Dr. Tommy Bice, Deputy State Superintendent of Education, at 334-242-8154 or [tbice@alsde.edu](mailto:tbice@alsde.edu).

JBM:TRB:LAK  
Attachments  
FY11-2128

# Enrollment of Students in an Alabama Public School



# SCHOOL ATTENDANCE MANUAL



Revised 2011

**Joseph B. Morton**  
State Superintendent of Education

**Prevention and Support Services Section**  
Alabama Department of Education  
Gordon Persons Building  
Montgomery, Alabama 36130-2101

youths and afforded the opportunity to meet the same challenging state student academic achievement standards to which all students are held.

*Authority: McKinney-Vento Homeless Assistance Act  
42 U.S.C. 11431 et seq.  
Alabama Administrative Code 290-3-1-.02(7)(c) through 290-3-1-.02(7)(i)(iv)*

\*An opinion of the Attorney General states in effect that under the common law one's age is computed by including the day of birth so that a given age is attained the day before the birthday anniversary.

## C. ENROLLMENT/ADMISSION DOCUMENTATION

### 1. BIRTH CERTIFICATE

At the time of initial enrollment in the statewide student management system, the board of education should be provided with either an original or a certified copy of the student's birth certificate. If a student has no such certificate or if the birth certificate shows that the student was born outside the United States or its jurisdiction, school personnel will provide information to parents or guardians concerning the submission of supplemental documentation to the board of education.

If the local board of education is not provided such birth certificate or applicable supplemental documentation within 30 days after enrollment the student will be coded "enrolled without birth certificate". The number of students enrolled without a birth certificate or supplemental documentation will be reported to the State Department of Education. No student shall be denied enrollment or admission to the school due to a failure to provide the birth certificate or other supplemental documentation described in this section.

*Authority: 2011 Ala. Acts 535*

### 2. IMMUNIZATION CERTIFICATES/MEDICAL OR RELIGIOUS EXEMPTION

The boards of education shall require each pupil otherwise entitled to admittance into an Alabama public school to present a certificate of immunization, medical or religious exemption upon initial entrance into school.

*Authority: Code of Alabama (1975) §§16-30-3 and -4*

### 3. SOCIAL SECURITY NUMBER/TEMPORARY NUMBER

- a. Each child enrolled in an Alabama public school Grades Kindergarten through Grade 12 shall have a social security number and a valid social security card which shall be presented to school official(s) at the time of pre-registration/registration for verification and returned to child/parent/guardian/custodian. For each person who is otherwise entitled to admittance but does not have a social security number, the local superintendent or agency shall assign a temporary number in accordance with the directions as specified by the State Department of Education.

- (1) A student may not be denied registration who does not have a social security number or who has not completed an application. Every effort should be made to get each student's social security number.

## SAMPLE LETTER

Dear <Parent/Guardian or Legal Custodian>:

Let me first take this opportunity to welcome <Student Name> to the <School District Name>. <He/She> is enrolled, and we are ready to get the year started. We expect great things from <Student Name> and look forward to a fulfilling and successful school year.

During the enrollment process, we requested that you provide us with either an original or certified copy of <Student Name>'s birth certificate, as we are required to do under state law. That birth certificate <has not been provided> OR <shows that <Student Name> was born outside the jurisdiction of the United States>, and we will need a little more information to fulfill our obligations. Accordingly, please provide us with the following information, if available, within thirty (30) days of the student's enrollment:

1. Official documentation establishing the citizenship or the immigration status for <Student Name> or a notarized copy of that documentation, and attestation by you, under penalty of perjury, that the documents state the true identity of <Student Name>;

OR

2. If the documents described in Item 1 above are not available, a declaration, signed under penalty of perjury, that <Student Name> is a United States citizen or is otherwise lawfully in the United States.

Forms have been attached which may be used for these purposes.

Rest assured that it will not be a problem if you are unable or unwilling to provide either of the documents set out above. We request this information solely to comply with data reporting obligations established by State law and for no other purpose.

If there are any questions, please feel free to contact <Contact Name>, at <Contact Number>. Thank you.

Sincerely,

<Contact Name>

USE IF DOCUMENTATION OF CITIZENSHIP OR IMMIGRATION STATUS IS AVAILABLE

STATE OF ALABAMA     )

\_\_\_\_\_ COUNTY     )

DECLARATION

I, \_\_\_\_\_, do hereby declare and attest that I am submitting  
[Name of Parent, Guardian, or Legal Representative]

herewith an official or notarized copy of documentation establishing the citizenship of, or, if  
not a citizen, the immigration status of \_\_\_\_\_, and further  
[Name of Student]

declare and attest, under penalty of perjury, that the documentation being submitted states the  
true and correct identity of \_\_\_\_\_.  
[Name of Student]

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Signature of Parent, Guardian, or Legal Representative





InformationNOW screen shot of the Miscellaneous Tab where the Birth Certificate information is to be entered. As indicated in the guidance, enter a "1" if the student has a birth certificate or supplemental documentation or "0" if the student does not provide a birth certificate or supplemental documentation.

InformationNOW (03.00.01.05) -- Webpage Dialog

http://59.85.239.7/IN\_TRAIN\_29/Students/Student/StudentEditMisc.aspx?Size=1015,720

### Edit Student: 1234512345123 -

Summary Main **Misc** Custom Contacts Access Addresses School Enrollment

**Tasks**

Print Screen  
Student Locator  
Help

**Manage**

Attendance  
Counseling  
Schedule  
Recuests  
Grades  
Discipline  
Letters  
School Programs  
Services  
Transcript  
Medical  
Standardized Tests  
Fees  
Goals Sought  
Forms  
Organizations  
Impact Aid

**Reports**

Student Schedule  
Profile  
Request Verification  
Standards Report Card  
Comprehensive  
Progress  
Missing Assignments  
Attendance Profile  
Two Column Report Card

Personal

**Marital Status:**  **Religious Affiliation:**  **Employer Name:**

**Birth Certificate #:**  **Birth Certificate Verification #:**

Origin/Residency

**Citizenship/Nationality:**  **Migrant:**   Foreign Exchange Student

**Country Of Residency:**  **Residency Status:**   Immigrant

Resides Outside of District

Services

**Language:**  **Section 504 Qualification:**   Homeless  Home Schooled  Tutor

**Reporting School:**  **Special Education Status:**  **Eligibility Date:**  **Reevaluation Date:**

**Primary Exceptionality:**  **Special Education Exit Date:**  **SEP Begin Date:**  **SEP End Date:**

**Special Education Exit Reason:**  **Case Manager:**  **Date Enrolled in LEA:**

**URE:**

**LEP:**

Identification

**\*Student Number:**  **State ID Number:**  **Alternate Student Number:**

**Email:**  **Messenger Provider:**  **Internet Messenger:**

Student Access

Internet Access **Internet Password:**  **Telephone PIN Number:**