

**Notice of Incomplete
Student Records**

In regards to the enrollment of _____,
to **Apollo Elementary School** in the Huron Valley School District on _____:

The Michigan Missing Children's Act, MCL 380.1135 of the Revised School Code, requires that a person enrolling a pupil in a school provide the local or intermediate school district with a certified copy of the pupil's birth certificate *or other reliable proof* of the pupils identity. Pertinent parts of this law indicate:

- (1) Upon enrollment for the first time in a local or intermediate school district (ISD), the local district / ISD shall notify in writing the person enrolling the student that within 30 Days he / she must provide to the local district / ISD either of the following:
 - a. A certified copy of the student's birth certificate
 - b. Other reliable proof, as determined by the school district, of the student's identity and age **accompanied by** an affidavit explaining the inability to produce a copy of the birth certificate.
- (2) If a person enrolling a student fails to comply with subsection (1), the local district / ISD shall notify the person enrolling in writing that, unless he/she complies within 30 days of the notification, the case shall be referred to the local law enforcement agency for investigation.
- (3) The local district / ISD shall immediately report to the local law enforcement agency any affidavit received pursuant to this section that appears inaccurate or suspicious in any form.

The school district has authority to determine the type of other reliable proof the district will accept to prove the pupil's age and identity when a copy of the pupil's birth certificate is not available. Examples of other reliable proof include:

- Baptismal Certificate indicating date and place of birth
- County, military or immigration records
- Doctor or hospital records accompanied by sworn statements
- A sworn statement from a parent or guardian (notarized)
- Court Records
- Certain family records
- Life insurance policy

This Notice is delivered to inform you in writing that you have 30 calendar days from the student's enrollment date to provide **Apollo Elementary School** with a birth certificate or other reliable proof with an affidavit of age and identity to prove your student's age and identity. Pursuant to state law, failure to comply will result in the local law enforcement agency being notified.

**RECORD
DUE:**

School Official Signature

Date

Parent / Guardian Signature

Date