



January 2025

Creating a Welcoming School for All Students and Families



Under Federal Law, Titles IV and VI of the Civil Rights Act of 1964, all children in the United States are entitled to equal access to a basic public elementary and secondary education regardless of their actual or perceived race, color, national origin, citizenship, immigration status, or the status of their parents/guardians.

The United States (U.S.) Supreme Court ruled in ***Plyer v. Doe***, that a State may not deny access to a public education to any child residing in the State, whether present in the U.S. legally or otherwise.



To comply with these federal civil rights laws, as well as the mandates of the Supreme Court:

- School districts must ensure that the policies, procedures, and practices do not prohibit or discourage students from enrolling in school because they or their parents/guardians are not U.S. citizens.
- School districts must not require students to present proof of their national origin, citizenship, immigration status, or the status of their parents/guardians in order to enroll.
- School districts must not inquire specifically about a student's or their parent or guardian's citizenship or immigration status.



Our Children in San Diego County



Children who are unaccompanied do not have a parent/guardian in the U.S. and lack legal immigration status.



Migratory children have a parent or guardian who is a migratory worker in the agricultural, dairy, lumber, or fishing industries and whose family has moved during the past three years.



Children who are homeless lack a fixed, regular, and adequate nighttime residence.



Children who are immigrants are between the ages of 3 and 21, were not born in the United States, and have not attended school in the U.S. for more than three full academic years



Children who are refugees have fled their country of origin because of past persecution, or a fear of future persecution based upon race, religion, nationality, political opinion, or membership in a particular social group.



Whole-Child Approach

Using a whole-child approach to education means that we are caring for more than each student's academic learning; we're supporting their social-emotional, physical, and mental well-being, too. When children enter community school campuses, whatever their needs are – food insecurity, mental health support, clothing, housing, health screenings, additional learning support – the school supports them holistically.

**Assets-
Driven**

**Strength
based**

Holistic



Our Students May Face

- Multiple changes in residence
- Prolonged absences from school
- Homelessness
- Inconsistency in caretakers

Trauma-Informed View

Presenting Behavior	Trauma-Informed Understanding	Trauma-Informed Response
Disrespectful, demanding, angry, out of control	Scared, seeking control, survival adaptation	Calm and reassuring
Overly involved, hovering	Protecting, proving they are a good parent	Compliments for their advocacy, regular communication
Uncaring, disengaged, non-responsive, non-compliant	Overwhelmed, disenfranchised, helpless	Connection, empathic listening, overt support
Distrustful, guarded	Historical trauma, experienced oppression and racism, negative experiences with the school or system	Consistent, positive experiences

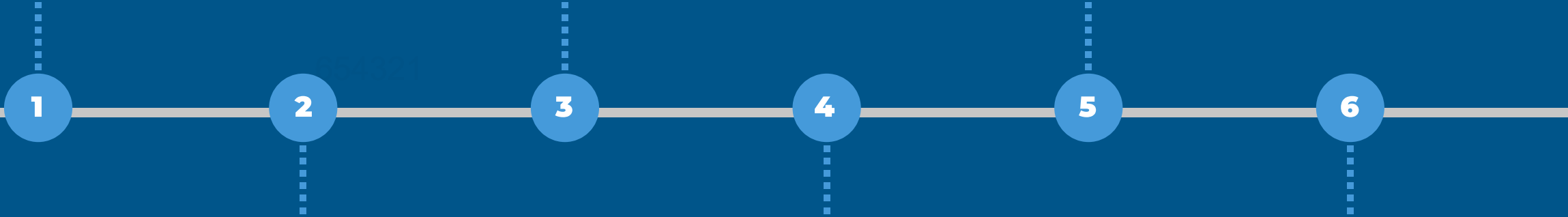


Welcoming Student Enrollment Process

Have support for those who do not have the literacy or language skills to understand the enrollment form independently.

Streamline enrollment process for quick completion to allow limited data, or the use of a smartphone as the device.

If the enrollment process requires an email, give instructions on how to create an email.



Ensure that there are alternatives available for those families who do not have access to electronic devices. Make those alternatives readily known and available.

Look at eliminating steps that create barriers such as having to upload documents or needing to be sent a PIN.

Provide an enrollment card for families who need to record their email, username, password, or student ID



Individuals Who May Complete Student Enrollment Process

- The parent, legal guardian, or individual with educational rights of the student
- An adult over the age of 18 who is acting as the caregiver in the absence of the parent
 - Have a Caregiver's Authorization Affidavit available
- An unaccompanied youth over the age of 14 who meets the definition of homeless and is not in the care of a parent or guardian
- An unaccompanied youth over the age of 16
- An emancipated youth



Student Information Disclaimer

Student information is protected by the Federal Family Educational Rights and Privacy Act or FERPA and will only be disclosed to those with the educational rights of the student, and those with a legitimate educational interest, or otherwise allowed by law.

A student's citizenship status, immigration status, place of birth, or any other information indicating national origin will not be released to third parties outside the school without parental consent or a court order.

LEA Housing Questionnaire

- Effective Jan. 1, 2023, California Education Code requires all California school districts to administer a housing questionnaire at least annually for the purpose of identifying children and youth experiencing homelessness.
- If the family does not provide this information, it shall not affect the student's enrollment in school.

California Department of Education
November 2021

Housing Questionnaire for

Student Last Name	First	Middle

Name of School: _____

The information provided below will help the LEA determine what services you and/or your child may be eligible to receive. This could include additional educational services through Title I, Part A and/or the federal McKinney-Vento Assistance Act. The information provided on this form will be kept confidential and only shared with appropriate school district and site staff.

Presently, are you and/or your family living in any of the following situations?

Staying in a shelter (family shelter, domestic violence shelter, youth shelter) or Federal Emergency Management Agency (FEMA) trailer

Sharing housing with other(s) due to loss of housing, economic hardship, natural disaster, lack of adequate housing, or similar reason

Living in a car, park, campground, abandoned building, or other inadequate accommodations (i.e. lack of water, electricity, or heat)

Temporarily living in a motel or hotel due to loss of housing, economic hardship, natural disaster, or similar reason

Living in a single-home residence that is permanent

I am a student under the age of 18 and living apart from parent(s) or guardian
 Yes No

The undersigned parent/guardian certifies that the information provided above is correct and accurate.

Print Parent/Guardian Name	Signature	Date

Phone Number	Street Address	City	State	Zip



Review Student Enrollment Form

Review your enrollment form and ensure that it does not request or collect information such as:

- Social Security Number (even the last 4 digits)
- Student's place of birth
- U.S. entry date
- Date the student first attended school in the U.S.



Student Enrollment Documents

During the school enrollment process, schools must verify the following information, unless an exemption applies:

- Residency
- Age
- Vaccination status

Foster youth, homeless youth, and unaccompanied minors who meet the definition of homeless have the right to immediate enrollment even if they are unable to produce the stated records required for enrollment.



Student Residency

A student is considered a resident of the school district if:

- Either of their parents/legal guardians resides in the district
- They're in foster care located in the district
- They are a foster child enrolled/enrolling in their school of origin
- They are homeless and enrolled/enrolling in their school of origin
- They are emancipated and reside in the district
- They live in the home of a caregiver who lives in the district
- They reside in a state hospital located within district

Student Residency

A student is considered a resident of the school district if:

- A pupil whose parent/guardian is employed and lives with the pupil at the parent's place of employment for a minimum of three days during the school week.
- A pupil whose parent has been transferred or is pending transfer to a military installation in the district while on active military duty, pursuant to an official military order.
- **A pupil whose parent(s) were residents of the state and departed against their will, regardless of the pupil's current residency.**
 - **Students whose parents were deported and had to leave California as a result are entitled to be enrolled anywhere in the state regardless of whether they are living in the state or across the border.**



Student Residency

Any of the following documents are reasonable evidence to establish residency:

- Property tax payment receipts
- Rental property contract, lease, or payment receipts
- Utility service contract, statement, or payment receipts
- Pay stubs
- Voter registration
- Correspondence from a government agency
- **Declaration of residency executed by the parent or legal guardian of a pupil.**
 - **The declaration of residency is the parent/guardian declaring through a signature that the student lives at a particular address. It does not need to be issued by another party or notarized.**

A family should not be required to provide more than one proof of residence.



Proof of Age

The following documents can be used to establish age:

- Birth certificate
- Baptismal record
- Statement by the local registrar or county recorder certifying the date of birth
- Passport
- Prior school records
- Verification of Release Form
- Affidavit of the parent/guardian declaring date of birth of the child - [Template](#)

Proof of Immunization

California Immunization Requirements for
K-12th Grade (including transitional kindergarten)

Grade	Number of Doses Required of Each Immunization ¹⁻³	3 Hep B ⁴	2 MMR ⁵	2 Varicella
K-12 Admission	4 Polio ⁶	5 DTaP ⁷		
(7th-12th) ⁸	K-12 doses	+ 1 Tdap		
7th Grade Advancement ^{9,10}		1 Tdap ⁸		

- Requirements for K-12 admission also apply to transfer pupils.
- Combination vaccines (e.g., MMRV) meet the requirements for individual component vaccines. Doses of DTP count towards the DTaP requirement.
- Any vaccine administered four or fewer days prior to the minimum required age is valid.
- Three doses of polio vaccine meet the requirement if one dose was given on or after the 4th birthday. Oral polio vaccine (OPV) doses given on or after April 1, 2016, do not count.
- Four doses of DTaP meet the requirement if at least one dose was given on or after the 4th birthday. Three doses meet the requirement if at least one dose of Tdap, DTaP, or DTP vaccine was given on or after the 7th birthday (also meets the 7th-12th grade Tdap requirement. See Ix. 8.) One or two doses of Td vaccine given on or after the 7th birthday count towards the K-12 requirement.

DTaP/Tdap = diphtheria toxoid, tetanus toxoid, and acellular pertussis vaccine
Hep B = hepatitis B vaccine
MMR = measles, mumps, and rubella vaccine
Varicella = chickenpox vaccine

Instructions:

California schools are required to check immunization records for all new students Kindergarten through 12th grade and all students advancing to 7th grade before admission.

Unconditionally Admit a pupil whose parent or guardian has provided documentation for more information.

Unconditionally Admit a pupil whose parent or guardian has provided documentation for each immunization required for the pupil's age or grade as defined in the table for each immunization.

Conditionally Admit any pupil who lacks documentation for unconditional admission.

Conditionally Admit any pupil who lacks documentation for unconditional admission if:

- Commenced receiving doses of all the vaccines required for the pupil's grade currently due for any doses at the time of admission (as determined by Intervention Admission Schedule, column entitled "Exclude If Not Given By"), or
- A temporary medical exemption from some or all required immunizations.*

IMM-231 (5/24)

California Department of Public Health • Immunization Branch

California Immunization Requirements for Grades K-12 (continued)

Before admission a child must obtain the first dose of each required vaccine and any subsequent doses that are due because the period of time allowed before exclusion has elapsed.

Dose	Earliest Dose May Be Given	Exclude If Not Given By
Polio #2	4 weeks after 1st dose	8 weeks after 1st dose
Polio #3	4 weeks after 2nd dose	12 months after 2nd dose
Polio #4	6 months after 3rd dose	12 months after 3rd dose
DTaP #2	4 weeks after 1st dose	8 weeks after 1st dose
DTaP #3	4 weeks after 2nd dose	8 weeks after 2nd dose
DTaP #4	6 months after 3rd dose	12 months after 3rd dose
DTaP #5	6 months after 4th dose	12 months after 4th dose
Hep B #2	4 weeks after 1st dose	8 weeks after 1st dose
Hep B #3	4 weeks after 2nd dose and at least 4 months after 1st dose	4 months after 1st dose
MMR #2	4 weeks after 1st dose	4 months after 1st dose
Varicella #2	Age less than 13 years: 3 months after 1st dose	8 weeks after 1st dose
Varicella #2	Age 13 years and older: 4 weeks after 1st dose	8 weeks after 1st dose

- Three doses of polio vaccine meet the requirement if one dose was given on or after the fourth birthday. If polio #3 is the final required dose, polio #3 should be given at least six months after polio #2.
- If DTaP #3 is the final required dose, DTaP #3 should be given at least six months after DTaP #2, and pupils should be excluded if not given by 12 months after second dose. Three doses meet the requirement if at least one dose of Tdap, DTaP, or DTP vaccine was given on or after the seventh birthday. One or two doses of Td vaccine given on or after the seventh birthday count towards the requirement.

Continued attendance after conditional admission is contingent upon documentation of receipt of the remaining required immunizations. The school shall:

- review records of any pupil admitted conditionally to a school at least every 30 days from the date of admission,
- inform the parent or guardian of the remaining required vaccine doses until all required immunizations are received or an exemption is filed, and
- update the immunization information in the pupil's record.

For a pupil **transferring** from another school in the United States whose immunization record has not been received by the new school at the time of admission, the school may admit the child for up to 30 school days. If the immunization record has not been received at the end of this period, the school shall exclude the pupil until the parent or guardian provides documentation of compliance with the requirements.

Questions?
See the California Immunization Handbook at ShotsForSchool.org

* In accordance with 17 CCR sections 6050-6051 and Health and Safety Code sections 120370-120372.

IMM-231 (5/24)

California Department of Public Health • Immunization Branch • ShotsForSchool.org

- San Diego County Health Department Immunization Unit 866-358-2966
- (option 5 for nurses)
- IZPHN.HHSA@sdcounty.ca.gov



Educational Support

- Public schools must offer language assistance services to students who have limited English proficiency.
- Schools should have systems to conduct language proficiency assessment for children who arrive during the school year.
- Schools must make information about enrollment, classes, and other educational programs and activities accessible to those who have limited English proficiency.
- Schools must ensure that students identified as English Learners may participate in the standard instructional program of a school.
- Schools must make local decisions about a student's grade-level placement in the best interest of the student when academic records are limited.
- Schools must be aware of coursework and graduation exemptions available to newcomer students.



Bullying and Harassment

- School districts are required to have policies that prohibit discrimination, harassment, intimidation, and bullying based on a student's actual or perceived nationality, ethnicity, or immigration status.
- School personnel who witness an act of discrimination, harassment, intimidation, and bullying shall take immediate steps to intervene and to report the incident.
- All reports should be investigated promptly and a support plan initiated for the student(s) involved.
- The complaint process must contain confidentiality safeguards if it involves information regarding the student's immigration status.



Request for Student Records

- Educational records may only be released with written consent from the student's parent or educational rights holder.
- The written consent must be signed and dated by the parent or by the eligible student.
- The written consent must specify the records that may be disclosed, the purpose of the disclosure, and the party or class of parties to whom the disclosure may be made.



Request for Student Records

A school may provide access to educational records without consent from the parent or student in limited circumstances.

- Legitimate educational interests of the requestor
 - Reviewing school attendance issues
 - Providing schools with information on transferring students
 - Evaluating federally funded educational programs
 - Conducting truancy mediation
 - Responding to health and safety emergencies
- An agency may also provide information without consent in response to a judicial order or lawfully issued subpoena.

The parent should be notified of any judicial order or subpoena before the school complies, unless it involves a child welfare matter.



Request for Student Records

Directory information is defined as information contained in a student record that would not generally be considered harmful or an invasion of privacy if disclosed.

- Student name
- Student address
- Telephone number
- Email address
- Date of birth
- Major field of study
- Participation record in officially recognized activities and sports
- Weight and height of athletic team members
- Dates of attendance
- Degrees and awards received
- Previous school attended

Directory information cannot be released to immigration enforcement agencies without parent consent, court order, or judicial warrant.



Request by Immigration Enforcement Agencies

A request by an immigration enforcement agency to access non-public areas of campus, or to access student information, can only be authorized if:

- The officer provides a written order signed by a Federal judge, or
- The officer declares exigent circumstances
 - The officer does not need to justify the declaration
 - Immediately comply with the order



Request by Immigration Enforcement Agencies

- An ICE administrative warrant is the most typical type of "warrant" used by immigration officers.
- An ICE warrant authorizes an immigration officer to arrest a person suspected of violating immigration laws.
- An ICE warrant is NOT a Court Order.
- An ICE warrant does NOT grant an immigration officer access to non-public areas of school grounds
 - Non-public areas of the school are those that cannot be entered without the expressed authorization of school officials.
- An ICE warrant does NOT allow immigration officers access to student information or to search school records.



Request by Immigration Enforcement Agencies

If immigration agencies/agents request information or come to a school the following actions should be taken in accordance with state and federal law:

- Immediately notify the site principal of the request, who will reach out to their assigned district administrator for further review and handling of the request.
- Do not provide access to students or information on students unless compelled to do so by a court order, or informed by the immigration agent that exigent circumstances exist.
- Do not give permission to immigration agents to enter non-public areas of the campus (classrooms, cafeteria, playgrounds, etc.) unless compelled to do so by a court order, or informed by the agent that exigent circumstances exist.
- Notify parents immediately if an immigration agent makes any request pertaining to them, unless they are prohibited from doing so by a court order.
- Provide parents with a copy of any documents provided by an immigration agent.
- Escort the agent off campus as soon as possible after the principal has received the agent's request and determined the required response.



Request by Immigration Enforcement Agencies

Under the Fourth Amendment of the U.S. Constitution, a law-enforcement officer, including school district police, cannot, for the purpose of investigating non-criminal immigration violations, detain a student by preventing them from leaving campus or taking them out of class.



Common Scenarios

An individual who is housing an unaccompanied minor comes to enroll the student at your school.

- Provide the individual with a Caregiver's Authorization Affidavit authorizing them to enroll the student and make school-related decisions.
- If the student is over the age of 16, they are the educational rights holder.
- It is the responsibility of the school district under the leadership of the homeless liaison, to make a determination of McKinney-Vento eligibility based on an understanding and application of the definition of homeless.
- If the student has been determined to be unaccompanied and homeless, ensure no delay in enrolling the student even if they are not able to produce normally required enrollment documents.



Common Scenarios

A parent who resides in the boundary of your school and district wishes to enroll the student in school. The parent asks if the school requires a birth certificate because they do not have one available.

- Ask the parent what they do have to determine if they have a document that meets criteria as a proof of age.
- Avoid asking the parent the reason they do not have a proof of age.
- Review the documents they have.
- Record the age and the means by which age was verified. Copies do not need to be maintained.
- If they do not have any documents, provide them with the template affidavit of birth.



Common Scenarios

A teacher notifies the principal that a student stated that their caretaking parent was detained by immigration officers, and the student has been staying with a family friend.

- Attempt to contact the parent.
- If the parent cannot be reached, contact emergency contacts.
- Identify if the student has siblings within the district.
- Avoid adding information regarding the parent's immigration status to the schoolwide information system.
- Provide the caretaking individual with a Caregiver's Authorization Affidavit.
- If the caregiving individual lives outside the boundaries of the school or district, determine the best interest of the student for continued school enrollment.
- If a McKinney Vento determination has been made that the student is homeless and unaccompanied, they have rights to remain in their school of origin.
- If the parent has been forced out of the state against their will, the student will meet residency requirements of the school.
- Utilize the school district interdistrict attendance permit process only if the previous criteria don't apply to ensure continuity of school placement.



Common Scenarios

A mandatory child welfare report was filed by a staff member due to reasonable suspicion of abuse unrelated to the family's immigration status. The student is interviewed on campus by a CWS investigator. The parent comes to the office to disenroll the student and asks the school staff why they called the immigration police.

- Listen to the parent's concerns and validate how welcome the student is at school.
- Reassure that parent that the school does not share information regarding the student or family's immigration status.
- Tell them that the school would have notified the parent if an immigration officer had requested student information.
- Remind the parent that any individual at school or in the community may make a CWS report and that the process is anonymous.
- If available, provide the parent with the contact information of the CWS investigator.



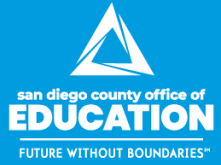
Common Scenarios

An immigration officer comes to the school and asks for a student's address claiming federal business.

- A site administrator should be summoned to take over the interaction with the officer.
- Have a staff member inform the superintendent/designee that an immigration officer is on campus. Do not provide the information even if the parent has opted in to directory information being shared.
- Ask to see, and make a copy of, the officer's information and any documents presented by the officer.
- Make note of the interaction and the officer's request.
- Written permission from the parent or a court order is required to release student information.
- Notify the parent/guardian of the request and provide them a copy of the documentation that the immigration officer showed.

Resources

- [SDCOE Immigration Resources for Educators and School Leaders](#)
- [Creating, Supporting, and Sustaining Trauma Informed Schools a Systems Framework](#)
- [Caregiver's Authorization Affidavit](#)
- [Example Enrollment Card](#)
- [Affidavit of Birth Template](#)
- [Mckinney-Vento Definition of Homeless](#)
- [Local Educational Agency Housing Questionnaire - Homeless Education \(CA Dept of Education\)](#)
- [Online Detainee Locator System](#)
- [What to do if an Immigration Officer comes to your School](#)
- [Immigration Officer Incident Report](#)



Thank You!

We are here to support you!