

SCHOOL STAFF RESPONDING TO VERBAL/WRITTEN REQUESTS FOR A STUDENT OR FAMILY'S IMMIGRATION OR CITIZENSHIP STATUS:



NOTIFY

School staff immediately notify the Assistant Superintendent of Student Services and Principal about the information request



INFORM

School staff notify student and family of the request and description of the immigration officer's request



DOCUMENT

School staff document any request for information by immigration authorities



PROVIDE

School staff provide students and family with any documents provided by the immigration enforcement officer (unless prohibited in cases involving investigations of child abuse, neglect, or dependency)

Unless authorized by the Family Educational Rights and Privacy Act (FERPA) pursuant to 20 USC 1232g, student information shall not be disclosed to immigration law enforcement authorities without parental consent, a court order, or judicial subpoena.