



BIRTH CERTIFICATE / IDENTIFICATION REQUIREMENT

A parent or other person with legal control of a student under court order who is enrolling the student has up to 30 days from the date of enrollment to provide proof of the student's identity.

Acceptable proof of identity and age:

___ Statement of the child's date of birth issued for school admission purposes by Texas Vital Statistics, a division of the Texas Department of State Health Services. To request this statement, the parent or guardian should contact Register@dshs.texas.gov to request an application for School Certificate (VS 140-3).

___ Driver's license

___ Passport

___ School ID card, records, or report card

___ Military ID

___ Hospital birth record

___ Adoption record

___ Church baptismal record

___ Any other legal document that establishes identity

For students who are under 11 years of age and enrolling in our schools for the first time, additional requirements related to documentation of identity and age apply, per the Texas Code of Criminal Procedure, Article 63.019.

Within 30 days of enrollment (within 90 days for a child not born in the United States) you must provide a certified copy of your child's birth certificate. If you are unable to produce a certified copy of the birth certificate, you must produce, within the same time period, other acceptable proof of your child's identity and age (see acceptable forms above) and a signed note explaining why you are unable to produce a certified copy of the birth certificate.

If you are unable to provide a certified copy of the birth certificate, please check the form of identification you are using and sign the acknowledgement. We will keep this letter attached to your identification information.

Student Name: _____ D.O.B _____ ID# _____

Name of Parent or Guardian: _____

Signature: _____ Date: _____

Reason parent/guardian is unable to provide a certified copy of birth certificate:

With my above signature I hereby state that I am unable to provide a certified copy of my child's birth certificate and have documented the reasons that an alternate form of identification has been provided.