

Documents Required to Enroll a Student in School

These documents are required for admission to all District schools, subject to provisions of McKinney Homeless Assistance Act referenced in District Policy 3060.

These two documents are required when enrolling a student in school:

- Immunization Records or an Exemption
- Birth Certificate

Immunizations

The following information is from the Idaho Department of Health and Welfare:

PRESCHOOL & K-12

IMMUNIZATION DOCUMENTATION REQUIREMENTS

Idaho Statute [39-4801](#) requires students attending preschool and grades K-12 of any public, private, or parochial schools to meet the minimum immunization documentation requirements upon admission. Parents and guardians must provide their child's immunization record to school officials, unless an exemption is claimed ([39-4801](#)).

IMMUNIZATIONS REQUIRING DOCUMENTATION, BY GRADE		
Preschool & Kindergarten-6th Grade	7th Grade-11th Grade	12th Grade
(5) Diphtheria, Tetanus, Pertussis (DTaP) ¹ (2) Measles, Mumps, Rubella (MMR) (4) Polio ² (3) Hepatitis B ³ (2) Varicella ⁴ (2) Hepatitis A	(5) Diphtheria, Tetanus, Pertussis (DTaP) ¹ (2) Measles, Mumps, Rubella (MMR) (4) Polio ² (3) Hepatitis B ³ (2) Varicella ⁴ (2) Hepatitis A (1) Tetanus, Diphtheria, Pertussis (Tdap) Booster (1) Meningococcal (MenACWY) ⁵	(5) Diphtheria, Tetanus, Pertussis (DTaP) ¹ (2) Measles, Mumps, Rubella (MMR) (4) Polio ² (3) Hepatitis B ³ (2) Varicella ⁴ (2) Hepatitis A (1) Tetanus, Diphtheria, Pertussis (Tdap) Booster (2) Meningococcal (MenACWY) ⁵

1. DTaP: The 5th dose is not necessary if the 4th dose was administered at age 4 years or older and at least 6 months after previous dose.
2. Polio: The 4th dose is not necessary if the 3rd dose was administered at age 4 years or older and at least 6 months after previous dose.
3. Hepatitis B: The use of combination vaccines may result in an extra (4th) required dose of Hepatitis B.
4. Varicella: History of chickenpox disease documented by a physician or licensed health care professional meets the requirement.
5. Children should have one dose of meningococcal (MenACWY) vaccine upon admission to 7th grade. A second dose of MenACWY is required upon admission to 12th grade. However, if a child received their first MenACWY vaccine at age 16 years or older, no additional MenACWY doses are needed upon admission to 12th grade.

A Required Statement for Exceptions and Exemption

A statement must be received from a parent/guardian of any student who is not immunized, excepted or exempted, and who is in the process of receiving, or has been scheduled to receive, the required immunizations. The statement must be provided to the school at the time of first admission and before attendance providing the following information:

1. Name and age of student

2. School attending and grade in which the student is enrolled
3. Type, number and dates of immunizations to be administered
4. Signature of the legal parent/guardian providing the information; and
5. Signature of a physician or physician's representative.

If a student is admitted to school and fails to adhere to the schedule of intended immunizations, that student will be informed in writing for exclusion from school until documentation is presented setting forth the administration of the required immunization(s).

A student who supplies documentation to the district of one (1) or more of the following conditions is not required to undergo the required immunizations:

1. Laboratory proof of immunity to any of the seven (7) childhood diseases set forth above;
2. A signed statement of a licensed physician stating that the student has had Measles or Mumps disease diagnosed by the physician upon personal examination;
3. A signed statement of a licensed physician that the student's life or health would be endangered if any or all the required immunizations are administered; or
4. A signed statement of the parent/guardian setting forth the following information:
 - a. Name of the student; and
 - b. A statement of objection on religious or other grounds.

Birth Certificate

A birth certificate must be provided upon enrollment of a student for the first time in elementary or secondary school. The District shall notify the person enrolling the student in writing that a birth certificate must be provided within thirty (30) days. Either a certified copy of the student's birth certificate, or other reliable proof of the student's identity and birth date, which must be accompanied by an affidavit explaining the inability to produce a copy of the birth certificate are acceptable. Other reliable proof of the student's identity and birth date may include a passport, visa or other governmental documentation of the child's identity. Any person enrolling a student who fails to provide the information within the requested thirty (30) days, the District shall immediately notify the local law enforcement agency of such failure and again notify the person enrolling the student, in writing, that have an additional ten (10) days to comply.