AR-4111.2 (a)
AR-4211.2 (a)
AR-4311.2 (a)

LEGAL STATUS REQUIREMENT

When being hired by the district for any kind of work, prospective employees shall be informed that they will be asked, within three days of employment, to show documents, which certify their work eligibility and identity. Persons employed for three days or less must provide such documentation on their first day. This documentation may consist of one item in group A below, or two items, one from group B and one from group C below.

Group A – Documents Establishing Both Work Authorization and Identity

1. U.S Passport or U.S. Passport Card
2. Permanent Resident Card or Alien Registration Receipt Card (INS Form I-551)
3. Foreign Passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa
4. Employment Authorization Document that contains a photograph (Form I-766)
5. Other documents listed in Column A of the Form I-9

Group B- Documents Establishing Identity

1. Driver's license or ID card issued by a state or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address.
2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address.
3. School ID card with a photograph.
4. Voter's registration card.
5. U.S. military ID card or draft record
6. Military dependent's ID card.
7. U.S. Coast Guard Merchant Mariner Card.
8. Native American tribal document
9. A driver's license issued by a Canadian government authority
10. Other documents listed in Column B of the Form I-9

Group C- Documents Establishing Work Eligibility

1. A Social Security Account Number Card unless the card has a restriction that would restrict its use for verification
2. Certification of report of birth issued by the Department of State (Form Form DS-1350, FS-545 or FS-240)

AR-4111.2 (b)
AR-4211.2 (b)
AR-4311.2 (b)

LEGAL STATUS REQUIREMENT

3. Original or certified copy of a birth certificate issued by a state, county, municipal authority or territory of the United States, bearing an official seal.
4. Native American tribal document.
5. U.S. Citizen ID Card (INS Form I-197)
6. Identification Card for use of Resident Citizen in the United States (INS Form I-179)
7. Employment authorization document issued by the Department of Homeland Security

If a minor has a work authorization document but does not have any of the identity documents in Group B, he/she may establish identity by means of a school record or report card; clinic, doctor or hospital record; or a day-care or nursery school record. Lacking any of these, he/she still may work, provided that a parent/guardian completes Section 1 of the Form I-9 for the minor. In the space for the minor's signature, the parent/guardian must write "minor under the age of 18." The parent/guardian also must complete the "Preparer/Translator Certification" section. In Section 2 under List B after the words "Document #," school district office personnel should write "minor under age 18."

If unable to provide satisfactory documentation, the employee shall furnish a receipt indicating that the needed document has been requested. This receipt must be presented within three days of the hire, and the document itself must be provided within 90 days of the hire.

The personnel officer shall examine the documents as presented and record the expiration date as it appears on all work authorization permits. This expiration information shall be subsequently flagged to remind the personnel officer to verify that the permit has been renewed and that the employee is still eligible to work.

Should an employee present two documents on which the individual's name is not the same, school district office personnel shall ask to see documentation of name change, such as would be provided by a marriage license, divorce papers, court order or other legal document verifying the name change.

School district office personnel shall ask the employee to complete and sign INS Form I-9.

School district office personnel shall complete and sign the I-9 form and shall assure that it is kept until a full year after the employee leaves the job, or three years, whichever is longer.

AR-4111.2 (c)
AR-4211.2 (c)
AR-4311.2 (c)

LEGAL STATUS REQUIREMENT

I-9 forms shall be available for inspection upon request by officers of the Department of Homeland Security, Immigration and Naturalization Service of the Department of Labor, or other appropriate federal government agency. Other personnel documents shall not be made available to government agents unless they present a warrant or subpoena.

To avoid the loss of any employer rights, all communications received from the Immigration and Naturalization Service shall be answered within 30 days.

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