



STATE OF ALABAMA
DEPARTMENT OF EDUCATION



Thomas R. Bice
State Superintendent of Education

July 22, 2013

MEMORANDUM

TO: County and City Superintendents of Education

FROM: Thomas R. Bice *TRB*
State Superintendent of Education

RE: Student Enrollment Procedures

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With the start of the new school year fast approaching, we need your assistance in assuring that all children in Alabama have access to a quality education regardless of their race, ethnicity, birthplace, or the birthplace of their parents. Please be mindful of the following student enrollment procedures and ensure that this information is implemented consistently in all of your schools and publicly shared via all school and school system Web sites, etc.

1. Each school should have a designated person or persons responsible for student enrollments.
2. If there is a question about the sufficiency of documentation provided by a parent/guardian, the school **should always enroll the student first and then seek any clarification or additional information that may be needed.**
3. Regarding the use of a Social Security Number (SSN) for enrollment purposes, schools should make clear that providing a child's SSN is voluntary, explain how the number will be used and the legal authority for the request, and explain that if a parent/guardian chooses not to provide a child's SSN that will **not bar a child from enrolling in school.** Failure of a parent/guardian to provide a child's SSN will not bar a child from being enrolled in school. No parent/guardian should have to provide his/her SSN in order to enroll a student.
4. Assign a unique student identification number to any student enrolling without a SSN per Alabama regulations.
5. A student's birth certificate may be requested in order to verify age. However, schools may not bar a student from enrolling because the student has a foreign birth certificate or presents no birth certificate. A flexible approach should be taken that would allow for alternative documentation to prove age such as a religious, hospital, or physician's certificate showing date of birth; a baptismal certificate; an entry in a family Bible; an adoption record; an affidavit from a parent; previously verified school records; etc.
6. While schools request documents for proof of residency, it is **not** a requirement in state law that parents/guardians provide an Alabama driver's license or Alabama ID for that purpose. Under no circumstances should schools deny enrollment to students because their parent/guardian does not produce an Alabama driver's license or state-issued ID. Residency may be established through multiple means including a **utility bill or a residential lease.**

No child is to be denied enrollment in any school or participation in school activities and programs based on the immigration status of the child or the child's parents/guardians. If you have any questions regarding enrollment issues, please contact the Prevention and Support Services Section of the Alabama State Department of Education at 334-242-8165.

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