



Birth Certificate/Identification Requirement

Dear Parent:

Beginning in 2013, 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 now 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 below) 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 below the form of identification you are using and sign the below acknowledgement. We will keep this letter attached to your identification information.

- Statement of the child's date of birth issued for school admission purposes by the division of the Texas Department of State Health Services responsible for vital statistics.
- Driver license
- Passport
- School ID card, records, or report card military ID
- Hospital birth record
- Adoption records
- Church baptismal record
- Any other legal document that establishes identity

Name of Parent or Guardian: _____

Signature: _____

Date: _____

Reason parent/guardian is unable to provide 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.