

School Enrollment Guide



The student's or family's immigration status is not necessary for school enrollment

Schools **CANNOT** ask for documentation about immigration status, including passports, green cards, student or parent Social Security numbers, and income tax returns.

Public schools **CANNOT** deny admission based on immigration status or discourage enrollment by threatening to contact immigration officials.

To enroll a student in school, the following information is required:

The student's identity and age:

- **Evidence includes:** the child's birth certificate, including foreign birth certificates, religious, hospital, or physician's certificate showing date of birth
- ***Student enrollment may not be denied*** based on absence of a certified copy of birth certificate or other proof of a student's identity although these must be provided within 30 days of initial enrollment.

The student's residency in that school district

- **Evidence includes:** mortgage or lease documents, letters from landlords, rent payment receipts, telephone or utility bills; driver's licenses, canceled checks, pay stubs, letters from employer, correspondences from a government agency or caregiver affidavit
- If the student is experiencing homelessness or living in shared housing, the student ***may be enrolled immediately*** and efforts to confirm eligibility should take place once full enrollment has occurred.

The student's immunization records

- Schools should help students living in shelters, temporary housing, or with relatives or friends obtain required immunizations or medical records.
- Students cannot be denied enrollment based on the absence of medical information. However, schools are allowed to delay attendance for children without proof of vaccination for up to 30 days while they obtain proof of vaccination or initiate the process of obtaining required vaccinations.

What about student records?

- If a student's prior educational record is not available, a student may not be denied enrollment. Following receipt of a student's records or assessment by the district, the student's placement may be revised. Prior school records do not need to be translated.



Questions, Concerns, or Where to File a Complaint?

Discrimination related concerns

If the school district is **trying to prevent a child from enrolling because of their immigration status** or is **not providing necessary language services**, you can file a complaint

**CIVIL RIGHTS DIVISION
US ATTORNEY'S OFFICE
DEPARTMENT OF JUSTICE**

<https://civilrights.justice.gov/report/>

Mail:

United States Attorney's Office
ATTN: Civil Rights Unit
970 Broad Street, Suite 7000
Newark NJ 07102
Phone: 1- 855-281-3339

**OFFICE OF CIVIL RIGHTS –
US DEPARTMENT OF EDUCATION**

<https://ocras.ed.gov/>

Mail:

New York Office / Office for Civil Rights
U.S. Department of Education
32 Old Slip, 26th Floor
New York, NY 10005-2500
Telephone: 646-428-3900

Email: OCR.NewYork@ed.gov

School Enrollment Denial

If the school denies enrollment and you disagree with the decision, you may file and appeal with the Commissioner of Education by sending a letter petition:

Commissioner of Education
c/o Director, Bureau of Controversies and Disputes
New Jersey State Department of Education
100 Riverview Plaza
P.O. Box 500
Trenton, NJ 08625 via Fax: (609) 292-4333

The following information must be included in the petition

- Petitioner's name, address, and contact information;
- The name of the school board you're appealing against
- List name(s) of child/ren and your relationship to them.
- A summary of why attendance is being denied, including date of district's decision
- Sign a statement confirming that your claim is based on true facts



Check out this summary on School Enrollment Laws and Regulations by Rutgers Law-Child Advocacy Clinic