

**MOUNTAIN HOME SCHOOL DISTRICT NO. 193
MOUNTAIN HOME, IDAHO**

PROCEDURES
Section 500.6, Pages 1-3

BIRTH CERTIFICATE & IMMUNIZATION REQUIREMENT PROCEDURE

Mountain Home School District is required to abide by Idaho Statute and Idaho Administrative Code regarding the parent's, custodian's, or guardian's responsibility to submit a copy of their child's or children's birth certificate and proof of immunization or proof of exemption of immunization to school district authorities at the time of admission and before attendance, or be in jeopardy of having their child/children denied attendance to or disenrolled from school, or be in jeopardy of having their and their child/children's names submitted to law enforcement.

The following Idaho Statutes and Idaho Administrative Codes applies:

BIRTH CERTIFICATE REQUIREMENT

Parent/Guardian must submit within thirty (30) days after the start of school to the school authority a copy of their child's or children's birth certificate or law enforcement will be notified.

Idaho Code Title 18, Chapter 45, Section 18-4511(2) (School Duties – Records of Missing Child – Identification Upon Enrollment – Transfer of Student Records) – Upon enrollment of a student for the first time in a public or private elementary or secondary school, the school shall notify in writing the person enrolling the student that within thirty (30) days he must provide either a certified copy of the student's birth certificate or other reliable proof of the student's identity and birthdate, which proof shall be accompanied by an affidavit explaining the inability to produce a copy of the birth certificate. Other reliable proof of the student's identity and birthdate may include a passport, visa or other governmental documentation of the child's identity.

Idaho Code Title 18, Chapter 45, Section 18-4511(2)(a) (School Duties – Records of Missing Child – Identification Upon Enrollment – Transfer of Student Records) – Upon the failure of a person enrolling a student to comply with the provisions of this subsection, the school shall immediately notify the local law enforcement agency of such failure, and shall notify the person enrolling the student, in writing, that he has ten (10) additional days to comply.

Idaho Code Title 18, Chapter 45, Section 18-4511(2)(b) (School Duties – Records of Missing Child – Identification Upon Enrollment – Transfer of Student Records) – The school shall immediately report to the local law enforcement agency any documentation or affidavit received pursuant to this subsection which appears inaccurate or suspicious in form or content.

Idaho Code Title 18, Chapter 45, Section 18-4511 (School Duties – Records of Missing Child – Identification Upon Enrollment – Transfer of Student Records) – all schools in the Mountain Home School District are required to report to the Mountain Home Police Department (MHPD) the names of the students who do not have a copy of their birth certificate on file in the child's permanent file.

Idaho Code Title 33, Chapter 5, Section 33-506(3)(a) (Organization and Government of Board of Trustees) – the MHSD Board of Trustees shall have the following power and duty to make by-laws, rules, and regulations for its government and that of the district, consistent with the laws of the state of Idaho and the rules and regulations of the state board of education.

Idaho Code Title 33, Chapter 5, Section 33-512(7) (Governance of Schools) – The MHSD Board of Trustees shall have the following power and duty to exclude from school, students with contagious or infectious diseases who are diagnosed or suspected as having a contagious or infectious disease or those who are not immune and have been exposed to a contagious or infectious disease.

IMMUNIZATION REQUIREMENT

Parent/Guardian must submit prior to their child(ren) attending school to the school authority a copy of their child's or children's proof of immunization or a signed letter or exemption form that includes the parent/guardians acknowledgement that their child(ren) will be denied attendance to school should a contagious or infectious disease occur in the school. It is the parent/guardian's responsibility to ensure the continuation of their child's or children's education during the outbreak period.

Exemption forms can be found on the Idaho Health and Welfare website. The state exemption form is only good for the current school year and must be resubmitted annually.

A handwritten letter of immunization exemption is only acceptable if a statement is included that the parent/guardian understands that their child(ren) will be denied attendance to school should a contagious or infectious disease occur in the school. The handwritten letter must be signed and dated by the parent or guardian. The handwritten exemption letter is only good for the current school year and must be resubmitted annually.

Idaho Code Title 39, Chapter 48, Section 39-4801 (Immunization Required) – Except as provided in section 39-4802 (Exemptions), Idaho Code, any child in Idaho of school age may attend grades preschool and kindergarten through twelve (12) of any public school operating in this state if otherwise eligible, provided that upon admission, the parent or guardian shall provide an immunization record to the school authorities regarding the child's immunity to certain childhood diseases. This record, signed by a physician or his representative or another licensed health care professional, shall verify that such child has received, or is in the process of receiving immunizations as specified by the state board of health and welfare, or can effectively demonstrate, through verification in a form approved by the department of health and welfare, immunity gained through prior contraction of the disease.

Immunizations required and the manner and frequency of their administration shall be as prescribed by the state board of health and welfare and shall conform to recognized standard medical practices in the state. The state board of health and welfare, in cooperation with the state board of education and the Idaho school boards association, shall promulgate appropriate rules for the enforcement of the required immunization program and specify reporting requirements of schools.

IDAPA 16.02.15 – Immunization Requirements for Idaho School Children – The Idaho Legislature has granted to the Board of Health and Welfare, in cooperation with the State Board of Education and the Idaho School Boards Association, the authority to adopt rules for the administration and enforcement of an immunization program for Idaho schoolchildren, under Section 39-4801, Idaho Code.

IDAPA 16.02.15.102.03 (Failing to Continue the Schedule of Immunizations) – A child, who does not receive the required immunizations as scheduled in accordance with IDAPA 16.02.15.102.02 (Schedule of Immunizations) will be excluded by school authorities until documentation of the administration of the required immunizations is provided to school authorities by the child’s parent, custodian, or guardian.

IDAPA 16.02.15.105 (Exceptions to Immunization Requirement – when supporting documentation is in the possession of school authorities at the time of admission and before attendance, a child who meets the exceptions to immunization will not be required to receive the required immunizations in order to attend school.

IDAPA 16.02.15.110 (Exemptions to Immunization Requirement) – when supporting documentation is in the possession of school authorities, at the time of admission and before attendance, a child who meets the exemptions to immunizations will not be required to receive the required immunizations in order to attend school.

IDAPA 16-02-15.150.01 (Enforcement of Immunization Requirement) – any child not in compliance regarding immunizations will be denied attendance by school authorities, unless the child is exempted by a professional physician or physician assistant.

LEGAL REFERENCE:

Idaho Code 33-506(1) – Organization and Government of Board of Trustees

Idaho Code Section 33-512(7) – Governance of Schools

Idaho Code Title 39, Chapter 48 – Immunizations

IDAPA 16.02.15 – Immunizations Requirements for Idaho School Children

Idaho Department of Health and Welfare:

<http://healthandwelfare.idaho.gov/Health/Immunizations/SchoolImmunizations/tabid/885/Default.aspx>

34 CFR part 99 – FERPA

MHSD Legal Name Policy

MHSD Immunization Policy

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