

4145 SCHOOL ENTRANCE REQUIREMENTS–BIRTH CERTIFICATES AND IMMUNIZATIONS

I. PURPOSE AND PHILOSOPHY

Weber School District (District) prioritizes access to public education in accordance with Utah Codes §53G-6-302 and §53G-4-402. To ensure the safety of all students enrolled in Weber School District, it is necessary to require certain legal documentation regarding the student's age and identity, the identity of a parent or legal guardian, and appropriate immunizations. The District recognizes that in some instances, a parent or legal guardian may not be able to produce required documentation due to immigration or refugee status. The purpose of this policy is to protect students by ensuring all new students are enrolled with the proper paperwork and immunization records by those who have authority over the child and establishing procedures for addressing instances when the proper paperwork is unavailable.

II. POLICY

Weber School District requires a birth certificate or other reliable proof of the student's identity, age, and relationship to the student's legally responsible individual whenever a student first enrolls in Weber District schools. Certain exceptions, as outlined in this policy, will apply where a birth certificate or other reliable proof is unavailable. Before enrollment, students must also have all immunizations as required by state law. District administration shall provide schools with current information regarding required immunizations, procedures, and exceptions.

III. DEFINITIONS

- A. **Child Trafficking:** human trafficking of a child in violation of §76-5-305.5.
- B. **Enroller:** an individual who enrolls a student in a public school.
- C. **Immunization:** a process through which an individual develops an immunity to a disease, through vaccination or natural exposure to the disease.
- D. **Social Service Provider:** a social service provider that works directly with the student's family.
- E. **Review Team:** a team described in Subsection IV. C, assigned to determine a student's biological age.
- F. **Vaccine:** the substance licensed for use by the United States Food and Drug Administration that is injected into or otherwise administered to an individual to immunize the individual against a communicable disease.

IV: BIRTH CERTIFICATE OR OTHER RELIABLE PROOF OF AGE AND IDENTITY

- A. Within thirty (30) days of enrolling a child in the District for the first time, regardless of age, the person enrolling the child must produce a certified copy of the student's birth certificate or other reliable proof of the student's identity, age, and relationship to the student's legally responsible individual along with an affidavit explaining the enroller's inability to produce a birth certificate. Other reliable proof may include:
 - 1. a religious, hospital, or physician certificate showing the student's date of birth;
 - 2. an entry in a family religious text;
 - 3. adoption record;
 - 4. previously verified school records;
 - 5. previously verified immunization records;
 - 6. documentation from a social service provider; or
 - 7. other legal documentation, including from a consulate, that reflects the student's biological age.
- B. The affidavit explaining the enroller's inability to produce a birth certificate can be written in whatever language the enrolling person speaks at home, and need not be notarized.
- C. If the enroller cannot produce either a birth certificate or other reliable proof of identity, age, and relationship to the student's legally responsible individual, or if the enroller asserts the student's biological age is different than what is on the birth certificate, the school shall refer the matter to a Review Team to determine:
 - 1. the student's biological age for purposes of enrollment and appropriate placement in a public school; and
 - 2. whether there are signs of child trafficking.
- D. The Review Team must include three of the following, at least one of which has completed training and instruction on child sexual abuse and human trafficking prevention:
 - 1. an appropriate district administrator;
 - 2. the student's teacher or teachers;
 - 3. the school principal,
 - 4. a school counselor;
 - 5. a culturally competent and trauma-informed community representative;
 - 6. a school nurse or other health specialist;
 - 7. an interpreter, if necessary; or
 - 8. a relevant educational equity administrator.

- E. The Review Team may request additional supporting documentation to determine the student's biological age.
- F. If a Review Team identifies any signs of child trafficking, the school shall report to local law enforcement.¹
- G. If the enrolling party (parent or guardian) of the child does not produce a birth certificate or other reliable proof of the student's identity and age and an affidavit within 30 days, the school must notify the enrolling party that their student may be unenrolled. It is recommended the school follow the process below if required documentation for enrollment was not produced:

1. Step 1: At the end of the first week after enrollment, the school will contact the enrolling party by phone to remind them that required documentation must be provided to the school. School personnel will document contact made to the enrolling party.

2. Step 2: At the end of the second week after enrollment, a letter and/or email will be sent to the person enrolling the student reminding the enrolling party that required documentation must be received by the school. School personnel will notify the administrator to convene a "Review Committee" to determine if there are signs of child trafficking.

3. Step 3: At the end of the third week after enrollment, school personnel will call and send an email and/or letter to notify the enrolling party that required documentation must be provided to the school.

4. Step 4: At the end of the fourth week after enrollment, school personnel will send final letter providing notification of unenrollment. Prior to unenrolling, consult with administration. Administration will consult with the Director of Student Services.

V. IMMUNIZATION OR EXEMPTION REQUIRED

- A. Before enrolling, students must have all immunizations as required by state law. District administration shall provide schools with current information regarding required immunizations, procedures, and exceptions.
- B. Under Utah Code §53G-9-302, a student may not attend a school unless:
 - 1. The school receives an immunization record from the parent/legal guardian of the student, the student's former school, or a statewide registry that shows:
 - i. that the student has received each vaccination required by the DHHS under §53G-9-305; as outlined in Section C of this policy; or
 - ii. for any required vaccination that the student has not received, that the student:

¹ This requirement to report suspected child trafficking is In addition to any duty to comply with the mandatory reporting requirements described in Utah Code Ann. §53E-6-701 and §62A-4a-403.

- a. has immunity against the disease for which the vaccination is required, because the student previously contracted the disease as documented by a healthcare provider.
 - b. is exempt from receiving the vaccination under U.C.A. §53G-9-303;
2. the student qualifies for conditional enrollment under U.C.A. §53G-9-308; or
3. the student is the child of a military family and complies with the immunization requirements for military children under U.C.A. §53E-3-905.

C. Required Vaccinations

1. Vaccinations must be administered according to the recommendations of the United States Public Health Service's Advisory Committee on Immunization Practices (ACIP).
2. A student must meet the minimum immunization requirements of the ACIP prior to school entry for the following antigens:
 - i. Diphtheria;
 - ii. Tetanus;
 - iii. Pertussis;
 - iv. Polio;
 - v. Measles;
 - vi. Mumps;
 - vii. Rubella;
 - viii. Hepatitis B;
 - ix. Hepatitis A; and
 - x. Varicella.
3. For students enrolling in the District's preschool programs, the following immunizations are also required:
 - i. Haemophilus influenzae type b (Hib)
 - ii. Pneumococcal
4. Before entry into the seventh grade, a student must also meet the minimum immunization requirements of the ACIP for the following antigens:
 - i. Tetanus;
 - ii. Diphtheria;

- iii. Pertussis;
- iv. Varicella; and
- v. Meningococcal Conjugate.

D. Immunization Record

1. WSD requires an immunization record for each student. School personnel will use the official Utah School Immunization Record (USIR) form provided by the Utah Department of Health and Human Services (DHHS) as the record of each student's immunizations. School personnel shall accept any immunization record provided by a licensed physician, registered nurse, or public health official as certification of immunizations. School personnel shall transfer this record to the USIR along with the following information:
 - i. Name of the student;
 - ii. Student's date of birth;
 - iii. Vaccine administered; and
 - iv. The month, day, and year each dose of vaccine was administered.
2. Each school shall maintain a USIR for each student. For each student claiming an exemption, the school shall attach or upload the vaccination exemption form to the USIR.
 - i. The school shall maintain up-to-date records of the immunization status for all students in the District, such that all unimmunized students may quickly be excluded from school in case of an outbreak.
 - ii. If a student withdraws, transfers, is promoted or otherwise leaves school, the school shall transfer the USIR and any exemption form with the student's official record to the new school, and upon request provide a copy of the USIR and exemption form to the parent.
3. Within five business days after the day on which a student enrolls in a school, or within a reasonable time period after the student enrolls, an individual designated by the school principal or administrator shall:
 - i. Determine whether the school has received an immunization record of the student;
 - ii. Review the student's immunization record to determine whether the record complies with Section (V)(C) of this policy; and
 - iii. Identify any deficiencies in the student's immunization record.
4. If the school has not received a student's immunization record or there are deficiencies in the immunization record, the school shall provide written notice that the student will be placed on conditional enrollment, as described in Section

(V)(E)(2).

E. Conditional Enrollment and Parent Notice

1. A student who at the time of school enrollment has not been completely immunized, as provided in this policy, may be allowed a conditional enrollment consistent with U.C.A. §53G-9-308. Unless an extension is granted, a conditional enrollment may last only for the period in which the student's immunization record is under review by the school or for 30 calendar days after the day on which the school provides the notice described below.
2. When a student is placed on conditional enrollment, the school shall provide written notice to the parent that:
 - i. Notifies the parent that the school has placed the student on conditional enrollment for failure to comply with the U.C.A. §53G-9-302(1) and this policy.
 - ii. Describes the identified deficiencies in the student's immunization record or states that the school has not received an immunization record for the student;
 - iii. Gives notice that the student will not be allowed to attend school unless the parent cures the deficiencies, or provides an immunization record that complies with Utah law, within the conditional enrollment period described above; and
 - iv. Describes the process for obtaining a required vaccination.
3. Notices will be delivered in writing, and may be accompanied with a telephone call. When possible, the notice will be given in the parent's preferred language.
4. The immunization status of those students enrolled conditionally shall be reviewed by the school every thirty (30) days to ensure continued compliance until the student is completely immunized. If subsequent immunizations are one calendar month past due, the school must immediately exclude the student from school.
5. A school shall remove the conditional enrollment status from a student after the school receives an immunization record for the student that complies with this policy.
6. At the end of the conditional enrollment period, a school shall prohibit a student who does not comply with this policy from attending school until the student complies with the immunization requirements set forth herein.
7. A school principal or administrator:
 - i. shall grant an additional extension of the conditional enrollment period, if the extension is necessary to complete all required vaccination dosages, for a time period medically recommended to complete all required vaccination doses; and
 - ii. may grant an additional extension of the conditional enrollment period in cases of extenuating circumstances, if the school principal or administrator and one of the following agree that an additional extension will likely lead to compliance with this policy:

- a. A school nurse;
 - b. A health official; or
 - c. A health official designee, including a social service provider or a culturally competent and trauma-informed community representative.
8. For purposes of Subsection (7), a newcomer student enrolling in a school for the first time is an extenuating circumstance.

F. Exemptions

1. A student may be exempt from receiving the required immunizations for medical reasons or for personal or religious reasons as allowed by Utah law. A parent claiming one of these exemptions must provide to the school a completed vaccination exemption form and the additional documentation described in this section. Under U.C.A. § 53G-9-304, a vaccination exemption form may be obtained only from the DHHS, and as used throughout this policy, the term “vaccination exemption form” means the form obtained through the DHHS. To receive a vaccination exemption form, a student’s parent must complete an online education module required by the Department of Health, available at <https://immunize.utah.gov/immunization-education-module/>, or an in-person consultation at the local health department. WSD and its employees are not authorized to issue vaccination exemption forms.
 - i. To qualify for a medical exemption, a student’s parent must provide the school with a completed vaccination exemption form, and a written notice signed by a licensed healthcare provider stating that, due to the physical condition of the student, administration of the vaccine would endanger the student’s life or health.
 - ii. To qualify for a personal exemption, a student’s parent must provide the school with a completed vaccination exemption form stating that the student is exempt from the vaccination because of a personal or religious belief.
2. Homeless Students. A student who is designated as homeless is exempt from submitting immunization records for the period of time they are designated as homeless.
3. Renewal of Exemptions
 - i. A vaccination exemption form submitted under Sections (F)(1)(i) and (ii) is valid for as long as the student remains at the school to which the form is presented.
 - ii. If the student changes schools before the student is old enough to enroll in kindergarten, the vaccination exemption form accepted as valid at the student’s previous school is valid until the earlier of the day on which the student enrolls in kindergarten or the student turns six years old.
 - iii. If the student changes schools after the student is old enough to enroll in

kindergarten but before the student is eligible to enroll in grade 7, the vaccination exemption form accepted as valid at the student's previous school is valid until the earlier of the day on which: the student enrolls in grade 7 or the student turns 12 years old.

- iv. If the student changes schools after the student is old enough to enroll in grade 7, the vaccination form accepted as valid at the student's previous school is valid until the student completes grade 12.
- v. A vaccination exemption form obtained through completion of the online education module described in U.C.A. §26-7-9, is valid for two years.

G. Exclusion of Exempt and Conditionally Enrolled Students

1. The District shall maintain a record of all enrolled students who are exempt from receiving a required vaccine or who are conditionally enrolled under Section (V)(E), specifically identifying each disease against which a student is not immunized.
2. Upon the request of an official from a local health department in the case of a disease outbreak, a school principal or administrator shall:
 - i. Identify each student who is not immune to the outbreak disease;
 - ii. Notify the parent of any student who is not immune to the outbreak disease, providing information regarding steps the parent may take to protect students; and
 - iii. For a period determined by the local health department not to exceed the duration of the disease outbreak, do one of the following at the discretion of the school principal or administrator after obtaining approval from the local health department:
 - a. Provide a separate educational environment for students identified under Section (V)(G)(2)(i) that ensures the protection of all students; or prevent each student identified in the previous section, from attending school.
 - iv. A student excluded under Section (V)(G)(2) may not attend the regular educational environment until the local health officer is satisfied that the student no longer risks contracting or transmitting the disease.

H. Reporting Requirements

1. School nurses shall report requested statistical information by the specified dates and the names of students who are not in compliance with this policy to the DHHS in the form or format prescribed by the Department.