

Date: \_\_\_\_\_

Dear Parents,

We hope that your child is happy in our school, rapidly making friends, and enjoying our teachers and staff.

As we processed your child's student registration materials, we discovered that you did not submit a birth certificate at the time of registration. State law requires that every student submit a birth certificate within 30 days when registering for the first time within a particular school. If we do not receive this legal identification, schools are required to notify local law enforcement agencies so that an investigation can be conducted to determine if the child may be one of the many children reported missing from their homes each year.

Utah Code 53G-6-603 states that parents are to be given thirty (30) days to provide the school with a certified copy of the child's birth certificate or other reliable proof of the student's identity and age (together with an affidavit explaining the inability to produce a copy of the birth certificate). Your thirty-day grace period has now passed. If we do not have reliable proof of your child's identity and age within ten (10) days, we must notify the local law enforcement agency.

We sincerely hope that this problem is just an oversight, and that you can provide the school with the birth certificate before the deadline. If you have a special problem or need our help in any way, please feel free to contact us. We are anxious to help you resolve this matter as quickly as possible.

Sincerely,

Principal

**For School Use**

Birth certificate has been provided.

The following documents (both are required) have been received and approved for the above student in lieu of a birth certificate:

- \_\_\_\_\_ (name of document), showing **age, identity, and birth date.**
- An affidavit (available at Planning & Enrollment) explaining the inability to produce a certified copy of the birth certificate.