

Other than a parent, a person whose name is not on the Authorization for Release of Student from School section of the Emergency Student Data Form is not permitted to pick up the student early, or at the end of the school day. The parent must be contacted to seek authorization **No release shall be permitted regardless of the person's relationship to the student, until the parent approves.**

Instructions have been developed in three languages to assist parents in completing the Emergency Student Data Form. For assistance, you may access the link provided herein:
<http://ehandbooks.dadeschools.net/policies/44.pdf>

6. For information regarding release of students to law enforcement officers or to the Florida Department of Children and Families, staff should contact the District/School Operations Juvenile Justice Support Office at EDAT@dadeschools.net.

For students who are pre-registered (futures) in ISIS, two preprinted forms will be sent to each school by Information Technology Services (ITS) in August of each year. The preprinted information represents the most recent data available on the *Interactive Student Information System (ISIS)*.

B. HOME LANGUAGE SURVEY FORM, FM-5196

The Florida Department of Education in accordance with the META Consent Decree which addresses the civil rights of ELL students mandates that every student initially entering Miami-Dade County Public Schools be asked a series of three questions, as part of the registration process. The *HOME LANGUAGE SURVEY FORM*, [FM-5196](#) is available in English, Spanish, and Haitian Creole.

C. AGE AND LEGAL NAME VERIFICATION

[Florida Statute 1003.21](#) specifies the evidence required to establish proof of birth, and alternative options if the first prescribed evidence is not available, in the prescribed order, as provided below. Review Glossary in Appendix 2 for definition of terms.

1. A duly attested transcript of the child's birth record filed according to law with a public officer charged with the duty of recording births (original birth certificate); *hospital certificate is not acceptable*. Birth certificates issued as of January of 2013 to present cannot be photocopied. Complete the *Verification of Birth Certificate Form* [FM-6982](#) with the student information provided on the original birth certificate; or
2. A duly attested transcript of the certificate of baptism showing the date of birth and place of baptism of the child, accompanied by an affidavit sworn to by the parent; or

3. An insurance policy on the child's life which has been in force for at least two years; or
4. A *bona fide* contemporary religious record of the child's birth accompanied by an affidavit sworn to by the parent; or
5. A passport or certificate of arrival in the United States showing the age of the child. Since the passport or certificate of arrival cannot be copied, you must complete Verification of Student Information on Passport, Parolee Card, or Certificate of Arrival [Form-6670](#); or
6. A transcript of record of age shown in the child's school record of at least 4 years prior to application, stating date of birth; or
7. If none of these evidences can be produced, parent must supply an *Affidavit of Age*, [FM-4681](#) available in English, Spanish, and Haitian Creole, sworn by the parent, and accompanied by a *Certificate of Age* signed by a public health officer or by a public school physician, or, if neither of these shall be available in the county, by a licensed practicing physician designated by the school board, which certificate shall state that the health officer or physician has examined the child and believes that the age as stated in the affidavit is substantially correct.

8. **BIRTH CERTIFICATE**

Parents are to provide proof of age for their child. School site personnel may provide parents information on how to request original birth certificates. *Hospital Certificates are not acceptable*. If available, a copy of the birth certificate is to be placed in the student's Cumulative Record Folder, and the birth registration number is to be recorded in the appropriate place on the Cumulative Record Folder.

9. **APPLYING FOR A BIRTH CERIFICATE**

Birth certificates are to be requested from the Bureau of Vital Statistics appropriate to where the child was born. The requester (parent) must provide specific information at the time of the request, along with any associated fees for processing. A Chart has been prepared by State for your convenience. See Appendix 5.

10. **LEGAL NAMES OF STUDENTS**

School Board Policy 5200 states that... *requests from a parent to enroll a child in a public school under a name other than the legal name may be granted on a temporary basis provided court action is in process to make the assumed name legal. Official school records must list both*