

A. AGE AND LEGAL NAME VERIFICATION

Florida Statute 1003.21, [School Attendance](#), 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.

- a. 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
- b. 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
- c. An insurance policy on the child's life which has been in force for at least two years; or
- d. A bonafide contemporary religious record of the child's birth accompanied by an affidavit sworn to by the parent; or
- e. 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 the Verification of Student Information on Passport, Parolee Card or Certificate of Arrival, [FM-6670](#); or
- f. 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
- g. 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 practicing physician designated by the school board, which certificate shall state the health officer or physician has examined the child and believes that the age as stated in the affidavit is substantially correct.

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.

APPLYING FOR A BIRTH CERTIFICATE

Birth certificates are to be requested from the Bureau of Vital Statics 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. **(Appendix 5)**

LEGAL NAMES OF STUDENTS

School Board Policy [5200-Attendance](#) 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 the legal name and assumed name of the student. Students entering a District school for the first time must have an Emergency Student Data Form completed with both legal and assumed names shown.

A student's legal name should not be changed on any of the student's records without a legal document noting the change. Upon registration, the staff person who is initially entering a student's name into DSIS should enter the student's name as it appears on the legal document. Do not enter the name the parent wrote on the Emergency Student Data Form. It is imperative that the legal document be used to enter information in the District Student Information System (DSIS).

When a student's name, birth date, sex, ethnicity or place of birth is initially entered incorrectly, or when a legal document is provided with different information, you must submit a Heat-Self-Service Ticket to the Federal and State Compliance Office along with the Change of Data Form, [FM-0735](#), and any documents to support the change.

NAME AND PRONOUNS

School staff should address students by their chosen name and pronouns that correspond to their gender identity, regardless of whether there has been a legal name change. Upon request, the chosen name and gender should be included in the district's information management systems, in addition to the student's legal name. District-generated student email addresses should also reflect the student's chosen name, if first names are identifiable in such addresses. These changes inform all staff, including substitute teachers, of the name and pronoun to use when addressing the student, and help avoid inadvertent disclosures.

Students who have a formal name change with proof of court documents must submit an amended birth certificate to finalize the change in our District Student Information System (DSIS).

For assistance with accommodating students with a chosen name, please contact the Division of Student Services.

