

Exhibit 3



STATE OF ALABAMA
DEPARTMENT OF EDUCATION




Joseph B. Morton
State Superintendent of Education

August 1, 2011

MEMORANDUM

TO: City and County Superintendents

FROM: Joseph B. Morton 
State Superintendent of Education

RE: Alabama School Attendance Manual Revisions--September 1, 2011
Act. No. 2011- 535 Alabama's Immigration Law

Please find attached a revision to page 6 of the *Alabama School Attendance Manual* that becomes effective on September 1, 2011. This revision applies to all students enrolling in an Alabama public elementary or secondary school for the first time on or after the September 1, 2011, date and places our enrollment/admission process in compliance with Section 28 of Act No. 2011-535.

The *Alabama School Attendance Manual*, Section C, page 6, (Attachment A), has been renamed **ENROLLMENT/ADMISSION DOCUMENTATION** and reads as follows:

BIRTH CERTIFICATE

At the time of initial enrollment in the statewide student management system, the board of education should be provided with either an original or a certified copy of the student's birth certificate. If a student has no such certificate or if the birth certificate shows that the student was born outside the United States or its jurisdiction, school personnel will provide information to parents or guardians concerning the submission of supplemental documentation to the board of education. (Attachment B).

If the local board of education is not provided such birth certificate or applicable supplemental documentation within 30 days after enrollment the student will be coded "enrolled without birth certificate" (Attachment C). The number of students enrolled without a birth certificate or supplemental documentation will be reported to the State Department of Education.. No student shall be denied enrollment or admission to the school due to a failure to provide the birth certificate or other supplemental documentation described in this section.

Authority: 2011 Ala. Act 535.

(Note: "the board of education" is interpreted to mean the person at the enrolling school responsible for enrolling new students.)

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City and County Superintendents
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August 1, 2011

The process described above will only apply to the initial enrollment of a student in the public schools of Alabama on or after September 1, 2011. That information, once entered into the statewide student management system, remains saved. All students currently enrolled prior to September 1, 2011, will follow the current admission requirements. A graphic description entitled "Enrollment of Students in an Alabama Public School" is included in this notice and should be made available along with all other materials to every public school in each local school system.

All other previously required admission documentation remains unchanged:

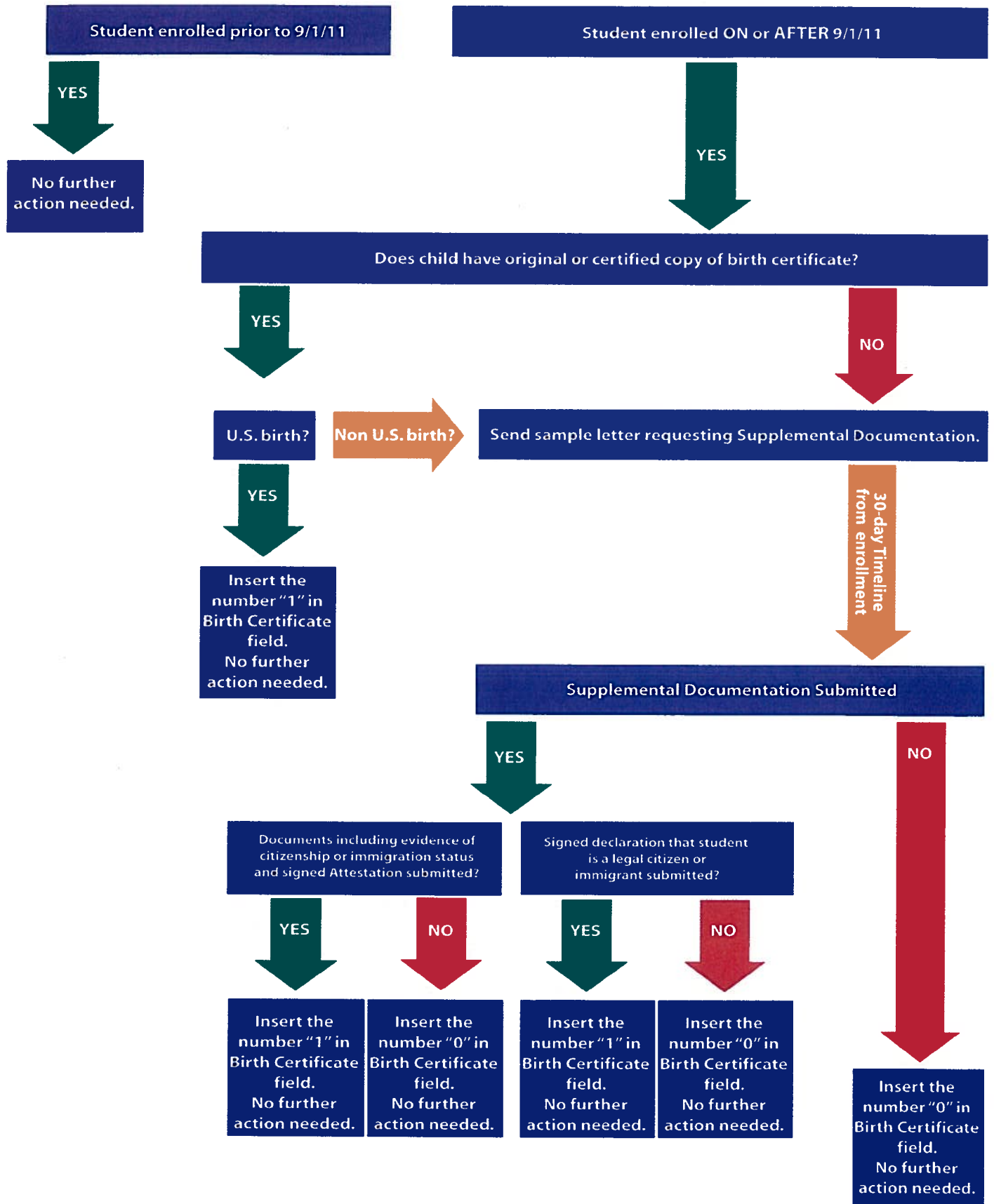
1. IMMUNIZATION CERTIFICATE/MEDICAL OR RELIGIOUS EXEMPTION
2. SOCIAL SECURITY NUMBER/TEMPORARY NUMBER
3. PROOF OF AGE: KINDERGARTEN AND GRADE 1

Included in Act No. 2011-535 are certain determinations and reporting requirements for the Alabama State Board of Education. These determinations and reports will be completed by the State Department of Education using data from our statewide student management system. There will be no additional reporting requirements for the local school system.

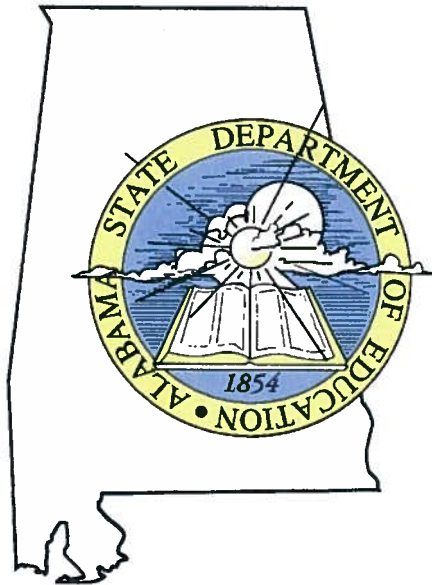
Should you have questions regarding these changes to the *Alabama School Attendance Manual*, please contact Dr. Tommy Bice, Deputy State Superintendent of Education, at 334-242-8154 or tbice@alsde.edu.

JBM:TRB:LAK
Attachments
FY11-2128

Enrollment of Students in an Alabama Public School



SCHOOL ATTENDANCE MANUAL



Revised 2011

Joseph B. Morton
State Superintendent of Education

Prevention and Support Services Section
Alabama Department of Education
Gordon Persons Building
Montgomery, Alabama 36130-2101

youths and afforded the opportunity to meet the same challenging state student academic achievement standards to which all students are held.

*Authority: McKinney-Vento Homeless Assistance Act
42 U.S.C. 11431 et seq.
Alabama Administrative Code 290-3-1-.02(7)(c) through 290-3-1-.02(7)(i)(iv)*

*An opinion of the Attorney General states in effect that under the common law one's age is computed by including the day of birth so that a given age is attained the day before the birthday anniversary.

C. ENROLLMENT/ADMISSION DOCUMENTATION

1. BIRTH CERTIFICATE

At the time of initial enrollment in the statewide student management system, the board of education should be provided with either an original or a certified copy of the student's birth certificate. If a student has no such certificate or if the birth certificate shows that the student was born outside the United States or its jurisdiction, school personnel will provide information to parents or guardians concerning the submission of supplemental documentation to the board of education.

If the local board of education is not provided such birth certificate or applicable supplemental documentation within 30 days after enrollment the student will be coded "enrolled without birth certificate". The number of students enrolled without a birth certificate or supplemental documentation will be reported to the State Department of Education. No student shall be denied enrollment or admission to the school due to a failure to provide the birth certificate or other supplemental documentation described in this section.

Authority: 2011 Ala. Acts 535

2. IMMUNIZATION CERTIFICATES/MEDICAL OR RELIGIOUS EXEMPTION

The boards of education shall require each pupil otherwise entitled to admittance into an Alabama public school to present a certificate of immunization, medical or religious exemption upon initial entrance into school.

Authority: Code of Alabama (1975) §§16-30-3 and -4

3. SOCIAL SECURITY NUMBER/TEMPORARY NUMBER

a. Each child enrolled in an Alabama public school Grades Kindergarten through Grade 12 shall have a social security number and a valid social security card which shall be presented to school official(s) at the time of pre-registration/registration for verification and returned to child/parent/guardian/custodian. For each person who is otherwise entitled to admittance but does not have a social security number, the local superintendent or agency shall assign a temporary number in accordance with the directions as specified by the State Department of Education.

(1) A student may not be denied registration who does not have a social security number or who has not completed an application. Every effort should be made to get each student's social security number.

SAMPLE LETTER

Dear <Parent/Guardian or Legal Custodian>:

Let me first take this opportunity to welcome <Student Name> to the <School District Name>. <He/She> is enrolled, and we are ready to get the year started. We expect great things from <Student Name> and look forward to a fulfilling and successful school year.

During the enrollment process, we requested that you provide us with either an original or certified copy of <Student Name>'s birth certificate, as we are required to do under state law. That birth certificate <has not been provided> OR <shows that <Student Name> was born outside the jurisdiction of the United States>, and we will need a little more information to fulfill our obligations. Accordingly, please provide us with the following information, if available, within thirty (30) days of the student's enrollment:

1. Official documentation establishing the citizenship or the immigration status for <Student Name> or a notarized copy of that documentation, and attestation by you, under penalty of perjury, that the documents state the true identity of <Student Name>;

OR

2. If the documents described in Item 1 above are not available, a declaration, signed under penalty of perjury, that <Student Name> is a United States citizen or is otherwise lawfully in the United States.

Forms have been attached which may be used for these purposes.

Rest assured that it will not be a problem if you are unable or unwilling to provide either of the documents set out above. We request this information solely to comply with data reporting obligations established by State law and for no other purpose.

If there are any questions, please feel free to contact <Contact Name>, at <Contact Number>. Thank you.

Sincerely,

<Contact Name>

USE IF DOCUMENTATION OF CITIZENSHIP OR IMMIGRATION STATUS IS AVAILABLE

STATE OF ALABAMA)

_____ COUNTY)

DECLARATION

I, _____, do hereby declare and attest that I am submitting
[Name of Parent, Guardian, or Legal Representative]

herewith an official or notarized copy of documentation establishing the citizenship of, or, if
not a citizen, the immigration status of _____, and further
[Name of Student]

declare and attest, under penalty of perjury, that the documentation being submitted states the
true and correct identity of _____.
[Name of Student]

Date Signed

Signature of Parent, Guardian, or Legal Representative

USE IF DOCUMENTATION OF CITIZENSHIP OR IMMIGRATION STATUS IS **NOT** AVAILABLE

STATE OF ALABAMA)

_____ COUNTY)

DECLARATION

I, _____, do hereby declare and affirm, under
[Name of Parent, Guardian, or Legal Representative]

penalty of perjury, that I am the _____, of
[Name of Parent, Guardian, or Legal Representative]

_____, and that _____
[Name of Student] [Name of Student]

is a United States citizen or is otherwise lawfully present in the United States.

Date Signed

Signature of Parent, Guardian, or Legal Representative

ATTACHMENT C

InformationNOW screen shot of the Miscellaneous Tab where the Birth Certificate information is to be entered. As indicated in the guidance, enter a "1" if the student has a birth certificate or supplemental documentation or "0" if the student does not provide a birth certificate or supplemental documentation.

InformationNOW (03.00.01.05) -- Webpage Dialog

http://59.85.239.7/IN_TRAIN_29/Students/Student/StudentEditMisc.aspx?Size=1015,720

Edit Student: 1234512345123 -

Summary Main **Misc** Custom Contacts Access Addresses School Enrollment

Tasks

- Print Screen
- Student Locator
- Help

Manage

- Attendance
- Counseling
- Schedule
- Requests
- Grades
- Discipline
- Letters
- School Programs
- Services
- Transcript
- Medical
- Standardized Tests
- Fees
- Goals Sought
- Forms
- Organizations
- Impact Aid

Reports

- Student Schedule
- Profile
- Request Verification
- Standards Report Card
- Comprehensive
- Progress
- Missing Assignments
- Attendance Profile
- Two Column Report Card

Personal

Marital Status: Religious Affiliation: Employer Name:

Birth Certificate #: Birth Certificate Verification #:

Origin/Residency

Citizenship/Nationality: Migrant: ☐ Foreign Exchange Student

Country Of Residency: Residency Status: ☐ Immigrant

☐ Resides Outside of District

Services

Language: Section 504 Qualification: ☒ Homeless ☒ Home Schooled ☒ Tutor

Reporting School: Special Education Status: Eligibility Date: Reevaluation Date:

Primary Exceptionality: Special Education Exit Date: IEP Begin Date: IEP End Date:

Special Education Exit Reason: Case Manager: Date Enrolled in LEA:

LE:

LEP:

Identification

*Student Number: State ID Number: Alternate Student Number:

Email: Messenger Provider: Internet Messenger:

Student Access

☒ Internet Access Internet Password: Telephone PIN Number:

OK Close