

1 **MOUNTAIN HOME SCHOOL DISTRICT NO. 193**

2 **MOUNTAIN HOME, IDAHO**

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5 **PROCEDURES**  
6 Section 500.6, Pages 1-3  
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9 **BIRTH CERTIFICATE & IMMUNIZATION REQUIREMENT PROCEDURE**

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11 Mountain Home School District is required to abide by Idaho Statute and Idaho Administrative  
12 Code regarding the parent's, custodian's, or guardian's responsibility to submit a copy of their  
13 child's or children's birth certificate and proof of immunization or proof of exemption of  
14 immunization to school district authorities at the time of admission and before attendance, or be  
15 in jeopardy of having their child/children denied attendance to or disenrolled from school, or be in  
16 jeopardy of having their and their child/children's names submitted to law enforcement.

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18 The following Idaho Statutes and Idaho Administrative Codes applies:  
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20 **BIRTH CERTIFICATE REQUIREMENT**

21 Parent/Guardian must submit within thirty (30) days after the start of school to the school authority  
22 a copy of their child's or children's birth certificate or law enforcement will be notified.  
23

24 **Idaho Code Title 18, Chapter 45, Section 18-4511(2)** (School Duties – Records of Missing Child  
25 – Identification Upon Enrollment – Transfer of Student Records) – Upon enrollment of a student  
26 for the first time in a public or private elementary or secondary school, the school shall notify  
27 in writing the person enrolling the student that within thirty (30) days he must provide either  
28 a certified copy of the student's birth certificate or other reliable proof of the student's identity  
29 and birthdate, which proof shall be accompanied by an affidavit explaining the inability to  
30 produce a copy of the birth certificate. Other reliable proof of the student's identity and  
31 birthdate may include a passport, visa or other governmental documentation of the child's  
32 identity.  
33

34 **Idaho Code Title 18, Chapter 45, Section 18-4511(2)(a)** (School Duties – Records of Missing  
35 Child – Identification Upon Enrollment – Transfer of Student Records) – Upon the failure of a  
36 person enrolling a student to comply with the provisions of this subsection, the school shall  
37 immediately notify the local law enforcement agency of such failure, and shall notify the  
38 person enrolling the student, in writing, that he has ten (10) additional days to comply.

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40 **Idaho Code Title 18, Chapter 45, Section 18-4511(2)(b)** (School Duties – Records of Missing  
41 Child – Identification Upon Enrollment – Transfer of Student Records) – The school shall  
42 immediately report to the local law enforcement agency any documentation or affidavit  
43 received pursuant to this subsection which appears inaccurate or suspicious in form or content.

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45 **Idaho Code Title 18, Chapter 45, Section 18-4511** (School Duties – Records of Missing Child –  
46 Identification Upon Enrollment – Transfer of Student Records) – all schools in the Mountain Home  
47 School District are required to report to the Mountain Home Police Department (MHPD) the  
48 names of the students who do not have a copy of their birth certificate on file in the child’s  
49 permanent file.

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51 **Idaho Code Title 33, Chapter 5, Section 33-506(3)(a)** (Organization and Government of Board  
52 of Trustees) – the MHSD Board of Trustees shall have the following power and duty to make by-  
53 laws, rules, and regulations for its government and that of the district, consistent with the laws of  
54 the state of Idaho and the rules and regulations of the state board of education.

55  
56 **Idaho Code Title 33, Chapter 5, Section 33-512(7)** (Governance of Schools) – The MHSD Board  
57 of Trustees shall have the following power and duty to exclude from school, students with  
58 contagious or infectious diseases who are diagnosed or suspected as having a contagious or  
59 infectious disease or those who are not immune and have been exposed to a contagious or  
60 infectious disease.

61  
62 **IMMUNIZATION REQUIREMENT**  
63 Parent/Guardian must submit prior to their child(ren) attending school to the school authority a  
64 copy of their child’s or children’s proof of immunization or **signed** exemption form informing the  
65 parent/guardian that their child(ren) will be denied attendance to school should a contagious **or**

66 **infectious** disease ~~or infection~~ occur in the school. It is the parent/guardian’s responsibility to  
67 ensure the continuation of their child’s or children’s education during the outbreak period.

68  
69 **Exemption forms can be found on the Idaho Health and Welfare website. The state**  
70 **exemption form is only good for the current school year and must be resubmitted annually.**

71  
72 **Handwritten exemptions are only acceptable if a statement is included that the**  
73 **parent/guardian understands that their child(ren) will be denied attendance to school should**  
74 **a contagious or infectious disease occur in the school. The handwritten statement must be**  
75 **signed and dated by the parent or guardian. The handwritten exemption is only good for the**  
76 **current school year and must be resubmitted annually.**

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79 **Idaho Code Title 39, Chapter 48, Section 39-4801** (Immunization Required) – Except as  
80 provided in section 39-4802 (Exemptions), Idaho Code, any child in Idaho of school age may  
81 attend grades preschool and kindergarten through twelve (12) of any public school operating  
82 in this state if otherwise eligible, provided that **upon admission, the parent or guardian shall**  
83 **provide an immunization record to the school authorities regarding the child’s immunity**  
84 **to certain childhood diseases.** This record, signed by a physician or his representative or  
85 another licensed health care professional, shall verify that such child has received, or is in the  
86 process of receiving immunizations as specified by the state board of health and welfare, or  
87 can effectively demonstrate, through verification in a form approved by the department of  
88 health and welfare, immunity gained through prior contraction of the disease.

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90 Immunizations required and the manner and frequency of their administration shall be as  
91 prescribed by the state board of health and welfare and shall conform to recognized standard  
92 medical practices in the state. The state board of health and welfare, in cooperation with the  
93 state board of education and the Idaho school boards association, shall promulgate appropriate  
94 rules for the enforcement of the required immunization program and specify reporting  
95 requirements of schools.

96

97 **IDAPA 16.02.15 – Immunization Requirements for Idaho School Children** – The Idaho  
98 Legislature has granted to the Board of Health and Welfare, in cooperation with the State Board  
99 of Education and the Idaho School Boards Association, the authority to adopt rules for the  
100 administration and enforcement of an immunization program for Idaho schoolchildren, under  
101 Section 39-4801, Idaho **Code**.

102  
103 **IDAPA 16.02.15.102.03** (Failing to Continue the Schedule of Immunizations) – A child, who does  
104 not receive the required immunizations as scheduled in accordance with IDAPA 16.02.15.102.02  
105 (Schedule of Immunizations) will be excluded by school authorities until documentation of the  
106 administration of the required immunizations is provided to school authorities by the child’s  
107 parent, custodian, or guardian.

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109 **IDAPA 16.02.15.105** (Exceptions to Immunization Requirement – when supporting  
110 documentation is in the possession of school authorities at the time of admission and before  
111 attendance, a child who meets the exceptions to immunization will not be required to receive the  
112 required immunizations in order to attend school.

113  
114 **IDAPA 16.02.15.110** (Exemptions to Immunization Requirement) – when supporting  
115 documentation is in the possession of school authorities, at the time of admission and before  
116 attendance, a child who meets the exemptions to immunizations will not be required to receive the  
117 required immunizations in order to attend school.

118  
119 **IDAPA 16-02-15.150.01** (Enforcement of Immunization Requirement) – any child not in  
120 compliance regarding immunizations will be denied attendance by school authorities, unless the  
121 child is ~~excepted~~ or exempted.

122  
123 **LEGAL REFERENCE:**

124 Idaho Code 33-506(1) – Organization and Government of Board of Trustees

125 Idaho Code Section 33-512(7) – Governance of Schools

126 Idaho Code Title 39, Chapter 48 – Immunizations

127 IDAPA 16.02.15 – Immunizations Requirements for Idaho School Children

128 Idaho Department of Health and Welfare:

129 <http://healthandwelfare.idaho.gov/Health/Immunizations/SchoolImmunizations/tabid/885>  
130 [/Default.aspx](#)  
131 34 CFR part 99 – FERPA  
132 MHSD Legal Name Policy  
133 MHSD Immunization Policy  
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136 Adopted: November 13, 2017  
137 Revised:  
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REVISE