

***Birth Certificate Requirement***

***(30-day Grace Period)***

*SAMPLE*

**(School Letterhead)**

Date

Dear parents:

A birth certificate issued by the Bureau of Vital Statistics is required for all students who are entering the Canyons School District for the first time.

A \_\_\_\_\_ (document) has been accepted showing the age and identity of \_\_\_\_\_ (student) and showing this student's date of birth as \_\_\_\_\_.

Parents/legal guardians are required to provide to \_\_\_\_\_ (school) a birth certificate from the Bureau of Vital Statistics within 30 days. The school will keep this letter on file until the birth certificate is received.

If the birth certificate is not received within 30 days, the school shall refer the matter to the local law enforcement authority for investigation.

Sincerely,

Principal's signature