

***Birth Certificate 10-day***

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

**Sample Letter**

**School Letterhead**

Date

Dear Parents,

Welcome to \_\_\_\_\_ (name of school.) We hope that your child is happy in our school, rapidly making friends, and enjoying our teachers and staff.

As we processed your child's student registration materials, we discovered that you did not submit a birth certificate at the time of registration. State law requires that every student submit a birth certificate when registering for the first time within the state of Utah. If this legal identification is not produced, schools are required to notify local law enforcement agencies so that an investigation can be conducted to determine if the child may be one of the many children reported missing from their homes each year.

Utah Code 53A-11-503 states that parents are to be given thirty days to provide the school with a certified copy of the child's birth certificate. Your thirty-day grace period has now passed. If we do not have reliable proof of your child's identity and age within ten days, we must notify the local law enforcement agency.

We sincerely hope that this problem is just an oversight, and that you can provide the school with the birth certificate before the deadline. If you have a special problem or need our help in any way, please feel free to contact us. We are anxious to help you resolve this matter as quickly as possible.

Sincerely,

Principal's Signature