



Approved: 10/23/2025  
Amended:

## Refugee and Immigrant Student Enrollment Policy

Policy No.1032

Freedom Preparatory Academy (FPA) recognizes the unique challenges faced by refugee, immigrant, and foreign exchange students in accessing public education. The board is committed to ensuring that every child, regardless of immigration or documentation status has equitable access to enrollment, appropriate grade placement, and academic opportunity in accordance with state and federal law.

### **Freedom Preparatory Academy Shall:**

- Guarantee that no student is denied enrollment because of a missing birth certificate, transcript, or immunization record at the time of registration.
- Support families and guardians in navigating the enrollment process with clear communication and translation assistance upon request.
- Establish a structured review process to determine age and placement when traditional documentation is unavailable.
- Protect all personal information in compliance with the Family Educational Rights and Privacy Act (FERPA) and Utah student data privacy laws.

### **Procedures**

Upon first-time enrollment in any FPA school, enrollment staff shall notify the parent, guardian, or enrolling individual (hereafter referred to as the “enroller”) that they are required, within 30 calendar days, to submit one of the following:

- A certified birth certificate; or
- Other reliable proof of identity and age, as permitted by Utah Code §53G-9-207.

If a certified birth certificate cannot be produced, FPA will accept other reliable forms of documentation that reasonably verify a student’s identity and age, including but not limited to:

- Hospital, physician, or religious birth documentation

- Entries in a family religious record or text
- Adoption or guardianship records
- Verified school or immunization records
- Documentation from a licensed social service provider
- Legal documents issued by a government agency or consulate

When no verifiable documentation is available, the school shall convene a Review Team to determine the student's biological age and appropriate grade-level placement.

The Review Team shall include no fewer than three members. Possible team members may include:

- Principal
- Licensed Classroom Teacher
- School Counselor or Social Worker
- School Social Worker
- Interpreter (if needed)

The Review Team will document its findings, record the evidence reviewed, and provide written communication of the placement decision to the enroller. All determinations shall prioritize the student's well-being, educational readiness, and social-emotional adjustment.

For immigrant or foreign exchange students, FPA will collaborate with the Utah State Board of Education's transcript repository to obtain, translate, and securely store educational records when available. School personnel will assist families in retrieving or verifying prior coursework, diplomas, or foreign transcripts.

If a student's immunization documentation is incomplete or unavailable, FPA shall conditionally enroll the student in accordance with state health regulations.

- The enroller shall receive written notice of the compliance deadline.
- The school nurse or designated health specialist will guide the family in obtaining or updating required immunizations.
- No student shall be excluded from enrollment while actively working to meet documentation requirements within the state-established timeframe.

All documents collected or created through this process shall be handled in accordance with FERPA and state privacy laws.

- Sensitive data, including a student's immigration or refugee status, shall not be shared outside FPA without parental consent or legal authority.

- Enrollment staff must ensure that no documentation or inquiry suggests or requires disclosure of immigration status.

### **Legal References**

- Utah Code §53G-9-207 – Enrollment of Students; Documentation Requirements
- H.B. 230 (2022) – Refugee and Immigrant Student Policies
- Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. §1232g
- Utah State Board of Education Rule R277-516 – School Enrollment and Records
- Utah Administrative Code R277-400 – School District and Charter School Responsibilities