

Cumberland County Schools

Procedure: Immigrant Identification



Enrollment Procedure:

When a student enrolls that is an immigrant, the attendance clerk will verify that the student meets the Federal definition listed below. Once that has been determined, the student is coded as an immigrant in the student information system. A copy of the student's registration form will be sent to the Title III Director, along with a copy of the birth certificate, if available (not required documentation).

- Upon enrollment Attendance clerks will use the registration paperwork along with any documentation from a previous school to complete the birth history sections in Skyward.
 - Immigrant Identification:
 - Must be 3-21 years old
 - Must not be born in the U.S. State, DC, or Puerto Rico
 - Must not have been enrolled in a U.S. school for more than 3 years
- A "Date first entered US School" in field in Skyward must be completed for students born in a country other than the United States
- Attendance Clerks will send a copy of registration paperwork and birth certificate, if available, to the Title III Director
- Information will be reviewed monthly by attendance clerks at the school level with the Title III Director reviewing the information monthly at the district level.

Please note that an immigrant may or may not be an English Learner. The status of English Learners is based on language ability, not birth country.

To ensure access to education for children who do not have documentation of United States citizenship or residency, school personnel should not require social security cards, birth certificates or any other documentation which would deny undocumented children their educational rights. All children, regardless of their immigrant status, must comply with school attendance guidelines, laws, policies, and regulations.

Tennessee's public schools must provide services to non-English language proficient students. Rules of the State Board of Education Chapter 0520-01-19 requires districts and schools to provide specialized programs for limited English proficient students to comply with Title VI of the Civil Rights Act of 1965 and Tennessee Code Annotated 4-21-901. These laws prohibit discriminatory practices on the basis of race, color, or national origin by any state receiving Federal Funds from a state agency.

For more information please refer to [FPO Data Manual](#).