

FOR YOUR INFORMATION

LOS ANGELES UNIFIED SCHOOL DISTRICT
Office of the Superintendent

DISTRIBUTION: All Schools and Offices

SUBJECT: BULLETIN NO. 26
REQUESTS FOR CHANGE OF BIRTH DATE BY
REFUGEE STATUS STUDENTS

ROUTING
Administrators
Principals

DATE: February 18, 1997

DIVISION: Student Health and Human Services

APPROVED: RUBEN ZACARIAS, Deputy Superintendent

For further information, please call Agnes Moss, Counselor, Foreign Student Admissions Office, at (213) 625-4181.

This bulletin replaces Student Guidance Services Division Bulletin No. 35, dated December 10, 1982.

I. INTRODUCTION

Non-citizen students who have entered this country with refugee status (which includes parolees and evacuees) often have no means of birth date verification other than their Arrival and Departure Record (INS Form I-94). Lacking any further documentation, schools have accepted the given birth date, but have used administrative discretion in determining grade placement in those cases where there is a disparity between the birth date and the student's physical appearance. In some cases, parents or guardians of many students have requested that school records be changed to reflect a different birth date, declaring the first one derived from the I-94, to be in error.

II. RECOMMENDED PROCEDURES

- A. In such cases, it is recommended that the parent be referred to the resettlement agency that assisted them upon entry to this country to obtain a written statement from the agency confirming the correct birth date.
- B. If the agency concurs with the new birth date, it is in the best interest of the student to not only correct the date on the school records but also to change the grade placement as appropriate.

III. RESETTLEMENT AGENCIES

- A. **International Institute of Los Angeles**
435 S. Boyle Avenue
Los Angeles, CA 90033
Telephone: (213) 264-6210

- B. **Lutheran Social Services**
1345 S. Burlington Avenue
Los Angeles, CA 90006
Telephone: (213) 385-2191

- C. **Catholic Welfare Bureau of the Archdiocese of Los Angeles**
Immigration and Citizenship Division
1400 W. 9th Street
Los Angeles, CA 90015
Telephone: (213) 251-3471

#