



LOS ANGELES UNIFIED SCHOOL DISTRICT  
MEMORANDUM

**TITLE:** Entrance Ages; Kindergarten Continuation;  
Verification of Birth Date

**NUMBER:** MEM-3823.1

**ISSUER:** Rene Gonzalez, Assistant Superintendent  
Student Health and Human Services

**DATE:** May 22, 2008

**ROUTING**

Local District Superintendent  
Local District School Support  
Directors  
Local District Operations  
Coordinators  
School Principal  
School Administrative Assistants

**PURPOSE:** The purpose of this Memorandum is to assist school personnel in understanding entrance age requirements, the processing of admissions for the 2008-2009 school year, and the requirements for kindergarten continuation. The procedure for birth date verification is also included. This memorandum should be reviewed with all clerical and certificated personnel assigned to enroll kindergarten or first grade pupils.

**MAJOR CHANGES:** This memorandum replaces MEM-3823.0, dated August 6, 2007.

**INSTRUCTIONS:** A. Evidence of Minimum Age Required to Enter Kindergarten or First Grade

Prior to admission of the child to kindergarten or first grade, the parent or guardian shall present proof that the child is of the minimum age required by law for enrollment.

The evidence may be in the form of:

1. A certified copy of the birth record, or
2. A statement by the local registrar or county recorder certifying the date of birth, or
3. A baptismal certificate duly attested, or
4. A passport, or
5. When none of the above is obtainable, an affidavit signed by the minor's parent guardian or custodian may be accepted.

B. Minimum Age of Admission: Kindergarten

A child shall be admitted to kindergarten at the beginning of a school year, or at any later time in the same school year if the child will have his or her fifth birthday on or before December 2<sup>nd</sup> of that school year. Pupils properly enrolled in any district who subsequently move to anot must be enrolled by the receiving district. (See reference chart of Entrance Ages, Attachment A.)



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A child who will have his or her fifth birthday on or before December 2<sup>nd</sup> may be admitted to the pre-kindergarten summer program maintained by the school district for pupils who will be enrolling in kindergarten in September.

### C. Minimum Age of Admission: First Grade

A child shall be admitted to the first grade if his or her sixth birthday occurs on or before December 2<sup>nd</sup> of that school year.

### D. A child, who has been lawfully admitted to a public or private school kindergarten in California and who is judged by the administration of the school district to be ready for first grade work, may be admitted to the first grade at the discretion of the principal, if the child is at least five years of age. The kindergarten pupil placed in the first grade should meet the following minimum criteria:

1. Is at least five years old.
2. Has attended a public school kindergarten long enough to enable the school personnel to evaluate his or her ability.
3. Is in the upper five percent of his or her age group in terms of general mental ability.
4. Has physical development and social maturity consistent with his or her advanced mental ability.
5. The child's parent or guardian has filed a written statement with the school district approving placement in the first grade.

### E. Admission to First Grade on Completing Kindergarten

A child who has completed one year of kindergarten maintained by a private or a public school in California or any other state shall be admitted to the first grade, unless the parent or guardian and the district agree that the child continue in kindergarten for not more than one additional year. When a child has been legally enrolled in the public schools of another district and transfers to the LAUSD, he or she may be permitted to enroll in the same grade as that in the previous district of attendance, at the discretion of the administrator of the LAUSD school.

### F. Kindergarten: Continuation

In order to collect average daily attendance (ADA) for a child repeating kindergarten, the school must have on file an agreement signed by the parent or guardian that states that the pupil may continue in kindergarten for not more than one additional year. The State-authorized consent form (Attachment B) should be reproduced on school letterhead.



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## G. Verification of Birth Date

When a parent/guardian does not have documentary proof of a child's age, the school may obtain birth date verification by following the procedures below:

### 1. For children born in the Los Angeles County in 2002

For the 2008-09 school year, the Attendance and Enrollment Section offers telephone verification of birth dates for children born in the Los Angeles County in 2003, using records obtained from the Department of Health Services' Office of Vital Records.

- a. Obtain the following information from parent/guardian:
  - v Full name of child
  - v Birth date
  - v Mother's maiden name
- b. Call the Attendance and Enrollment Section at (213) 241-2196.
- c. If the child's record is available, the Attendance and Enrollment Section will provide school staff with the birth certificate number.
- d. Record the birth certificate number on the child's cum card, along with the birth date.

### 2. For children born in the Los Angeles County for ALL OTH YEARS

The County Registrar-Recorder/County Clerk has same day service for birth verification if requests are made in person. For written (mailed) requests, birth verification will be mailed within four weeks of receipt of request.

- a. To obtain birth date verification for school admission, without cost, have the parent/guardian complete the request form (Attachment C2). The completed form may be submitted in person by parent/guardian or submitted by mail by the school.

When submitting request in person, parent/guardian will need to present a valid ID with the request. The County Registrar-Recorder/County Clerk will then provide the birth certificate number.

When submitting request by mail, school staff should mail the request to the Los Angeles County Registrar-Recorder/County Clerk, Birth Records, P.O. Box 53120, Los Angeles, CA 90053-0120.



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NOTE: The Los Angeles County Registrar-Recorder/County Clerk requires that a mailed request be accompanied by a notarized Certificate of Identity (Attachment C3). However, requests mailed by schools are exempted from this requirement.

- b. To obtain a certified copy of a birth certificate, parent/guardian will need to submit a completed request form, a notarized Certificate of Identity, a check or money order for \$17.00 (per copy) payable to Registrar-Recorder/County Clerk, and a pre-addressed stamped envelope. Attachment C1 provides information regarding specific individuals who are permitted to receive Authorized Certified Copy of birth records. Certified copies of birth certificates may be obtained from any of the offices below.

LOCATIONS	CONTACT
<b>East Los Angeles</b> 4716 E. Cesar Chavez Avenue Los Angeles, CA 90022	Mari Lopez  (323) 260-2991
<b>Florence Firestone Multi Purpose Comm. Center</b> 7807 S. Compton Avenue, Room 215 Los Angeles, CA 90001	Billie Scott  (323) 586-6192
<b>Lancaster</b> 1028 W. Avenue J2 Lancaster, CA 93535	Patricia Spallino  (661) 945-6446
<b>Norwalk</b> 12400 Imperial Hwy Norwalk, CA 90650	Celia Magat  (562) 462-2137
<b>Van Nuys</b> 14340 W. Sylvan Street Van Nuys, CA 91401	Maria Teresa Perera  (818) 374-7176
<b>West Los Angeles/LAX Courthouse</b> 11701 S. La Cienega Bl., 6 <sup>th</sup> Floor Los Angeles, CA 90045	JoAnn Russell  (310) 727-6142

The request form (Attachment C2) and Certificate of Identity (Attachment C3) should be duplicated and made available to parents in order to avoid unnecessary delays and to assist in expediting the registration process.

Although the request form for Birth Record Verification is most often used for children entering elementary school, it may also be used for students for whom an appropriate verification of date of birth is not on file.



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Additional information and required forms are available through the Los Angeles County Register–Recorder/County Clerk website:  
[http://www.lavote.net/recorder/bdm\\_records.cfm](http://www.lavote.net/recorder/bdm_records.cfm)

### H. Incomplete or Unacceptable Birth Records

When a birth record does not show the given name of a student, it is incomplete and is not acceptable. To correct errors on the birth certificate, the parent/guardian may need to complete and submit the State of California Form VS 24(S), “Affidavit to Amend a Record.”

Since the amendment document becomes part of the official record, the California Department of Health Services (DHS) requires the use of original VS 24(S) forms only. Original forms may be obtained:

- ∅ by ordering forms electronically at  
<http://www.dhs.ca.gov/hisp/chs/ovr/ovrformsreq.asp>
  - ∅ by calling DHS Customer Service Unit at (916) 445-2684
  - ∅ through County Registrar-Recorder/County Clerk or County Health Department
1. Have the parent/guardian complete Form VS 24 (S) and return it to the school, along with a Notarized Sworn Statement and all other required documentation, and a check or money order for \$20.00, payable to the Office of Vital Records.

Note: Notarized Sworn Statement is required if a copy of the amended record is to be issued. The \$20.00 fee includes one Certified Copy of the amended record.

2. Enter the child’s name on school records, as shown on the affidavit.
3. Mail the affidavit, all other required documentation, and the check, or money order to California Office of Vital Records, M.S. 5103, P.O. Box 997410, Sacramento, CA 95899-7410. Their phone number is (916) 445-2684. The processing time for birth amendments is approximately seven months.
4. The child may be accepted in school as soon as the required documents and fee are forwarded to the California Office of Vital Records.

Additional information is available through the DHS website:  
[www.dhs.ca.gov/hisp/chs/ovr/amendments/amendmentindex.htm](http://www.dhs.ca.gov/hisp/chs/ovr/amendments/amendmentindex.htm)



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**RELATED RESOURCES:** BUL-1312.0, Preregistration, Registration, and Admission of Pupils to Kindergarten, dated April 12, 2005.

**ASSISTANCE:** For assistance or further information please contact Hector Madrigal, Director, Pupil Services, at (213) 241-3844 or Michael Guillemet, Coordinator, Permits and Student Transfers Office, at (213) 745-1960.

## **QUICK REFERENCE CHART**

### **ENTRANCE AGES – SCHOOL YEAR 2008-2009**

#### **KINDERGARTEN**

Entrance age – 5 years as of December 2, 2008.

Child must have been born on or before December 2, 2003.

#### **FIRST GRADE**

Entrance age – 6 years as of December 2, 2008.

Child must have been born **on or before** December 2, 2002.

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**Student Health and Human Services**

ATTACHMENT B

**AGREEMENT TO RETAIN PUPIL IN KINDERGARTEN**

*Reflects amendments to California Education Code (EC) Sections (§§) 46300 (g)*

Name of pupil: \_\_\_\_\_

Kindergarten attendance anniversary date: \_\_\_\_\_

Name of school official approving for district: \_\_\_\_\_

Information for parent or guardian

California law provides that after a child has been lawfully admitted to kindergarten and has attended for a year, the child shall be promoted to the first grade unless the school district and the child's parent/guardian agree to having the child to continue to attend kindergarten for not longer than one additional year. This rule applies whether a child begins kindergarten at the beginning of a school year or at some later date, so that a child who begins kindergarten in January, for example, shall be promoted the following January unless there is a formal agreement to having him or her continue. Because kindergarten-age children often do not develop at steady or predictable rates, the California Department of Education recommends that approval for a child to continue not be given until near the anniversary date of a child's first year of kindergarten.

I agree to having my child (named above) continue in kindergarten until \_\_\_\_\_  
(may not be more than one year beyond anniversary). (Date)

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Printed/typed name of Parent/Guardian: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone number: \_\_\_\_\_

**LOS ANGELES UNIFIED SCHOOL DISTRICT  
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ATTACHMENT C

**REQUEST FOR BIRTH OR DEATH RECORD**

**EFFECTIVE JULY 1, 2003**

Beginning July 1, 2003 the California Health and Safety Code Section 103526 permits only specific individuals to receive an AUTHORIZED CERTIFIED COPY of a birth or death record. An AUTHORIZED CERTIFIED COPY of a birth record is required to obtain a driver's license, passport, social security card and other services related to an individual's identity. An AUTHORIZED CERTIFIED COPY of a death record may be required to obtain death benefits, claim insurance proceeds, notify social security and obtain other services related to an individual's identity. Please see below for list of authorized individuals.

Those who do not meet the criteria for an AUTHORIZED CERTIFIED COPY may receive an INFORMATIONAL CERTIFIED COPY with the words "INFORMATIONAL, NOT A VALID DOCUMENT TO ESTABLISH IDENTITY" imprinted across the face of the copy.

**When ordering in person an authorized individual must complete an approved application including signing a sworn statement under penalty of perjury before the clerk to receive an AUTHORIZED CERTIFIED COPY. A notarized Certificate of Identity and a completed application form signed under penalty of perjury by the authorized requestor are required for all orders sent by mail.** Applications and Certificate of Identity forms will be available on our website [www.lavote.net](http://www.lavote.net) starting July 1, 2003.

Individuals permitted to receive an AUTHORIZED CERTIFIED COPY:

- \* The registrant or a parent or legal guardian of the registrant
- \* A party entitled to receive the record as a result of a court order, or an attorney or a licensed adoption agency seeking the birth record in order to comply with the requirements of Section 3140 or 7603 of the Family Code
- \* A member of a law enforcement agency or a representative of another governmental agency, as provided by law, who is conducting official business
- \* A child, grandparent, grandchild, sibling, spouse or domestic partner of the registrant
- \* An attorney representing the registrant or the registrant's estate, or any person or agency empowered by statute or appointed by a court to act on behalf of the registrant or the registrant estate
- \* Any funeral director that orders certified copies of a death certificate on behalf of any individual specified in paragraphs (1) to (5), inclusive, of subdivision (a) of Section 7100 of the Health and Safety Code

PLEASE READ THE INSTRUCTION FORM ENTITLED "REQUEST FOR BIRTH OR DEATH RECORD" BEFORE FILING OUT THIS APPLICATION.

Pursuant to Health and Safety Code 103526, the following individuals are entitled to an AUTHORIZED Certified Copy of a birth record.

- ◆ The registrant or a parent or legal guardian of the registrant
- ◆ A party entitled to receive the record as a result of a court order, or an attorney or a licensed adoption agency seeking the birth record in order to comply with the requirements of Section 3140 or 7603 of the Family Code
- ◆ A member of a law enforcement agency or a representative of another governmental agency, as provided by law, who is conducting official business.
- ◆ A child, grandparent, grandchild, sibling, spouse or domestic partner of the registrant
- ◆ An attorney representing the registrant or the registrant's estate, or any person or agency empowered by statute or appointed by a court to act on behalf of the registrant or the registrant's estate.
- ◆ Any funeral director who orders certified copies of a death certificate on behalf of any individual specified in paragraphs (1) to (5), inclusive of subdivision (a) of Section 7100 of the Health and Safety Code.

If applying in person the application must be signed in the presence of the cashier.

Those who are not authorized may receive an INFORMATIONAL Certified Copy with the words "INFORMATIONAL, NOT A VALID DOCUMENT TO ESTABLISH IDENTITY" imprinted across the face of the copy.

MAIL REQUESTS MUST BE ACCOMPANIED BY A NOTARIZED CERTIFICATE OF IDENTITY

- I am requesting an AUTHORIZED copy       I am requesting an INFORMATIONAL copy

AGE - LAST BIRTHDAY - EDAD CUMPLIDA	NUMBER OF COPIES NUMERO DE COPIAS			<b>FOR RECORDER USE ONLY</b>
Date of Birth - Fecha De Nacimiento _____ / _____ / _____ Month/Mes    Day/Día    Year/Año				
NAME GIVEN AT BIRTH - NOMBRE EN NACIMIENTO - (first, middle, last) - NOMBRE DE NACIMIENTO (primero, segundo, apellido)				File Number Searched _____
CITY OF BIRTH - CIUDAD DE NACIMIENTO				Doubled _____
NAME OF FATHER - NOMBRE DEL PADRE				
MIDDLE NAME OF MOTHER - NOMBRE DEL PADRE DE LA MADRE				
RELATIONSHIP TO REGISTRANT SET ABOVE				
I, _____, certify (or declare) under penalty of perjury under the laws of the State of California that the foregoing is true and correct.				
Date _____		Signature _____		

DL/ID \_\_\_\_\_

NAME/CARRER		
STREET ADDRESS/NUMERO Y CALLE		
CITY / CIUDAD	STATE/ESTADO	ZIP/CODIGO POSTAL



COUNTY OF LOS ANGELES  
**REGISTRAR-RECORDER/COUNTY CLERK**

P.O. BOX 53120, LOS ANGELES, CALIFORNIA 90053-0120 / (562) 462-2137

CONNOR B. McCORMACK  
 REGISTRAR-RECORDER/COUNTY CLERK

**CERTIFICATE OF IDENTITY- BIRTH & DEATH**

In accordance with California State Law, the following identifying information is required to obtain a certified copy of a Birth or Death Certificate. You must be one of the following to receive an authorized copy of a birth or death record: individual named on certificate, parent, legal guardian/custodian, grandparent, grandchild, child, sibling, spouse/domestic partner, attorney for individual/estate of individual or representative of an adoption agency. **This certificate must be signed in the presence of a Notary.**

Name on Certificate	Relationship

If you are requesting more than 4 certificates please indicate the total number of certificates requested \_\_\_\_\_

\_\_\_\_\_  
 Print Name

\_\_\_\_\_  
 Applicant's Signature

STATE OF \_\_\_\_\_ }  
 County of \_\_\_\_\_ }

On \_\_\_\_\_ before me, \_\_\_\_\_, personally

appeared \_\_\_\_\_ personally known to me (or proved to me the basis of satisfactory evidence) to be the person whose name is subscribed to the within instrument and acknowledged to me that he/she executed the same in his/her authorized capacity, and that by his/her signature on the instrument the person, or the entity upon behalf of which the person acted, executed the instrument.

WITNESS my hand and official seal.

Signature \_\_\_\_\_

(seal)