

**MONROE COUNTY SCHOOLS  
ADMINISTRATIVE GUIDELINE  
PRESCHOOL ENROLLMENT PROCEDURES & REQUIREMENTS**

Minimum requirements for enrollment into Monroe County preschool are:

- 1) Valid state birth certificate
- 2) Proof of up-to-date immunizations
- 3) A fully completed application (WVEIS enrollment form)

***No student shall be admitted or allowed to attend school until the above documents are verified and collected!***

Additional documents to be collected will include:

- 1) Proof of a Health Check (Well-Child physical exam) from within last 12 months
- 2) Proof of a Dental Exam from within last 12 months

Birth Certificates:

- o MUST be official certificates containing the raised seal of the state of issuance.
- o If the parent/guardian indicates they do not have a birth certificate, provide them with instructions for obtaining one from the Division of Vital Statistics.
- o If the parent/guardian is unable to obtain a birth certificate, contact the preschool director. Only the preschool director may provide them with the attached form, to be completed within 10 days. **Whether or not** the completed form is received within 10 days, the Preschool Director **MUST** be notified, so that mandatory reporting to law enforcement may be accomplished, pursuant to West Virginia Code § 18-2-5c.

Children may not be entered into WVEIS for enrollment OR allowed to attend school until all of the following have taken place:

- 1) The student's folder has been verified as containing all required documents set forth above, i.e. birth certificate, immunization records, and application.
- 2) School nurse has verified all immunization records have been submitted, as verified by the nurse's signature.
- 3) Preschool director has reviewed the entire file and has verified that all required documentation has been submitted for enrollment, as verified by the director's signature.
- 4) If ALL of the above have not been completed, do NOT enroll a student or allow them to attend school; immediately notify the preschool director and building administrator.

Adopted By Board Action: March 10, 2015

INABILITY TO PROVIDE CERTIFIED BIRTH CERTIFICATE

West Virginia State Code 18-2-5c states:

"No student shall be admitted for the first time to any public school in this state unless the person enrolling the student presents a copy of the student's original birth record certified by the state registrar of vital statistics confirming the student's identity, age, and state file number of the original birth record. If a certified copy of the student's birth record cannot be obtained, the person so enrolling the student shall submit an affidavit explaining the inability to produce a certified copy of the birth record.

This information must be notarized and returned to the school. The school will then copy and send the information to: West Virginia State Police, Attention: Becky

I, \_\_\_\_\_, have enrolled \_\_\_\_\_  
(Name of Person Enrolling Student) (Name of Student)

In \_\_\_\_\_ School and in lieu of furnishing a certified copy of the aforesaid student's birth record, state the following information:

- A. Name of student as appears on the birth record: \_\_\_\_\_
- B. Social Security # of the Student: \_\_\_\_\_
- C. Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_ Sex: \_\_\_\_\_
- D. Place of Birth (City/State): \_\_\_\_\_
- E. Race: \_\_\_\_\_ Height: \_\_\_\_\_ Weight: \_\_\_\_\_ Eye Color: \_\_\_\_\_ Hair Color: \_\_\_\_\_
- F. Name of mother appearing on birth record: \_\_\_\_\_
- G. Name of father appearing on birth record: \_\_\_\_\_
- H. Last school student attended (if applicable):

School address: \_\_\_\_\_

Explanation of inability to produce a certified copy of birth record:  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_

State of West Virginia

Monroe County, to wit:

I, \_\_\_\_\_, a Notary Public in and for the State and County aforesaid, do certify that \_\_\_\_\_, whose name is signed to the writing above, bearing date on the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

\_\_\_\_\_ has this day acknowledged the same before me in my said county.

Given under my hand this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.  
My commission expires \_\_\_\_\_.