



Birth Certificate Requirement

In line with our DCFS guidelines, we are required to ask parents for a copy of each student's birth certificate or other reliable proof of identity and age. Illinois State Law mandates that we receive an original or certified true copy, from which we would make a file copy, and return the original to you by the next day after receipt of said document.

If a certified true copy is not available, you must submit a valid passport, or other governmental documentation as proof of the your child's identity and age, together with a notarized affidavit or letter explaining the inability to produce a certified true copy of the birth certificate.

We are required by law to notify the Illinois State Police or the local law enforcement agency if a parent or guardian fails to submit proof of the child's identity within a thirty(30) day time frame.

In this regard, may we request you to please submit an original or certified copy of your child's birth certificate soonest.

Thank you.

Ranier Ramos
Business Office Administrator

