

CLARK COUNTY SCHOOL DISTRICT REGULATION

R-5111.1

ENROLLMENT IDENTITY DOCUMENTATION REQUIREMENTS

- I. The following requirements have been established by Nevada Revised Statutes (NRS) or by the Clark County School District's interpretation of NRS:
 - A. A child shall not be permanently enrolled in any school in the District until the parent/guardian of the child furnishes a birth certificate or other documents suitable as proof of the child's identity and, if applicable, a copy of the child's records from the school that the child most recently attended.

If the parent/guardian fails to furnish the identifying document or records required within 30 days after the child is conditionally enrolled, the principal shall notify the local law enforcement agency and request a determination as to whether the child has been reported missing.
 - B. A child must be enrolled under the name as it appears in the identifying document unless a court authorizes enrollment under a different name.
 - C. At the time of enrollment, a parent/guardian who is unable to provide documentation regarding their permanent address for purposes of school registration will be required to provide information regarding their temporary living arrangements to ensure a proper determination for the school of enrollment is made. The process related to this determination will be operational in nature and communicated accordingly.
 - D. If a parent/guardian is living with a friend or relative, the parent/guardian must provide a shared housing letter signed by the parent/guardian and the owner/renter of the property indicating the parent/guardian is residing with the owner/renter of the property, along with the personal identification (i.e., driver's license, photo identification, government issued photo identification) of the owner/renter of the property and the parent/guardian; a current mortgage statement, rental lease agreement, or rent receipt with the name of the apartment complex on it; and a current gas, water, or electric utility bill for the property (cable and telephone bills are not acceptable). Failure to provide identification may result in a withdrawal of the child from the school to which the shared housing letter was presented. If the parent/guardian does not have this information, they will be referred to the Homeless Outreach Office. School enrollment using a shared housing letter is not a guarantee of athletic eligibility. A shared housing letter is only valid for the school year in which it is provided.

R-5111.1 (Page 2)

Legal References: Nevada Revised Statutes (NRS) Chapter 388, System of
Public Instruction
NRS Chapter 392, Pupils
Review Responsibility: Operational Services Unit
Adopted: 05/12/22