



Student and Family Immigration Policy

1. Gathering and Handling Student and Family Information

a. Collecting and Retaining Student Information

➤ The Executive Director or designee shall maintain in writing Pivot Charter Schools policies and procedures for gathering and handling sensitive student information, and appropriate personnel shall receive training regarding those policies and procedures.

➤ If Pivot Charter School possesses information that could indicate immigration status, citizenship status, or national origin information, Pivot Charter School shall not use the acquired information to discriminate against any students or families or bar children from enrolling in or attending school.

➤ If parents or guardians choose not to provide information that could indicate their or their children's immigration status, citizenship status, or national origin information, Pivot Charter School shall not use such actions as a basis to discriminate against any students or families or bar children from enrolling in or attending school.

➤ Pivot Charter School shall not allow school resources or data to be used to create a registry based on race, gender, sexual orientation, religion, ethnicity, national origin, or immigration status.

b. Inquiries Regarding Immigration Status, Citizenship Status, and National Origin Information.

➤ Pivot Charter School personnel shall not inquire specifically about a student's citizenship or immigration status or the citizenship or immigration status of a student's parents or guardians; nor shall personnel seek or require, to the exclusion of other permissible documentation or information, documentation or information that may indicate a student's immigration status, such as a green card, voter registration, a passport, or citizenship papers.

➤ Where any law contemplates submission of national origin-related information to satisfy the requirements of a special program, Pivot Charter School personnel

shall solicit that documentation or information separately from the school enrollment process.

➤ Where permitted by law, the Executive Director or designee of Pivot Charter School shall enumerate alternative means to establish residency, age, or other eligibility criteria for enrollment or programs, and those alternative means shall include among them documentation or information that are available to persons regardless of immigration status, citizenship status, or national origin, and that do not reveal information related to citizenship or immigration status. Local educational agencies shall note the method of age verification but are not required to maintain a copy of the document used to show age.

➤ Where residency, age, and other eligibility criteria for purposes of enrollment or any program may be established by alternative documents or information permitted by law or policy, Pivot Charter School procedures and forms shall describe to the applicant, and accommodate, all alternatives specified in law and all alternatives authorized under this policy.

c. Inquiries About Social Security Numbers or Cards

➤ Pivot Charter School shall not solicit or collect entire Social Security numbers or cards.

➤ Pivot Charter School shall solicit and collect the last four digits of an adult household member's Social Security number only if required to establish eligibility for federal benefit programs.

➤ When collecting the last four digits of an adult household member's Social Security number to establish eligibility for a federal benefit program, Pivot Charter School shall explain the limited purpose for which this information is collected and clarify that a failure to provide this information will not bar the student from enrolling in or attending the school.

➤ Pivot Charter School shall treat all students equitably in the receipt of all school services, including, but not limited to, the gathering of student and family information for the free and reduced lunch program, transportation, and educational instruction.