

# Immigration Policy

for

Northcoast Preparatory and Performing Arts Academy

Created January 2026

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## Immigration Policy

### Northcoast Preparatory and Performing Arts Academy

(Created January 2026)

A Quick Reference for School Officials may be found in **Appendix A**.

A *Know Your Educational Rights* document for families is found in **Appendix G**.

## Policies for Collecting and Retaining Student Information

- The Northcoast Preparatory and Performing Arts Academy (NPA) shall maintain, in writing, policies and procedures for gathering and handling sensitive student information, and appropriate personnel shall receive training regarding those policies and procedures.
- If NPA possesses information that could indicate immigration status, citizenship status, or national origin information, NPA 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, NPA shall not use such actions as a basis to discriminate against any students or families or bar children from enrolling in or attending school.
- NPA 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.

## Policies for Inquiries Regarding Immigration Status, Citizenship Status, and National Origin Information

- NPA 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, NPA personnel shall solicit that documentation or information separately from the school enrollment process.
- Where permitted by law, the Charter Director of NPA 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 this policy, NPA procedures and forms shall describe to the applicant, and accommodate, all alternatives specified in law and all alternatives authorized under this policy.

## Policies for Inquiries About Social Security Numbers or Cards

- NPA shall not solicit or collect entire Social Security numbers or cards.
- NPA 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, NPA 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.
- NPA 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.

## Policies and Procedures Regarding Information Sharing

- NPA shall avoid the disclosure of information that might indicate a student's or family's citizenship or immigration status without first attempting to notify the parent or guardian in compliance with the Family Educational Rights and Privacy Act (FERPA).
- NPA personnel shall take the following action steps upon receiving an information request related to a student's or family's immigration or citizenship status:
  - Notify the Charter Director about the information request.
  - Provide students and families with appropriate notice and a description of the officer or employee's request.
  - Document any verbal or written request for information by an officer or employee of an agency for immigration enforcement purposes.
  - Unless prohibited, provide students and parents/guardians with any documents provided by the officer or employee seeking the information.
- Except for investigations of suspected child abuse, child neglect, or child dependency,<sup>1</sup> or when the subpoena served on the local educational agency prohibits disclosure,<sup>2</sup> NPA shall provide

parental or guardian notification of any court orders, warrants, or subpoenas before responding to such requests.

- NPA shall make every effort to receive written parental or guardian consent for release of student information, unless the information is for directory information only.
- NPA should make a photocopy of the request and immediately consult legal counsel and/or a designated representative of the agency. No information regarding students, their families, teachers, or employees shall be disclosed, to the extent practicable, to an officer or employee of an agency conducting immigration enforcement without a judicial subpoena, judicial warrant, or court order, and any disclosure must be in accordance with requirements set forth in Section 99.31(a)(9)(ii) of Title 34 of the Code of Federal Regulations. If faced with an administrative subpoena, consult legal counsel to determine how or whether to respond as there is no separate requirement in federal or state law to provide information to the Department of Homeland Security (DHS), ICE, or any other agency within DHS, without a court order, judicial warrant, or judicial subpoena.
- NPA's request for written parental, guardian, or eligible student consent for release of student information must include the following information: (1) the signature and date of the parent, guardian, or eligible student providing consent; (2) a description of the records to be disclosed; (3) the reason for release of information; (4) the parties or class of parties receiving the information; and (5) if requested by the parents, guardians or eligible student, a copy of the records to be released. NPA shall permanently keep the consent notice with the record file.
- The parent, guardian, or eligible student is not required to sign the consent form. If the parent, guardian, or eligible student refuses to provide written consent for the release of student information that is not otherwise subject to release, NPA shall not release the information.
- If the request seeks information regarding an employee or teacher of the local educational agency, the same procedures as above should be followed, except that human resources personnel (a designated person) should be consulted first.
- For any requests for information, the local educational agency is under no obligation to produce the records or information immediately. Rather, the local educational agency should note any designated date for production of records, if one is indicated in the request, and convey that to a designated person at the agency. The agency should designate a contact person to whom such requests for information should be directed.
- The local educational agency should obtain the contact information of the person to whom a response to the request for information should be directed and forward such contact information to the person the agency has designated to receive such requests.

## Policies for Annual Information Notice to Parents and Guardians

### *General Information Policy*

- NPA must provide an annual notice to parents and guardians of the school's general information policies that includes:
  - Assurances that NPA will not release information to third parties for immigration enforcement purposes, except as required by law or court order.
  - A description of the types of student records maintained by NPA.
  - A list of the circumstances or conditions under which NPA might release student information to outside people or entities.
  - A statement that, unless NPA is providing directory information or information permitted to be disclosed without parental consent under FERPA and the California Education Code, NPA shall notify parents or guardians and eligible students—and receive their written consent—before it releases a student's personally identifiable information.
  - Even for those exceptions that permit the release of education records without parental consent, the agency is required to notify the student and their family unless an exception exists. The agency's policy should explain these exceptions that do not require prior notification.

### *Directory Information Policy*

- If NPA decides to release directory information, NPA shall provide an annual notice to parents and guardians, and eligible students in attendance, of NPA's directory information policy that includes:
  - The categories of information that NPA has classified as public directory information that may be disclosed without parental consent, and which should only include the information specifically identified in Education Code section 49061, subdivision (c).
  - A statement that directory information does not include citizenship status, immigration status, place of birth, or any other information indicating national origin (except where NPA receives consent as required under state law).
  - The recipients of the directory information.
  - A description of the parent's, guardian's, or eligible student's abilities to refuse release of the student's directory information, and how to refuse release.
  - The deadline in which the parent, guardian, or eligible student must notify the school in writing that they do not want the information designated as directory information.<sup>3</sup>

## Policies for Monitoring and Receiving Visitors onto Campus

- No outsider—which would include immigration enforcement officers—shall enter or remain on school grounds of NPA during school hours without having registered with the principal or designee.<sup>4</sup> If there are no exigent circumstances necessitating immediate action, and if the immigration officer does not possess a judicial warrant or court order that provides a basis for

the visit, the officer must provide, to the extent practicable, the following information to the principal or designee:

- Name, address, occupation;
  - Age, if less than 21;
  - Purpose in entering school grounds;
  - Proof of identity; and
  - Any other information as required by law.<sup>5</sup>
- NPA shall adopt measures for responding to outsiders that avoids classroom interruptions, and preserves the peaceful conduct of the school's activities, consistent with local circumstances and practices.<sup>6</sup>
  - NPA shall post signs at the entrance of its school grounds to notify outsiders of the hours and requirements for registration.<sup>7</sup>
  - NPA personnel shall report entry by immigration enforcement officers to the appropriate administrator as would be required for any unexpected or unscheduled outside visitor coming on campus.

## Policies for Responding to On-Campus Immigration Enforcement

- As early as possible, NPA personnel shall notify the Charter Director, or designee of any request by any officer seeking access to the school site or any student to conduct immigration enforcement, or any requests for review of school documents (including for the service of lawful subpoenas, petitions, complaints, warrants, etc.).
- In addition to notifying the Charter Director, NPA personnel shall take the following action steps in response to an officer present on the school campus specifically for immigration enforcement purposes:
  1. Advise the officer that before proceeding with their request, and absent exigent circumstances, school personnel must first receive notification and direction from the Charter Director.
  2. Ask to see, and make a copy of or note, the officer's credentials (name and badge number). Also ask for and copy or note the phone number of the officer's supervisor.
  3. Ask the officer for their reason for being on school grounds and document it.
  4. Ask the officer to produce any documentation that authorizes school access.
  5. Make a copy of all documents provided by the officer. Retain one copy of the documents for school records.
  6. If the officer declares that exigent circumstances exist and demands immediate access to the campus, NPA personnel should comply with the officer's orders and immediately contact the Charter Director.
  7. If the officer does not declare that exigent circumstances exist, respond according to the requirements of the officer's documentation. If the officer has:

- **an ICE (Immigrations and Customs Enforcement) administrative warrant (see Appendix B)**, NPA personnel shall inform the officer that they cannot consent to any request without first consulting with NPA's counsel or Charter Director.
  - **a federal judicial warrant (search-and-seizure warrant or arrest warrant; see Appendix C & D)**, prompt compliance with such a warrant is usually legally required. If feasible, consult with NPA's legal counsel or Charter Director before providing the agent access to the person or materials specified in the warrant.
  - **a subpoena for production of documents or other evidence (see Appendix E & F)**, immediate compliance is not required. Therefore, NPA personnel shall inform NPA's legal counsel or Charter Director of the subpoena and await further instructions on how to proceed.
8. While NPA personnel should not consent to an officer seeking access for immigration enforcement purposes, except as described above, they should not attempt to physically impede the officer, even if the officer appears to be exceeding the authorization given under a warrant or other document. If an officer enters the premises without consent, NPA personnel shall document their actions while on campus and if feasible, accompany them at all times.
  9. After the encounter with the officer, NPA personnel shall promptly take written notes of all interactions with the officer. The notes shall include the following items:
    - List or copy of the officer's credentials and contact information;
    - Identity of all school personnel who communicated with the officer;
    - Details of the officer's request;
    - Whether the officer presented a warrant or subpoena to accompany their request, what was requested in the warrant/subpoena, and whether the warrant/subpoena was signed by a judge;
    - NPA personnel's response to the officer's request;
    - Any further action taken by the agent; and
    - Photo or copy of any documents presented by the agent.
  10. NPA personnel shall provide a copy of those notes, and associated documents collected from the officer, to NPA's Charter Director.
  11. In turn, NPA's Charter Director shall submit a timely report to the NPA's governing board regarding the officer's requests and actions and the NPA's response(s).
  12. E-mail the **Bureau of Children's Justice** in the **California Department of Justice**, at **BCJ@doj.ca.gov**, regarding any attempt by an officer or employee of an agency to access a school site or a student for immigration enforcement purposes.



## Policies for Parental Notification of Immigration Enforcement Action

- NPA personnel must receive consent from the student's parent or guardian before a student can be interviewed or searched by any officer seeking to enforce the civil immigration laws at the school, unless the officer presents a valid, effective warrant signed by a judge, or presents a valid, effective court order.
- NPA personnel shall immediately notify the student's parents or guardians if an officer or employee of an agency requests or gains access to a student for immigration enforcement purposes, unless such access was in compliance with a judicial warrant or subpoena that restricts the disclosure of the information to the parent or guardian.

## Policies for Responding to the Detention or Deportation of a Student's Family Member

- NPA shall encourage families and students to have and know their emergency phone numbers and to know where to find important documentation, including birth certificates, passports, Social Security cards, doctors' contact information, medication lists, lists of allergies, etc., which will allow them to be prepared in the event that a family member is detained or deported.
- NPA shall permit students and families to update students' emergency contact information as needed throughout the school year and provide alternative contacts if no parent or guardian is available.
  - NPA shall ensure that families may include the information of an identified trusted adult guardian as a secondary emergency contact in case a student's parent or guardian is detained.
  - NPA shall communicate to families that information provided within the emergency cards will only be used in response to specified emergency situations, and not for any other purpose.
- In the event a student's parent/guardian has been detained or deported by federal immigration authorities, NPA shall use the student's emergency card contact information and release the student to the person(s) designated as emergency contacts. Alternatively, NPA shall release the student into the custody of any individual who presents a Caregiver's Authorization Affidavit on behalf of the student. NPA shall only contact a child protective services agency if NPA personnel are unsuccessful in arranging for the timely care of the child through the emergency contact information that the school has, a Caregiver's Authorization Affidavit, or other information or instructions conveyed by the parent or guardian.

# Policies for Responding to Hate Crimes and Bullying

## *Adopting and Publicizing Anti-Bullying and Anti-Harassment Policy*

- NPA shall adopt and publicize policies that prohibit discrimination, harassment, intimidation, and bullying on the basis of a student’s actual or perceived nationality, ethnicity, or immigration status.<sup>8</sup> Those policies must be translated in the student’s primary language if at least 15 percent of the students enrolled in the school speak a single primary language other than English.<sup>9</sup>
- NPA shall notify parents and guardians of their children’s right to a free public education, regardless of immigration status or religious beliefs.
  - This information shall include information related to “Know Your Educational Rights” guide established by the Attorney General (see Appendix G).<sup>10</sup>
  - NPA shall inform students who are victims of hate crimes of their right to report such crimes.

## *Processing Complaints of Harassment and Bullying*

- NPA shall adopt a process for receiving complaints of and investigating complaints of discrimination, harassment, intimidation, and bullying based on any of the following actual or perceived characteristics:
  - Disability
  - Gender
  - gender identity
  - gender expression
  - nationality
  - race or ethnicity
  - religion
  - sexual orientation
  - association with a person or group with one or more of the aforementioned characteristics
  - immigration status<sup>11</sup>
- The complaint process must include, but is not limited to, the following steps:
  - A requirement that, if school personnel witness an act of discrimination, harassment, intimidation, or bullying, they shall take immediate steps to intervene when safe to do so;
  - A timeline to investigate and resolve complaints of discrimination, harassment, intimidation, or bullying that shall be followed by all schools under the jurisdiction of the local educational agency; and
  - An appeal process afforded to the complainant should they disagree with the resolution of a complaint.<sup>12</sup>
  - NPA shall ensure that complaint procedures contain confidentiality safeguards for immigration status information.
  - NPA shall prohibit retaliation against a person who submits a complaint of discrimination, harassment, intimidation, or bullying.

*Training Students, Teachers, and Staff on Anti-Bullying and Anti-Harassment Policy*

- NPA shall educate students about the negative impact of bullying other students based on their actual or perceived immigration status or their religious beliefs or customs.<sup>13</sup>
- NPA shall also train teachers, staff, and personnel to ensure that they are aware of their legal duty to take reasonable steps to eliminate a hostile environment and respond to any incidents of harassment based on the actual or perceived characteristics noted above.<sup>14</sup> Such training should, at minimum, provide agency personnel with the skills to do the following:
  - Discuss the varying immigration experiences among members of the student body and school community;
  - Discuss bullying-prevention strategies with students, and teach students to recognize the behavior and characteristics of bullying perpetrators and victims;
  - Identify the signs of bullying or harassing behavior;
  - Take immediate corrective action when bullying is observed; and
  - Report incidents to the appropriate authorities, including law enforcement in instances of criminal behavior.

## Endnotes:

- 1 Pen. Code, § 11167.5, subd. (a).
- 2 20 U.S.C. § 1232g(b)(1)(J)(i),(ii).
- 3 34 C.F.R § 99.37, subd. (a); Ed. Code, § 49073.
- 4 Pen. Code, §§ 627.1, subd. (a), 627.2.
- 5 Pen. Code, § 627.3.
- 6 Pen. Code, § 627.4; see also Ed. Code, § 32210 (“[a]ny person who willfully disturbs any public school or any public school meeting is guilty of a misdemeanor, and shall be punished by a fine of not more than five hundred dollars (\$500)”); see also Ed. Code, § 32212 (“(a)The Legislature finds and declares that interruption of class time seriously impairs the educational process. (b)It is the intent of the Legislature that each governing board of a school district formally address the problem of classroom interruptions and adopt a policy to control those interruptions, consistent with local circumstances and practices. (c) The Superintendent of Public Instruction shall develop and distribute to each governing board of a school district a model policy for the reduction and control of classroom interruptions, including, but not limited to, intercom and public address system use.”).
- 7 Pen. Code, § 627.6.
- 8 Ed. Code, § 234.1.
- 9 Ed. Code, §§ 234.1, subd. (c); 48985, subd. (a).
- 10 Ed. Code, § 234.7, subd. (d)(1).
- 11 Ed. Code, §§ 220, 234.1; Pen. Code, § 422.55.
- 12 Ed. Code, § 234.1, subd. (b).
- 13 Ed. Code, § 234.7, subd. (d)(2).
- 14 *Flores v. Morgan Hill Unified Sch. Dist.* (9th Cir. 2003) 324 F.3d 1130, 1135; *Monteiro v. Tempe Union High Sch. Dist.* (9th Cir. 1998) 158 F.3d 1022, 1034.

# Appendix A: Quick Reference for School Officials

## Quick Reference for School Officials

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### General Policy Regarding Registration of All Outsiders

1. A schoolsite's policies should include clear guidance regarding the registration of all outsiders. No outsider – which includes officers or employees of an agency conducting immigration enforcement – should be permitted to enter or remain on school grounds of the schoolsite during school hours without registering with the principal or other designated person.
2. Schoolsites should clearly designate what areas of a schoolsite are nonpublic, and have a policy that no outsider should be allowed in nonpublic areas unless they register with the principal or their designee, and their presence is authorized by the principal or their designee.

### What to do if an Immigration Enforcement Officer comes to your school?

1. Immediately notify the Superintendent or designated local educational agency administrator of the officer's presence and their request for school or student access, or any requests to review school records.
2. Advise the officer that, before proceeding with the request, and absent exigent circumstances, you must first receive notification and direction from the Superintendent or designated local educational agency administrator.
3. Ask to see, and make a copy of or note the officer's credentials (name and badge number), and the phone number of their supervisor.
4. Ask the officer for their reason for being on school grounds and document it.
5. Ask the officer to produce any documentation they claim authorizes school access. A judicial subpoena, judicial warrant, or court order may authorize access to specific areas. Therefore, school officials should consult with the Superintendent, designated local educational agency administrator, and/or legal counsel.
6. Make a copy of all documents provided by the officer to retain for school records.
7. If the officer declares that exigent circumstances exist and demands immediate access to the school, comply with their orders and immediately alert the Superintendent or designated local educational agency administrator.
8. If the officer does not declare that exigent circumstances exist, respond according to what the document(s) provided by the officer requires. If the officer has:
  - **an ICE (Immigrations and Customs Enforcement) administrative warrant or a subpoena for production of documents or other evidence**, inform the officer that you cannot consent to any request without first consulting with the local educational agency's legal counsel or other designated administrator.

- **a federal judicial warrant (search-and-seizure warrant or arrest warrant)**, prompt compliance with such a warrant is usually legally required. If feasible, consult with your legal counsel or designated local educational agency administrator before providing the officer access to the person or materials specified in the warrant.
9. Do not attempt to physically impede an officer, even if they appear to lack authorization to enter. If an officer enters the premises without consent, document their actions while on campus and, if feasible, accompany them at all times.
  10. After the encounter with the officer, promptly take written notes, including the following:
    - List or copy of the officer's credentials and contact information;
    - Identity of all school personnel who communicated with the officer;
    - Details of the officer's request;
    - Whether the officer presented a court order, warrant or subpoena to accompany their request, what was requested in the warrant/subpoena, and whether the warrant/subpoena was signed by a judge;
    - Your response to the officer's request;
    - Any further action taken by the officer; and
    - Photo or copy of any documents presented by the officer.
  11. Notify parents or guardians as soon as possible (unless prevented by a judicial warrant or subpoena), and do so before an officer questions or removes a student for immigration enforcement purposes (unless a judicial warrant has been presented).
  12. Provide a copy of those notes, and associated documents collected from the officer, to the local educational agency's legal counsel or other designated administrator.
  13. E-mail the Bureau of Children's Justice in the California Department of Justice, at [BCJ@doj.ca.gov](mailto:BCJ@doj.ca.gov), regarding any attempt by any officer or employee of an agency to access a schoolsite or a student for immigration enforcement purposes.

## **What to do if an officer or employee of an agency requests personal information about a student, their family members, or employees or teachers for immigration enforcement purposes?**

**Avoiding unauthorized information disclosure:** Do not disclose information that might indicate a student's or family's citizenship or immigration status without consent of the parents, guardians, or students (if the student is 18 years of age or over), unless the information is for a legitimate educational purpose or is in response to a court order, judicial warrant, or judicial subpoena. Providing information about a student's or family's citizenship or immigration status to an officer or employee of an agency for immigration enforcement purposes is not for a legitimate educational purpose under federal or state law. Confer with the designated local educational agency administrator and/or legal counsel when presented with an ICE administrative warrant or administrative subpoena. Nothing in the law limits a local educational agency's or school official's right to consult with counsel or challenge the validity of a warrant, subpoena, or court order in a court of competent jurisdiction.



### **Procedure for responding to all information requests:**

- Make a photocopy of the request and immediately consult counsel and/or a designated representative of the agency.
- No information regarding students, their families, teachers, or employees shall be disclosed, to the extent practicable, to an officer or agent conducting immigration enforcement without a judicial subpoena, judicial warrant, or court order, and any disclosure must be in accordance with the notification requirements set forth in Section 99.31(a)(9)(ii) of Title 34 of the Code of Federal Regulations.
- If faced with an administrative subpoena, consult counsel to determine how or whether to respond as there is no separate requirement in federal or state law to provide information to the Department of Homeland Security (DHS), ICE, or any other agency within DHS, without a court order, judicial warrant, or judicial subpoena.

Take the following steps if you receive any information request related to a student's or family's immigration or citizenship status that is not supported by a judicial warrant or court order:

- Notify a designated local educational agency administrator about the information request.
- Provide students and families with appropriate notice and a description of the immigration officer's request.
- Document any verbal or written request for information by immigration authorities.
- Unless prohibited, provide students and parents/guardians with any documents issued by the immigration enforcement officer.

**Responding to court documents requesting student or family information:** Notify the parents or guardians if you receive a court order, subpoena, or warrant requesting information regarding a student or family member, unless: (1) the warrant or subpoena concerns an investigation of suspected child abuse, child neglect, or child dependency, or (2) the subpoena prohibits disclosure.

**Secure written consent from the parent/guardian/adult student before releasing information:** You must get written parental or guardian consent authorizing disclosure of student information, unless the information is relevant for a legitimate educational interest or includes directory information only. Because neither exception permits disclosing information to any agency for immigration enforcement purposes, to the extent practicable, no student information shall be disclosed to officers or employees of such agencies for immigration enforcement purposes without written consent from a parent, guardian, or student (if over 18 years of age), or a court order, judicial subpoena, or judicial warrant. Any records that are produced pursuant to a valid judicial warrant, judicial subpoena, or court order must comply with the parent notification requirements set forth in FERPA's regulations, at 34 C.F.R. § 99.31, subd. (a)(9)(ii). (Ed. Code, § 234.7, subd. (b).)

The written consent for release of student information must include the following:

1. A description of the information to be released;
2. The reason for release of information;
3. The parties or type of parties receiving the information;
4. If requested by the parents, guardians or student (if the student is 18 years of age or older or in a postsecondary institution), a copy of the records to be released; and
5. Date and signature of the parent, guardian, or student (if 18 years of age or older or in a postsecondary institution) consenting to the release of information.

Please Note: The parent, guardian, or student (if over 18 years of age or in a postsecondary institution) is not required to sign the consent form. Therefore, you cannot release the information if the parent, guardian, or student (if over 18 years of age) refuses to provide written consent for its release.

Once the parent, guardian, or adult student signs and dates the consent form, keep the consent notice with the record file. Also, notify the recipient of the student/family information that further transmission of the information to other individuals is prohibited, without the written consent of the parent/guardian/student (if 18 years of age or older).

### **What should you do if someone seeks information of records regarding an employee, teacher, or other staff?**

- If the request seeks information or records regarding an employee or teacher of the local educational agency, consult with legal counsel and/or designated human resources representative before providing any information or access to records.
- To the extent practicable, do not provide any information regarding an employee or teacher without a valid judicial warrant, judicial subpoena, or court order. However, because employee records are subject to different laws, including Government Code section 7285.2, which has additional exceptions for access to employee records, it is important that you consult with legal counsel and/or designated human resources representative.



## Appendix B: Sample ICE “Arrest Warrant” and “Removal Warrant”

### ICE (Immigrations and Customs Enforcement) “Arrest Warrant” (Form I-200) and “Removal Warrant” (Form I-205)

<b>U.S. DEPARTMENT OF HOMELAND SECURITY      Warrant for Arrest of Alien</b>
File No. _____ Date: _____
<b>To: Any immigration officer authorized pursuant to sections 236 and 287 of the Immigration and Nationality Act and part 287 of title 8, Code of Federal Regulations, to serve warrants of arrest for immigration violations</b>
I have determined that there is probable cause to believe that _____ is removable from the United States. This determination is based upon:
<div style="display: flex; flex-direction: column; gap: 10px;"> <div><input type="checkbox"/> the execution of a charging document to initiate removal proceedings against the subject;</div> <div><input type="checkbox"/> the pendency of ongoing removal proceedings against the subject;</div> <div><input type="checkbox"/> the failure to establish admissibility subsequent to deferred inspection;</div> <div><input type="checkbox"/> biometric confirmation of the subject's identity and a records check of federal databases that affirmatively indicate, by themselves or in addition to other reliable information, that the subject either lacks immigration status or notwithstanding such status is removable under U.S. immigration law; and/or</div> <div><input type="checkbox"/> statements made voluntarily by the subject to an immigration officer and/or other reliable evidence that affirmatively indicate the subject either lacks immigration status or notwithstanding such status is removable under U.S. immigration law.</div> </div>
<b>YOU ARE COMMANDED</b> to arrest and take into custody for removal proceedings under the Immigration and Nationality Act, the above-named alien.
_____ (Signature of Authorized Immigration Officer)
_____ (Printed Name and Title of Authorized Immigration Officer)
<b>Certificate of Service</b>
I hereby certify that the Warrant for Arrest of Alien was served by me at _____ (Location)
on _____ (Name of Alien) on _____ (Date of Service), and the contents of this
notice were read to him or her in the _____ (Language) language.
<div style="display: flex; justify-content: space-between;"> <div>_____ Name and Signature of Officer</div> <div>_____ Name or Number of Interpreter (if applicable)</div> </div>
<small>Form I-200 (Rev. 09/16)</small>

## ICE (Immigrations and Customs Enforcement) “Arrest Warrant” (Form I-200) and “Removal Warrant” (Form I-205)

DEPARTMENT OF HOMELAND SECURITY U.S. Immigration and Customs Enforcement <b>WARRANT OF REMOVAL/DEPORTATION</b>	
File No: _____	
Date: _____	
To any immigration officer of the United States Department of Homeland Security:	
_____ (Full name of alien)	
who entered the United States at _____	on _____
(Place of entry)	(Date of entry)
is subject to removal/deportation from the United States, based upon a final order by:	
<input type="checkbox"/> an immigration judge in exclusion, deportation, or removal proceedings	
<input type="checkbox"/> a designated official	
<input type="checkbox"/> the Board of Immigration Appeals	
<input type="checkbox"/> a United States District or Magistrate Court Judge	
and pursuant to the following provisions of the Immigration and Nationality Act:	
I, the undersigned officer of the United States, by virtue of the power and authority vested in the Secretary of Homeland Security under the laws of the United States and by his or her direction, command you to take into custody and remove from the United States the above-named alien, pursuant to law, at the expense of:	
_____ (Signature of immigration officer)	
_____ (Title of immigration officer)	
_____ (Date and office location)	
ICE Form I-205 (8/07)	Page 1 of 2

# Appendix C: Sample Federal Search and Seizure Warrant

## Federal Search and Seizure Warrant (Form AO 93)

AO 93 (Rev. 11/13) Search and Seizure Warrant

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UNITED STATES DISTRICT COURT

for the

In the Matter of the Search of \_\_\_\_\_ )  
 (Briefly describe the property to be searched )  
 or identify the person by name and address ) Case No. \_\_\_\_\_  
 )  
 )  
 )

**SEARCH AND SEIZURE WARRANT**

To: Any authorized law enforcement officer

An application by a federal law enforcement officer or an attorney for the government requests the search of the following person or property located in the \_\_\_\_\_ District of \_\_\_\_\_  
 (identify the person or describe the property to be searched and give its location):

I find that the affidavit(s), or any recorded testimony, establish probable cause to search and seize the person or property described above, and that such search will reveal (identify the person or describe the property to be seized):

**YOU ARE COMMANDED** to execute this warrant on or before \_\_\_\_\_ (not to exceed 14 days)  
☐ in the daytime 6:00 a.m. to 10:00 p.m. ☐ at any time in the day or night because good cause has been established.

Unless delayed notice is authorized below, you must give a copy of the warrant and a receipt for the property taken to the person from whom, or from whose premises, the property was taken, or leave the copy and receipt at the place where the property was taken.

The officer executing this warrant, or an officer present during the execution of the warrant, must prepare an inventory as required by law and promptly return this warrant and inventory to \_\_\_\_\_  
 (United States Magistrate Judge)

☐ Pursuant to 18 U.S.C. § 3103a(b), I find that immediate notification may have an adverse result listed in 18 U.S.C. § 2705 (except for delay of trial), and authorize the officer executing this warrant to delay notice to the person who, or whose property, will be searched or seized (check the appropriate box)  
☐ for \_\_\_\_\_ days (not to exceed 30) ☐ until, the facts justifying, the later specific date of \_\_\_\_\_

Date and time issued: \_\_\_\_\_ Judge's signature \_\_\_\_\_

City and state: \_\_\_\_\_ Printed name and title \_\_\_\_\_


# Appendix D: Sample Federal Arrest Warrant

## Federal Arrest Warrant (Form AO 442)

AO 442 (Rev. 11/11) Arrest Warrant							
<p><b>UNITED STATES DISTRICT COURT</b></p> <p>for the</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>United States of America</p> <p style="text-align: center;">v.</p>   <p>_____</p> <p style="text-align: center;"><i>Defendant</i></p> </div> <div style="width: 5%; text-align: center;"> <p>)</p><p>)</p><p>)</p><p>)</p><p>)</p><p>)</p> </div> <div style="width: 45%;"> <p>Case No. _____</p> </div> </div>							
<p><b>ARREST WARRANT</b></p>							
<p>To: Any authorized law enforcement officer</p> <p><b>YOU ARE COMMANDED</b> to arrest and bring before a United States magistrate judge without unnecessary delay          (name of person to be arrested) _____,          who is accused of an offense or violation based on the following document filed with the court:</p> <p> <input type="checkbox"/> Indictment              <input type="checkbox"/> Superseding Indictment              <input type="checkbox"/> Information              <input type="checkbox"/> Superseding Information              <input type="checkbox"/> Complaint  <input type="checkbox"/> Probation Violation Petition    <input type="checkbox"/> Supervised Release Violation Petition    <input type="checkbox"/> Violation Notice    <input type="checkbox"/> Order of the Court         </p> <p>This offense is briefly described as follows:</p>   							
<p>Date: _____</p> <p>City and state: _____</p>	<p>_____</p> <p style="text-align: center;"><i>Issuing officer's signature</i></p> <p>_____</p> <p style="text-align: center;"><i>Printed name and title</i></p>						
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2" style="text-align: center; padding: 5px;">Return</th> </tr> <tr> <td colspan="2" style="padding: 10px;"> <p>This warrant was received on (date) _____, and the person was arrested on (date) _____            at (city and state) _____.</p> </td> </tr> <tr> <td style="width: 50%; padding: 10px;"> <p>Date: _____</p> </td> <td style="width: 50%; padding: 10px;"> <p>_____</p> <p style="text-align: center;"><i>Arresting officer's signature</i></p> <p>_____</p> <p style="text-align: center;"><i>Printed name and title</i></p> </td> </tr> </table>		Return		<p>This warrant was received on (date) _____, and the person was arrested on (date) _____            at (city and state) _____.</p>		<p>Date: _____</p>	<p>_____</p> <p style="text-align: center;"><i>Arresting officer's signature</i></p> <p>_____</p> <p style="text-align: center;"><i>Printed name and title</i></p>
Return							
<p>This warrant was received on (date) _____, and the person was arrested on (date) _____            at (city and state) _____.</p>							
<p>Date: _____</p>	<p>_____</p> <p style="text-align: center;"><i>Arresting officer's signature</i></p> <p>_____</p> <p style="text-align: center;"><i>Printed name and title</i></p>						

# Appendix E: Sample DHS Immigration Enforcement Subpoena

## DHS Immigration Enforcement Subpoena (Form I-138)

1. To (Name, Address, City, State, Zip Code)	<b>DEPARTMENT OF HOMELAND SECURITY</b>  <b>IMMIGRATION ENFORCEMENT</b> <b>SUBPOENA</b> to Appear and/or Produce Records 8 U.S.C. § 1225(d), 8 C.F.R. § 287.4
Subpoena Number _____	
2. In Reference To  <div style="display: flex; justify-content: space-between;"> <span>_____ (Title of Proceeding)</span> <span>_____ (File Number, if Applicable)</span> </div>	
By the service of this subpoena upon you, <b>YOU ARE HEREBY SUMMONED AND REQUIRED TO:</b>	
(A) <input type="checkbox"/> <b>APPEAR</b> before the U.S. Customs and Border Protection (CBP), U.S. Immigration and Customs Enforcement (ICE), or U.S. Citizenship and Immigration Services (USCIS) Official named in Block 3 at the place, date, and time specified, to testify and give information relating to the matter indicated in Block 2.	
(B) <input checked="" type="checkbox"/> <b>PRODUCE</b> the records (books, papers, or other documents) indicated in Block 4, to the CBP, ICE, or USCIS Official named in Block 3 at the place, date, and time specified.	
Your testimony and/or production of the indicated records is required in connection with an investigation or inquiry relating to the enforcement of U.S. immigration laws. Failure to comply with this subpoena may subject you to an order of contempt by a federal District Court, as provided by 8 U.S.C. § 1225(d)(4)(B).	
3. (A) CBP, ICE or USCIS Official before whom you are required to appear Name _____ Title _____ Address _____  Telephone Number _____	(B) Date _____  (C) Time <input checked="" type="checkbox"/> a.m. <input type="checkbox"/> p.m.
4. Records required to be produced for inspection  <div style="text-align: center; font-size: 4em; color: red; opacity: 0.5; transform: rotate(-45deg); position: absolute; top: 50%; left: 50%;">SAMPLE</div>	
<div style="text-align: center;">  </div> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;">         If you have any questions regarding this subpoena, contact the CBP, ICE, or USCIS Official identified in Block 3.       </div>	5. Authorized Official  _____ (Signature)  _____ (Printed Name)  _____ (Title)  _____ (Date)

DHS Form I-138 (6/09)

# Appendix F: Sample Federal Judicial Subpoena

## Federal Judicial Subpoena

AO 88B (Rev. 02/14) Subpoena to Produce Documents, Information, or Objects or to Permit Inspection of Premises in a Civil Action

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**UNITED STATES DISTRICT COURT**  
for the

\_\_\_\_\_  
*Plaintiff*

v.

\_\_\_\_\_  
*Defendant*

Civil Action No. \_\_\_\_\_

**SUBPOENA TO PRODUCE DOCUMENTS, INFORMATION, OR OBJECTS  
OR TO PERMIT INSPECTION OF PREMISES IN A CIVIL ACTION**

To: \_\_\_\_\_  
(Name of person to whom this subpoena is directed)

☐ **Production:** **YOU ARE COMMANDED** to produce at the time, date, and place set forth below the following documents, electronically stored information, or objects, and to permit inspection, copying, testing, or sampling of the material:

Place:	Date and Time:
--------	----------------

☐ **Inspection of Premises:** **YOU ARE COMMANDED** to permit entry onto the designated premises, land, or other property possessed or controlled by you at the time, date, and location set forth below, so that the requesting party may inspect, measure, survey, photograph, test, or sample the property or any designated object or operation on it.

Place:	Date and Time:
--------	----------------

The following provisions of Fed. R. Civ. P. 45 are attached – Rule 45(c), relating to the place of compliance; Rule 45(d), relating to your protection as a person subject to a subpoena; and Rule 45(e) and (g), relating to your duty to respond to this subpoena and the potential consequences of not doing so.

Date: \_\_\_\_\_

CLERK OF COURT

OR

\_\_\_\_\_  
*Signature of Clerk or Deputy Clerk*

\_\_\_\_\_  
*Attorney's signature*

The name, address, e-mail address, and telephone number of the attorney representing (name of party) \_\_\_\_\_, who issues or requests this subpoena, are:

\_\_\_\_\_

**Notice to the person who issues or requests this subpoena**

If this subpoena commands the production of documents, electronically stored information, or tangible things or the inspection of premises before trial, a notice and a copy of the subpoena must be served on each party in this case before it is served on the person to whom it is directed. Fed. R. Civ. P. 45(a)(4).

# Appendix G: Know Your Educational Rights for Families

## Know Your Educational Rights

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### Immigration Enforcement Actions at California TK-12 Schools Guide for Students and Families December 2025

#### ***Your Child Has the Right to a Free Public Education***

All children have a right to equal access to free public education, regardless of their or their parents'/ guardians' immigration status.

All children in California:

- Have the right to a free public education.
- Must be enrolled in school if they are between 6 and 18 years old, unless otherwise exempt.
- Have the right to attend safe, secure, and peaceful schools.
- Have a right to be in a public school learning environment free from discrimination, harassment, bullying, violence, and intimidation.
- Have equal opportunity to participate in any program or activity offered by the school without discrimination.

#### ***Information Required for School Enrollment***

Schools must accept a variety of documents from the student's parent or guardian to demonstrate proof of child's age or residency and schools are not required to keep a copy of the document used as proof of a child's age.

Information about citizenship/immigration status is never needed for school enrollment. A Social Security number is never needed for school enrollment.

#### ***Confidentiality of Personal Information***

Federal and state laws protect student education records and personal information. These laws generally require that schools get written consent from parents or guardians before releasing student information, unless the release of information is for educational purposes, is already public, or is in response to a court order or subpoena.

Some schools collect and provide publicly basic student "directory information." If so, the school district must provide parents/guardians with written notice of the directory information policy, and provide the option to refuse release of your child's information.

***Family Safety Plans if you are Detained or Deported***

You can update your child's emergency contact information, including secondary contacts, to identify a trusted adult guardian who can care for your child if you are detained or deported.

You can complete a Caregiver's Authorization Affidavit or a Petition for Appointment of Temporary Guardian of the Person to give a trusted adult the authority to make educational and medical decisions for your child.

***Right to File a Complaint***

Your child has the right to report a hate crime or file a complaint to the school district if he or she is discriminated against, harassed, intimidated or bullied because of their actual or perceived nationality, ethnicity, or immigration status.

*For more information on resources for responding to immigration enforcement activities at California schools, or to file a complaint, please contact:*

Bureau of Children's Justice  
California Attorney General's Office  
P.O. Box 944255  
Sacramento, CA 94244-2550  
Phone: (800) 952-5225  
E-mail: [BCJ@doj.ca.gov](mailto:BCJ@doj.ca.gov)  
<https://oag.ca.gov/bcj/complaint>



## Checklist for Immigrant Students Attending Public Schools and Their Families

### 1. You do not have to share the following information with school officials:

- You do not have to share information, including passports or visas, regarding the immigration status of students, parents, guardians, or other family members.
- You do not have to provide Social Security numbers (SSN) or cards.
- When completing the “Free and Reduced-Price Meals” form, only provide the last four digits of the SSN of the adult household member who signs the application.
- If the family meets the income eligibility requirements and no adult household member has an SSN, your child still qualifies. Check the “No SSN” box on forms where applicable, to ensure that applications are complete.
- If any household member participates in CalFresh, CalWORKs (California Work Opportunity and Responsibility for Kids), or FDPIR (Food Distribution Program on Indian Reservations), no adult household member needs to provide the last four digits of their SSN to qualify the student for free or reduced-price meals at school.
- When providing information for proof of a student’s residency or age, you do not have to use documents that could reveal information related to immigration status.

### 2. Take steps to protect student information:

- Ask for the school’s written privacy policies regarding student information.
- Review the school’s policy for “directory information”—which allows for public release of basic student information—and consider whether to opt out of releasing of that information.

### 3. Take steps to prepare for situations where one or more parents or guardians are detained or deported:

- Develop and keep in a safe place a “Family Safety Plan” (example: [Step-by-Step Family Preparedness Plan / Plan de Preparación Familiar: \(Guía Completa\) | Immigrant Legal Resource Center | ILRC](#)) that includes the following information:
  - Name of a trusted adult to care for your child if no parent or guardian can.
  - Emergency phone numbers and instructions on where to find important documents (birth certificates, passports, Social Security cards, doctor contact information, etc.).
  - Make sure that your child’s school always has current emergency contact information, including alternative contacts if no parent or guardian is available.
  - Discuss with family members whether to complete a “caregiver authorization affidavit” to authorize a relative to enroll a minor student and consent to school-related medical care on behalf of the minor. Note that under a new law effective January 1, 2026, a relative is an adult related to the child by blood, adoption, or affinity within the fifth degree of kinship, including all stepparents, stepsiblings, and all relatives whose status is preceded by the words “great,” “great-great,” or “grand,” or the spouses of any of these persons.

## Resources

The following resources are available to immigrant families responding to detentions or deportations:

- The Immigration and Customs Enforcement (ICE) detainee locator: <https://locator.ice.gov/odls/homePage.do>. **Please Note:** This site is intended only for locating individuals who are already detained, and not for general immigration status inquiries.
- Immigration lawyers in private practice, accredited representatives (who assist immigrants in immigration proceedings), or legal-aid organizations:
  - o State Bar of California Attorney Search: <http://www.calbar.ca.gov/Attorneys>.
  - o California organizations accredited by Board of Immigration Appeals (BIA) to represent immigrants before the Department of Homeland Security (DHS) and Executive Office of Immigration Review (EOIR): [Recognized Org and Accredited Rep Roster by State and City](#).
  - o California Courts Self-Help Centers: [Find Your Self-Help Center | California Courts | Self Help Guide](#).
  - o Legal-aid offices and lawyer-referral services: <http://www.courts.ca.gov/getting-legal-help>.
  - o The consulate or embassy of the parent's or guardian's country of origin.