

## FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

**Students  
RESPONSE TO IMMIGRATION ENFORCEMENT****RESPONSE TO IMMIGRATION ENFORCEMENT CHECKLIST**  
**(PROVIDE TO FCSS LEGAL SERVICES UPON COMPLETION;**  
**ONCE COMPLETED, CONFIDENTIAL ATTORNEY-CLIENT COMMUNICATION)**

For detailed information regarding responding to immigration enforcement, please review Superintendent and Board Policy 1445 and Superintendent Administrative Regulation 1445. Information regarding a student, a student's family or household, or a County Superintendent employee shall not be disclosed to an officer or employee of an agency conducting immigration enforcement unless: (1) the request is for student directory information (see Superintendent Administrative Regulation 5125.1); (2) the County Superintendent is required to release the information by law, in order to administer a state or federal program, or due to a valid judicial subpoena, warrant, or court order; or (3) pursuant to a written consent of the student's parent/guardian, or the subject-employee, meeting all of the requirements of Superintendent Administrative Regulation 1445.

If an officer or employee of an agency conducting immigration enforcement is present on a County Superintendent-operated school campus, at a school bus or any other transportation provided by the County Superintendent, a nonpublic area of any County Superintendent-operated property or facility, or a nonpublic area where any County Superintendent-sponsored program or activity is occurring please take the following steps and gather the requested information for Legal Services:

1. As early as possible, notify the Legal Services department at (559) 265-3003 and/or the County Superintendent or designee of any request by an officer or employee of an agency conducting immigration enforcement for the review of or access to records, for access to a property or facility, a vehicle, or to a student for purposes such as interviewing, searching, or detaining the student.
2. Report the presence of the officer or employee to appropriate site administrators.
3. When any officer or employee is actually or imminently present on a County Superintendent-operated site, County Superintendent staff shall notify staff working at the property and, if the property is a County Superintendent-operated school, the parents/guardians of students at the school in accordance with Superintendent Administrative Regulation 0450.
4. Tell the officer or employee: **"Before County Superintendent staff can respond to your request, they must first receive notification and direction from the County Superintendent or designee, except under exigent circumstances that necessitate immediate action."**
5. Request the credentials of all officers or employees, and if possible make a photocopy of all credentials. If you are unable to make a photocopy, make a note of the: (a) officer's or

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employee's name, agency, and badge number; and (b) phone number of the officer's or employee's supervisor, in the space provided below.

6. Ask the officer or employee their reason for being present, and make a note of their response below.
  
7. Request the officer or employee provide any documentation authorizing their requested access, or documentation that specifies the records or information they are seeking, and make a photocopy of any such documentation.
  
8. If the officer or employee is a sworn law enforcement officer and states that there **are** exigent circumstances and demands immediate access, comply with the officer's or employee's orders and immediately contact the Legal Services department and/or the County Superintendent or designee.
  
9. If the officer or employee does not state that there are exigent circumstances, but has provided documentation they represent authorizes their access, inform the officer or employee that you must first consult with the County Superintendent's legal counsel, and immediately contact the Legal Services department. Please be prepared to share all of the information you have obtained from the officer or employee.
  
10. Follow all directions from the County Superintendent's legal counsel, or the County Superintendent or designee.
  
11. Do not obstruct, interfere with, or otherwise impede, or attempt to obstruct, interfere with, or otherwise impede, any officer or employee of an agency conducting immigration enforcement, even if the officer or employee appears to be acting outside the law or in excess of the stated or documented authorization. If such an officer or employee enters the premises without consent, County Superintendent staff shall document their actions but only to the extent that documentation does not impede their actions and shall, at all times, obey any direction from such officers or employees.
  
12. An officer or employee who, pursuant to Superintendent Administrative Regulation 1445, is granted permission to enter property or facilities that are not open to all visitors shall be asked to first register as a visitor in accordance with site policy, except in cases where the officer or employee is a sworn law enforcement officer and has stated that exigent circumstances exist.

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13. Following any encounters with an officer or employee, in addition to the information recorded above, promptly make written notes of all interactions with the officer or employee, including:

The identity of all County Superintendent staff members who communicated with the officer or employee:

Details of the officer's or employee's request(s):

County Superintendent staff's response to the officer's or employee's request:

Any further action taken by, or any other interactions with, the officer or employee:

14. If the officers or employee requested access to a specific student, regardless of whether the officer or employee is given access to the student, the student's parent/guardian shall be immediately notified, unless prohibited by a valid judicial warrant or court order, or in cases involving investigations of child abuse, neglect, or dependency.
15. If the officers or employees requested records or information regarding a student, regardless of whether the requested records or information were disclosed, County Superintendent staff shall provide the student's parent/guardian, or the student, if the student is at least 18 years of age, with notice, a description of the request, and any documentation provided to County Superintendent staff describing the request, unless prohibited by a valid judicial subpoena, judicial warrant, or court order, or in cases involving investigation of child abuse, neglect, or dependency.
16. If the officers or employees requested records or information regarding a County Superintendent employee, regardless of whether the requested records or information were disclosed, County Superintendent staff shall provide the employee with notice, a description of the request, and any documentation provided to County Superintendent staff describing the request, unless prohibited by a valid judicial subpoena, judicial warrant, or court order.

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17. Provide a copy of these notes, any notices, and associated documents collected from the officer to the Legal Services department as soon as possible.
  
18. The County Superintendent or designee shall email the Bureau of Children's Justice in the California Department of Justice (BCJ@doj.ca.gov) regarding any attempt by a law enforcement officer to access a student or a school site for immigration enforcement purposes.

Adopted: 02/19/2026

1445, Doc# 4899-7532-1233, v. 1, rev. 02/2026