



Student Preparedness Plan

Every student should have a Student Preparedness Plan. While it is our hope that you never have to use your plan, it is a good practice to have one in place to help reduce the stress of the unexpected. This packet will help you create a Student Preparedness Plan, regardless of your immigration status.

- **Know Your Rights Everyone** – Both documented and undocumented persons – have rights in this country. The Supreme Court ruled in 1969 that students do not "shed their constitutional rights to freedom of speech or expression at the schoolhouse gate." This is true for other fundamental rights, as well. Everyone has basic rights under the U.S. Constitution and civil rights laws. Learn more about what your rights are, how to exercise them, and what to do when your rights are violated. You can find more information about these rights at <https://www.aclusocal.org/en>
- **Find Out About Your Immigration Options** - Talk to a trusted legal services provider to see if there is a way for you to get immigration status or, if you already have some type of temporary immigration status, to get a green card or U.S. citizenship. The Immigration Legal Intake Service is a free, anonymous and personalized online service consisting of an **online survey to help undocumented young people learn about possible immigration options**. To learn about your immigration options visit: <https://immigrantsrising.org/legalintake/>
- **Make a Student Preparedness Plan** - Have a plan so that a trusted adult can access your student records if you cannot. This plan should include a class schedule, contact information to all your professors, Consent for release of information form, contact information for critical college offices, information on the withdraw process and other emergency numbers. For information on how to get started and useful forms visit <http://www.sdmiramar.edu/campus/counseling/dreamers>
- **Make a Child Care Plan** - Have a plan so that a trusted adult can care for your child if you cannot. This plan should include emergency numbers, a list of important contact information and a file with important documents. For information on how to get started and useful forms visit <https://www.ilrc.org/family-preparedness-plan>



Student Preparedness Plan

Getting Started

Step 1: Decide Who Can Access your College Records if You Are Unable and Talk with That Person

Identify a responsible adult that you trust. Ideally, the person you designate to access your records is someone with lawful immigration status. Talk to this person in detail about your desires and expectations in case of deportation or other emergencies. Make sure the person knows that they will be listed as an emergency contact and that they know how to access all of your important documents and information. Memorize this person's phone number and other contact information.

Step 2: Talk to Your College Admissions Office about Forms and Protocols

Once you have identified and come to an agreement with the person who will access your student records if you are unable to, you can begin to put a plan in place.

- **The Consent to Release Student Educational Records** is a very important document that will allow another person to access your student records. The Family Educational Rights and Privacy Act of 1974 (FERPA) prohibits the disclosure of information contained in your educational records to a third party, unless you provide written consent. You must complete a separate form for each third party to whom you grant access.
- The petition for **Excused Withdrawal** is a very important document that will allow you to drop classes. To request academic excused withdrawal for circumstances reasonably beyond the control of the student that caused them to be unable to attend classes or complete the semester/term. Circumstances include, but are not limited to: 1.) Medical Emergency, including accident, serious illness, or non-elective surgery for themselves or a member of their family; 2.) Personal Emergency or hardship situation such as assault or domestic violence, loss of job or job transfer, family or child-care discrepancy crisis, or death of an immediate family member.

Note: It is recommended that students visit with a counselor to discuss alternative options to an Excused Withdrawal (EW) to be sure that this choice is the best course of action for the student's academic career. Additionally, students receiving financial aid should contact the Financial Aid Office to understand the possible implications.

Step 3: Organize and file information and forms in a binder kept in a safe location.



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We encourage that you create a school folder for your family/support systems that includes but is not limited to:

- Printout of current class schedule
- Contact information for critical college offices including professors names and contact information
- Consent to Release Student Educational Records form
- Excused Withdrawal form
- School Identification
- Transcripts

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IF IMMIGRATION AGENTS SHOW UP AT YOUR DOOR:



DON'T OPEN THE DOOR. BE CALM. YOU HAVE RIGHTS.

IF THEY ASK TO ENTER, ASK IF THEY HAVE A WARRANT SIGNED BY A JUDGE

IF SO, ASK TO SEE IT.

AN ICE ADMINISTRATIVE WARRANT (FORM 1-200, 1-205) DOES NOT ALLOW THEM TO ENTER YOUR HOME WITHOUT YOUR CONSENT

IF THEY DO NOT HAVE A WARRANT SIGNED BY A JUDGE, YOU MAY REFUSE TO LET THEM IN.

IF THEY FORCE THEIR WAY IN, DON'T RESIST. TELL EVERYONE IN THE RESIDENCE TO REMAIN SILENT.

IF YOU ARE ARRESTED, REMAIN SILENT AND DO NOT SIGN ANYTHING UNTIL YOU SPEAK TO A LAWYER.



Student Preparedness Plan

Department	Contact Name	Phone #	Email	Location
Admissions & Records Office	Jessica Aguilar	619-388-7573	jaquilar@sdccd.edu	K1-207
Counseling Office	Rick Cassar	619-388-7554	rcassar@sdccd.edu	K1-203G
Student Affairs Office	Sandra Marquez	619-388-7313	smarquez@sdccd.edu	K1-208
Student Services	Sharilyn Wilson	619-388-7271	Swilson001@sdccd.edu	K1-303
Career Services	Mona Patel	619-388-7335	mpatel@sdccd.edu	K1-308
Transfer Center	Tali McLemore	619-388-7443	emclemor@sdccd.edu	
Food Security Programs	Joseph Hankinson	619-388-7474	jhankins@sdccd.edu	K1-208
DSPS	Dave Clark	619-388-7312	dbclark@sdccd.edu	K1-204
EOPS	Sam Shooshtary	619-388-7869	shoosht@sdccd.edu	K1-305
Financial Aid	Florencia Alvarado	619-388-7864	falvarado@ascdd.edu	K1-312
Scholarship Office	Maria Rico	619-388-7864	mrivo@sdccd.edu	K1-312