

Preparing for and Responding to ICE Presence in Schools:

What Educators Can Do

Disclaimer: This publication is for informational purposes only and is not intended as a substitute for specific legal or other professional advice. If you have specific questions about your legal or contractual rights, contact your Education Minnesota field representative.

Preparation

1. **Review your district's visitor and data privacy policies.** Make sure you and your colleagues know them and are not granting access to those without permission.
2. **Connect students and families with appropriate resources.** Educators can and should share appropriate resources like those from [Immigrant Law Center of Minnesota](#) with families but avoid providing direct legal advice.
3. **Help establish a staff and parent response team.** Staff can work with parent organizations to gather resources for families who lose a caregiver or source of income due to immigration enforcement, or those who need assistance getting to or from school or work.
4. **Report any ICE enforcement activities at or near schools.** If you let your Education Minnesota Field Staff with your Education Minnesota Field Staff know about ICE enforcement activity in or near your schools, they will inform our legal department, which will share this information with trusted partner organizations.
5. **Ensure a welcoming learning environment.** Incorporate [trauma-informed education practices](#). There are students living with tremendous fear and anxiety based on their own immigration status or the statuses and experiences of parents or family members.

Response if ICE arrives at your school

1. **Stay Calm and Professional.** Do not physically obstruct ICE agents, but do not grant automatic access to the building or provide information without following protocol.
2. **Verify Credentials.** Ask for the agent's full name, agency affiliation, badge number, and stated reason for the visit. Photograph and/or write down this information immediately.
3. **Request Documentation.** Ask to see any warrant or subpoena. Do not accept verbal requests or administrative warrants as sufficient legal authority.
4. **Distinguish Warrant Types.** Judicial warrants (signed by a judge) compel compliance. Administrative warrants (signed by ICE agents) do not carry the same legal weight. View examples of judicial versus administrative warrants [here](#).
5. **Refer to Designated Official(s).** Immediately direct the agent to contact the Superintendent or designated official. Do not make independent decisions.
6. **Contact Legal Counsel.** No records or information should be shared before legal counsel reviews the request and any documentation provided. *Administration should do this, but you should inform your local leadership as well, and they will inform Education Minnesota legal if needed.*

Updated: Jan. 9, 2026

www.educationminnesota.org

Education Minnesota is an affiliate of the American Federation of Teachers, the National Education Association and AFL-CIO.  6084



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7. **Notify Parents/Guardians.** Inform families promptly if there has been a request for information about them or a student unless a valid court order specifically prohibits notification. *Administration should do this unless you are directed to do so.*
8. **Document Everything.** Record agent names, badge numbers, time of visit, documents presented, and all communications for internal records and potential legal review. Phone recording of ICE agents is allowed if not obstructing their work.

After an Arrest

1. **Connect affected individuals to resources.** If a student, staff, or community member has been arrested by ICE, or if they have been informed that their SEVIS record or student visa has been cancelled, schools can provide information to help connect them to legal assistance:
 - [*Toolkit for assisting people facing deportation*](#)
 - [*Immigration attorneys in Minnesota*](#)
2. **Report unlawful ICE activity.** If you are concerned about the actions of an ICE agent or want to verify that they were an ICE agent, the offices of some members of Congress will assist you in verifying identity and reporting concerns to the Department of Homeland Security.
3. **Do not comment publicly on the immigration arrest of any student or their parents.** Even if you have their permission, the school may consider it an unauthorized release of student data.