

JORDAN SCHOOL DISTRICT
Anthony Godfrey, Ed.D., Superintendent of Schools
West Jordan, Utah

Intradistrict Communication

DATE: September 3, 2020

TO: Principals
Administrative Assistants
Attendance Secretaries
Registrars

FROM: Administrators of Schools
Michael Anderson, Associate Superintendent
Travis Hamblin, Director of Student Services
Caleb Olson, Consultant, Planning & Enrollment

SUBJECT: 10-Day Accounting and September 9, 2020 Count

Students who are registered to a District school and have not attended (or been marked absent with a valid excuse) for ten consecutive school days at any point in the school year must be withdrawn from membership. This is particularly important during the first ten days of the school year so that our enrollment calculations and reporting is accurate.

This year, USBE has required an official count on September 9, 2020 (in addition to the formal October 1 count). This means that all 10-day drops must be processed in a timely manner at the end of the 10th day (High Schools: Friday, September 4, 2020; Elementary and Middle Schools: Tuesday, September 8, 2020). The early timing of the September 9 count does not allow for a delay in processing 10-day drops.

Please ensure that all staff members with responsibility for processing the drops are aware of the deadline and the need for accuracy and efficiency this year. More information on the 10-day drop process can be found on the Planning & Enrollment website by searching for "10-Day Accounting."