

Intradistrict Communication

DATE: December 8, 2022

TO: Building Principals

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

SUBJECT: 2023-24 FTE Allocation Timeline and Actions

The following are the anticipated dates and required actions for principals to complete during the 2023-24 FTE Allocation process:

Date	Event	Action
January 3, 2023	Permit Lottery	<p>The permit lottery is anticipated to run in the afternoon on January 3. Schools should verify and approve all November and December applications for processing to their waitlists by noon.</p> <p>Unprocessed permit applications will be cleared (without review or verification) for processing to the waitlist by Planning & Enrollment prior to the lottery.</p> <p>Schools may begin offering seats as soon as the lottery is complete and their waitlists populate (an email will be sent when the lottery is finished).</p>
January 19, 2023	1.0 Memo Released	<p>Principals must review and respond no later than January 27, 2023. Options for responding to the memo are listed below.</p> <p>Principals attending UASSP should respond <u>prior</u> to departing for the conference.</p>
January 19-27, 2023	Window to Respond to 1.0 Memo	<p>1.0 Memo will be emailed to principals and accessible on each school's Enrollment Dashboard. Principals must respond by end-of-day on January 27, 2023.</p>

January 23, 2023	Revoke Unaccepted Permit Seats	Two weeks after the permit lottery. Parents who have not accepted seats should be contacted and given until January 25 to accept the seat before it is withdrawn and offered to another student.
January 31, 2023	FTE Presentation & Q&A in Principals Meeting	Presentation from Planning & Enrollment in Principals Meeting.
February 6, 2023	Anticipated 2.0 Memo Release Date	2.0 allocations are anticipated to be released in the afternoon on February 6. Memo will be emailed to principals and accessible on each school's Enrollment Dashboard.
February 13, 2023	HR Transfer Fair at West Jordan Middle School, 4:30-6 PM	Watch for additional details from Human Resources.

As a reminder, additional tasks specific to the permit process are [available for review here](#).

Responding to 1.0: Principals need to respond to the 1.0 estimate to indicate that the memo has been reviewed. This response is the last opportunity for the principal to provide input into the projected enrollment total for the 2.0 allocation. Responses may be submitted in the following ways:

- Typed responses in the orange "1.0 Response" box on the school's Enrollment Dashboard
- Email to [Scott Festin](#) or [Caleb Olson](#)
- Phone call to Scott Festin (x88370) or Caleb Olson (x88251)

Principals - new or experienced - who want to schedule a training visit to review the FTE process and growth projections for their school area may do so by contacting either [Scott Festin](#) or [Caleb Olson](#).