

Jordan School District  
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West Jordan, UT 84084

Department  
Of  
Planning & Student Services

MANUAL

2017-18

Jordan School District  
**PLANNING AND STUDENT SERVICES**  
2017-18

**Table of Contents**

Important, new, updated and/or changed information is highlighted in yellow.

**Contents**

**TABLE OF CONTENTS ..... II**

**PLANNING AND STUDENT SERVICES ..... 1**

**DIRECTORY ..... 1**

**ATTENDANCE ACCOUNTING-ELEMENTARY ..... 2**

**PUPIL PROGRESS REPORT FOR STUDENT ATTENDANCE ..... 3**

**DATE OF WITHDRAWAL FOR STUDENTS – TEN-DAY RULE..... 3**

**DROPOUT BY ETHNICITY, GRADE AND GENDER INSTRUCTIONS..... 5**

**DROPOUT..... 5**

**REPORTING DROPOUTS..... 5**

**ENTRY AND EXIT CODES ..... 6**

**ENROLLMENT CODES: ..... 6**

**STUDENT TYPE ..... 6**

**STUDENT STATUS CODES (specific to your school):..... 6**

**EXIT CODES: (Documentation is required for all exit codes entered. Contact P&SS with questions.) ..... 6**

**GRADUATION/DIPLOMA STATUS: ..... 7**

**STANDARDIZED ATTENDANCE CODES ..... 8**

**STANDARDIZED ATTENDANCE CODES (SEE ALSO ENTRY AND EXIT CODES, PG. 6-7) ..... 9**

**MEMBERSHIP/ENROLLMENT ACCOUNTING GUIDELINES..... 10**

1.New Entries (add entries by computer) .....	10
2.Exits (change exits by computer) .....	10
3.Updating Membership/Enrollment Report (printed each quarter by school) .....	10
4.Dropout Reports for Secondary Schools (refer to page 5 for instructions).....	10
Membership – First Ten (10) Days Accounting .....	11
Ten-day Membership Rule .....	12
<b>STUDENT ACCOUNTING FOR STUDENTS WHO ARE HOSPITALIZED .....</b>	<b>13</b>
<b>ACCREDITED HOSPITAL FACILITIES.....</b>	<b>13</b>
CATEGORY – I (withdraw) .....	13
CATEGORY – II (Home & Hospital) .....	14
<b>REQUIRED MEMBERSHIP AND ATTENDANCE BACKUP RECORDS FOR AUDIT .....</b>	<b>15</b>
<b>TRANSFER BETWEEN YEAR-ROUND TRACKS OR TRADITIONAL CALENDAR SCHOOLS.....</b>	<b>16</b>
<b>YEAR-ROUND CONFERENCE DAYS .....</b>	<b>16</b>
<b>ENTERING STUDENT’S NAME CORRECTLY INTO YOUR STUDENT DATA SYSTEM .....</b>	<b>16</b>
<b>BIRTH CERTIFICATE REQUIREMENT FLOWCHART.....</b>	<b>17</b>
<b>REQUIREMENT OF BIRTH CERTIFICATE FOR ENROLLMENT OF STUDENTS .....</b>	<b>18</b>
<b>KINDERGARTEN ENROLLMENT .....</b>	<b>18</b>
<b>FIRST through TWELFTH GRADE ENROLLMENT .....</b>	<b>18</b>
<b>Requisito de Certificado de Nacimiento.....</b>	<b>Error! Bookmark not defined.</b>
Período de gracia de 30 días - Ejemplo de Carta (Los estudiantes de Kindergarten que no tienen un certificado de nacimiento deben ser referidos a la planificación y Servicios Estudiantiles antes de que se les permita ingresar a la escuela.).....	<b>Error!</b>
<b>Bookmark not defined.</b>	
<b>(Sample letter for referring to law enforcement).....</b>	<b>23</b>
Parents not providing a birth certificate.....	23
<b>ENTRANCE INTO KINDERGARTEN .....</b>	<b>24</b>
<b>AGE-APPROPRIATE GRADE PLACEMENT .....</b>	<b>26</b>
<b>AGE CHART FOR THE 16-17 SCHOOL YEAR.....</b>	<b>27</b>
<b>DIRECTORY INFORMATION – FERPA ANNUAL NOTIFICATION .....</b>	<b>28</b>

<b>FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT .....</b>	<b>29</b>
<b>ANNUAL NOTIFICATION .....</b>	<b>29</b>
<b>DIRECTORY INFORMATION NOTICE .....</b>	<b>29</b>
<b>LEY DE LOS DERECHOS Y LA PRIVACIDAD EN LA EDUCACIÓN FAMILIAR .....</b>	<b>30</b>
<b>ANUNCIO ANUAL .....</b>	<b>30</b>
<b>FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT .....</b>	<b>31</b>
<b>Health or Safety Reason for Disclosure of Information .....</b>	<b>31</b>
<b>FAXING OF STUDENT EDUCATION RECORDS.....</b>	<b>32</b>
<b>Emailing Student Education Records.....</b>	<b>32</b>
<b>FAXING STUDENT EDUCATION RECORDS .....</b>	<b>33</b>
<b>PARENTAL CONSENT FORM .....</b>	<b>33</b>
<b>GUIDELINES FOR FOREIGN STUDENT REGISTRATION (REFERENCE AS66).....</b>	<b>34</b>
<b>Foreign Exchange Students (J-1 status).....</b>	<b>34</b>
<b>Utah High School Athletic Association .....</b>	<b>35</b>
<b>Foreign Students with Visa Status other than J-1 or F-1 .....</b>	<b>35</b>
<b>HOME SCHOOL LAW.....</b>	<b>36</b>
<b>HOME SCHOOL REGISTRATION INFORMATION.....</b>	<b>37</b>
<b>Home School Registration Process.....</b>	<b>38</b>
<b>ANNUAL HOME SCHOOL AFFIDAVIT .....</b>	<b>39</b>
<b>GRADE PLACEMENT OF A STUDENT RETURNING FROM HOME SCHOOL.....</b>	<b>40</b>
<b>CHILD ABUSE AND NEGLECT.....</b>	<b>42</b>
<b>REPORT OF CHILD ABUSE-NEGLECT .....</b>	<b>43</b>
<b>PUBLIC SCHOOL COOPERATION WITH LAW ENFORCEMENT AND DCFS .....</b>	<b>44</b>
<b>Confidential Information – Notice of Investigation .....</b>	<b>45</b>
<b>GUARDIANSHIP, DURABLE POWER OF ATTORNEY (DPA).....</b>	<b>46</b>

<b>NON-CUSTODIAL PARENT REQUESTS .....</b>	<b>47</b>
A. Request to speak with a minor child: .....	47
B. Request to remove minor child from the school campus: .....	47
C. Request to inspect and/or review the education records of a minor child: .....	48
D. Step-Parents: A custodial stepparent has the right to <i>written</i> education records. The non-custodial .....	48
E. Request to attend parent-teacher conferences, school activities, or consult with their child’s teachers:.....	48
F. Request to have their name, phone number, etc., recorded on the child’s education records and/or be informed of the child’s school progress and school activities: .....	49
G. In situations where legal custody cannot be verified or staff cannot determine who has legal authority over and access to the child, the school will: .....	49
H. School Staff are prohibited from writing letters of support for parents who are involved in legal custody disputes or proceedings, nor should they be acting as a mediator for custody disputes or visitation agreements. ....	49
I. Contact a police officer or DCFS when the parties are in conflict and cannot agree upon whom the student should be released. ....	49
J. If any person causes a disruption on a school campus, the principal has the legal authority to require disruptive parents or other adults to refrain from coming on to school property without making arrangements through him or her. Principals can deny such persons any access to school property if there is safety, annoyance, or potential injury concerns, Utah Code 53A-3-Part 5-503. The principal should notify the person in writing of his or her decision about their access. ....	49
 <b>NOTICE TO PARENT AND NON-CUSTODIAL PARENT .....</b>	 <b>50</b>
<b>53A-11-Part 2-205 Notification to the parent of an injured or sick child.....</b>	<b>50</b>
<b>53A-11-Part 9-903 Suspension and expulsion procedures.....</b>	<b>50</b>
<b>Notice to parent – Distribution of policies. (1)(a) Policies required under this part shall include written procedures for the suspension and expulsion of, or denial of admission to, a student, consistent with due process and other provisions of law. (b)(i) The policies required in (1)(a) shall include a procedure directing public schools to notify the custodial parent and, if requested in writing by a non-custodial parent, the non-custodial parent of the suspension and expulsion of, or denial of admission to, a student. (ii) Subsection (1)(b)(i) does not apply to that portion of school records which would disclose any information protected under a court order. (iii) The custodial parent is responsible for providing to the school a certified copy of the court order under Subsection (1)(b)(ii). ....</b>	<b>50</b>
 <b>CUMULATIVE PERMANENT RECORD GUIDELINES -- JORDAN DISTRICT POLICY AS61.....</b>	 <b>51</b>
1. The school principal is the custodian of student records at the school level. The principal should give proper training regarding use and release of records. It is the school principal’s responsibility to insure proper maintenance. ....	51
2. Maintaining Records: .....	51
 <b>Cumulative Permanent Record Guidelines continued .....</b>	 <b>52</b>
3. Non-transferred Records (Dead Files): .....	52
4. A Written Release is needed when:.....	52
5. Transferring Records: .....	52
6. Requesting Records: .....	52
7. Photo copying for sending records:.....	52
8. Storage and Destruction of Records:.....	53
9. Special Education Guidelines: .....	53
10. Access to Records: .....	53
 <b>RECORDS RETENTION.....</b>	 <b>54</b>
<b>RECORDS RETENTION SCHEDULE - QUICK GLANCE.....</b>	<b>55</b>

<b>STEPS FOR NEXT YEAR OPEN ENROLLMENT (PERMITS)</b> .....	<b>56</b>
<b>RETENTION ADMINISTRATIVE GUIDELINES</b> .....	<b>58</b>
<b>Grades K-6 Guidelines</b> .....	<b>58</b>
<b>Grades 7-9 Guidelines</b> .....	<b>58</b>
<b>Grades 10-12 Guidelines</b> .....	<b>58</b>
<b>ACCELERATION ADMINISTRATIVE GUIDELINES</b> .....	<b>59</b>
<b>Individual Report of Retention Form:</b> .....	<b>60</b>
<b>RELEASE TIME / DUAL ENROLLMENT GUIDELINES</b> .....	<b>61</b>
<b>DUAL ENROLLMENT</b> .....	<b>62</b>
<b>STUDENT RESIDENCY QUESTIONNAIRE</b> .....	<b>63</b>
<b>Student/Family Residency Questionnaire Form:</b> .....	<b>64</b>
<b>Student/Family Residency Questionnaire Spanish Form:</b> .....	<b>65</b>
<b>UPLOADING OF STUDENT EDUCATION RECORDS</b> .....	<b>66</b>
<b>UPLOADING STUDENT EDUCATION RECORDS ELECTRONICALLY</b> .....	<b>67</b>
<b>PARENTAL CONSENT FORM</b> .....	<b>67</b>
<b>EDUCATION / VACATION LEAVE FORM</b> .....	<b>68</b>
<b>ELEMENTARY REGISTRATION FORM:</b> .....	<b>69</b>
<b>SECONDARY REGISTRATION FORM:</b> .....	<b>70</b>
<b>REQUEST FOR STUDENT RELEASE TIME FROM SCHOOL FORM A:</b> .....	<b>71</b>
<b>REQUEST FOR STUDENT RELEASE TIME FROM SCHOOL FORM B:</b> .....	<b>74</b>
<b>REQUEST FOR PERMANENT RECORDS FROM PREVIOUS SCHOOL</b> .....	<b>77</b>
<b>EDUCATIONAL RECORD REQUEST</b> .....	<b>78</b>
<b>STANDARD OPEN ENROLLMENT APPLICATION FORM (PERMIT):</b> .....	<b>79</b>

**REVOKED SCHOOL CHOICE (PERMIT) FORM:..... 80**

**PROVISIONAL SCHOOL CHOICE -- STUDENT BEHAVIOR CONTRACT..... 81**

**STUDENT BEHAVIOR CONTRACT (GENERAL) ..... 82**

**PROOF OF RESIDENCY – MODEL PROCEDURES: ..... 83**

**CHARTER SCHOOLS/EXTRA CURRICULAR – CO-CURRICULAR FEES: ..... 84**

**SUBPOENA: ..... 85**

**QUARTERLY ENTRIES: ..... 86**

**QUARTERLY EXITS:..... 87**

**QUARTERLY REPORTS:.....88**

Jordan School District  
**PLANNING AND STUDENT SERVICES  
DIRECTORY**

**Travis Hamblin, Consultant 567-8251**

Enrollment Projections  
Child Abuse Reporting  
Dropout Procedures  
Kindergarten Entrance Eligibility  
Permits and Transfers  
Foreign Student Enrollment  
Retention/Promotion  
School Calendar Development  
Student Attendance  
Enrollment & FTE  
Durable Power of Attorney & Guardianship

Estimated Enrollment  
Custodial/Non-custodial  
FERPA  
Student Records  
Home Schooling  
Permanent Records  
School Boundaries  
Student Accounting  
Maps/boundaries  
Open (Choice) Enrollment  
Charter Schools

**Shelly Axtell, Enrollment Secretary 567-8183**

Planning and Student Services Budget  
Home School Information  
Transfer Applications (Permits)  
Monthly Membership Reporting  
Student Accounting  
Planning and Student Services Manual  
Boundary Verification  
October 1<sup>st</sup> Enrollment Report  
Forms  
Durable Power of Attorney & Guardianship

Foreign Students  
Student Records  
Transfers Out of District  
State (S-3) Enrollment Reporting  
Dropout Reporting  
School Calendar Committee  
Quarterly Membership Reports  
Open (Choice) Enrollment  
Processes Permits  
Charter Schools

**Carmen Covarrubias, Assistant 567-8259**

Assists Patrons  
Boundary Verification  
District Mail

Telephones  
Processes Home School  
Processes Permits

**Carolyn Wootton, Truancy Specialist 567-8370**

Attendance Works  
Compulsory Education Referrals

Truancy/Habitual Disruption Referrals  
Court Liaison

**Web Site: <http://planning.jordandistrict.org/>**

**MATERIALS AVAILABLE FROM PLANNING AND STUDENT SERVICES**

Attendance Cards  
Acceleration – “Individual Report of Retention or Acceleration”  
Boundary Description Packet (<http://planning.jordandistrict.org>) Boundaries and Bus Stops  
Calendars: (<http://planning.jordandistrict.org>) Calendars  
Child Abuse-Neglect, Report of  
Home School Forms, Registration for (<http://planning.jordandistrict.org>) Forms & Documents  
Permanent Record Folders, aka “Cum Folders”  
Permanent Record Request and Release Forms (<http://planning.jordandistrict.org>) Forms & Documents  
Permit Forms and Revocation Forms (also called School Transfer Application Forms)  
Personnel Calendar of Attendance (<http://planning.jordandistrict.org>) Calendars  
Educational Records Requests Forms  
Request for Records (Educational institution to educational institution)  
Registration Cards, Elementary and Secondary  
Release Time Form A (Academic Study) (<http://planning.jordandistrict.org>) Forms & Documents  
Release Time Form B (Specialized Training, Medical Accommodations, Mitigating Circumstances)  
Retention – “Individual Report of Retention or Acceleration”  
School Choice and Revocation Forms (same as permit forms)  
School Transfer Application and Revocation Forms (same as permit forms)  
Upload of Student Education Records (Planning & Student Services Manual)

JORDAN SCHOOL DISTRICT  
Department of Planning and Student Services

**Attendance Accounting-Elementary**

Updated to using Skyward -- (No longer using Attendance Cards)

1. The Jordan School District Skyward Attendance Program is the official procedure for attendance accounting.
2. The Skyward attendance program shall be made for every student who enrolls at your school.
  - a. Attendance will be taken by the teacher the first half hour of the morning and recorded on Skyward. The teacher will save the attendance within the first half hour of the morning.
  - b. When a student checks out of school, a Skyward record will be made by the office. The teacher will send the student to the office with a hall pass when the student checks out.
  - c. A check-in slip will be sent to the teacher when a student checks in late. The computer entry will be made by the office.
3. Absences will be recorded by the office on Skyward as follows:
  - a. If no attendance is entered into Skyward during the morning, the student is counted **present**. (No attendance mark indicates the student was present all day.)
  - b. If the student checks in during the first two hours of the morning, mark Skyward tardy (t) and the reason for tardy. The student is counted **present**.
  - b. If the student checks in after the first two hours of the morning, he is counted **absent** for 1<sup>st</sup> period (a).
  - c. If the student checks out after the first two hours of the morning, he is counted **present** 1/2 day (marking an absence for 2nd period).
  - e. If a attendance is not entered during the last half of the day, the student is counted **present** all day.
  - f. If the student checks in during the first two hours of the afternoon, he is counted **present** 1/2 day afternoon (marking an absence for 1<sup>st</sup> period).
  - g. If the student checks in after the first two hours of the afternoon, he is counted **absent** all day.
  - h. If the student checks out after the first two hours of the afternoon, he is counted **present**, marking Skyward for the reason leaving early.
  - i. On short day, adjust the check in and check out hours to fit the half day.
  - j. Make notes in the "Comment" section of Skyward.
  - k. Use attendance Truancy Letters found on the Planning & Student Services website located at: <http://planning.jordandistrict.org/truancy/>
  - l. Use the attendance codes available from Information Systems. (see pages 8-9)

**Pupil Progress Report for Student Attendance**  
**(Education/Vacation Leave)**

A student may be allowed up to a **maximum of ten (10) days** for education/vacation leave if **prior** arrangements have been made with the school for the student to make up his/her homework. Make-up work and timelines should follow each individual teacher's disclosure statement. (A sample Education/Vacation Release form is included in the forms section.) If the prior-approved absence will extend beyond the 10 days allowed, contact Planning & Student Services.

A student may be allowed up to a **maximum of ten (10) days** of absence **per** suspension, if the school is working with the student to prepare an acceptable program for his/her return to the classroom.

The **Daily Attendance Report** must be marked to indicate the days students are away from school for education/vacation leave (v) or suspension (s). The **Elementary Pupil Progress Report** and the **student's cumulative file** should **not** show students present on days they are away from school for vacation/education leave or suspension.

*If a student is not in school for reasons other than to attend a school activity, he/she is considered absent. This absence, although continued on school records, will be considered "excused".*

This procedure allows students to have the educational experience of travel without scholastic penalty; however, it does disqualify students for receipt of any awards associated with attendance (i.e., 100% attendance award, etc.)

**Date of Withdrawal for Students – Ten-Day Rule**

For proper membership accounting, the date of withdrawal must be the day after the last day of attendance or within 10 days after the last day of attendance on which it is officially known that the pupil has left school for one of the following reasons: completion, dismissal, death, transfer or administrative withdrawal. The date does **not** necessarily have to be the day after the last day of attendance, but in **no case** may it be longer than **10 days after the last day of attendance** at any time during the year except in case of: (1) sickness, (2) hospitalization, (3) home and hospital services being provided according to district policy, (4) pending court investigation and action, and (5) prior-approved trip. (Home and hospital is comprised of two hours of instruction per week, with **at least one contact per week** and **documentation** of that contact on record for the auditors.)

Schools must withdraw students after 10 consecutive days of absence, unless they fit one or more exceptions listed above. A letter should be sent by the school notifying the parents of the withdrawal. See sample below.

Sometimes parents will attempt to get a Home School affidavit and withdraw their student after they have been referred to truancy court. The court process will continue even if they are in Home School.

Court ordered students in the truancy program **must not** be withdrawn from school records. The court process will continue for students who have been referred for truancy, even though they may withdraw from school in the meantime.

**10-Day consecutive Absences Attendance Letter- Sample**

**CERTIFIED MAIL**

[Insert Date]

To the parents of [STUDENT NAME]:

Our school records indicate that [STUDENT] has 10 consecutive unexcused absences at \_\_\_\_\_ School.

Due to having ten consecutive unexcused absences, your child will be withdrawn from \_\_\_\_\_ School on [LIST DATE] in accordance with the Utah Administrative Code (R277-419-1).

In accordance with 53A-11-Part 1-101.5, the parent of a school-age minor shall enroll and send the school-age minor to a public or regularly established private school and Board Rule R277-607-5parents of school-age minors shall cooperate with school boards and charter school boards to secure regular attendance at school by school-age minors for whom they are responsible.

Please contact the school immediately at \_\_\_\_\_ to re-enroll your student. If your child is enrolled in another educational institution, please provide documentation to \_\_\_\_\_ school indicating the enrollment date.

Sincerely,

Principal

cc: Permanent File

## **Dropout by Ethnicity, Grade and Gender Instructions**

### **DROPOUT**

Students with unknown status will be considered dropouts (which is now a federal requirement):

- A student who is reported as transferring to another school within the state will be considered a dropout if no subsequent enrollment is reported. Obtain written documentation of where the student is transferring.
- A student who finishes 11<sup>th</sup> grade with no exit code will be considered a dropout if they do not show up the next year in a Utah public school.
- All “unknowns” will be counted as dropouts. Care should be taken to ***enter all correct exit codes*** in an effort to avoid incorrect dropout reporting.

NOTE: Pushing the “no show” button on the ENTRY/WITH screen claims 10 days of membership for that school (as opposed to entering the No Show Code after selecting the “withdraw” button on the same screen) defaults to NS, which is reported to the state as a drop out. Quarterly run a “No Show” report in Skyward and update any students that the school knows where the student has gone, delete the “No Show” record in Skyward and indicate the correct transfer code with supporting documentation. To determine the No Show students: -- Run an Entry/Withdraw report in Skyward.

A student in grades 7-12 enrolled during the previous school year is reported as a dropout for that year if the student does not complete the school year, and:

- Attends a non-state or non-district approved program, a private school “not regularly organized,” or home school without being annually released by the district and without verification that the student is being taught the State Board prescribed courses for the same amount of time as other students in the district, or
- Was not temporarily excused due to suspension, court action, illness, or other extenuating circumstances beyond the control of the students,
- Is not re-enrolled as of October 1<sup>st</sup> of the current school year, as evidenced by an official request for the student’s records from a receiving school. A student who did not complete the previous year and has unexcused absences of the 10 consecutive days or more prior to and including October 1<sup>st</sup> is counted as a dropout in the previous year.

A “summer dropout” or “fall no show” is one who has completed the previous school year, but does not return the following school year. The student is counted as a dropout for the year and grade for which the student fails to report.

### **REPORTING DROPOUTS**

1. Review records of students who did not complete the prior school year and compare to October 1<sup>st</sup> membership.
2. Students who did not complete the prior school year and were not enrolled on October 1<sup>st</sup> should be counted as dropouts, including students who were expelled with no option of returning, attended a non-approved school, and/or moved and are not known to be in school.
3. A student is not a dropout if an official transfer request for that student’s records exists. This could have resulted from a transfer to another district-approved public school, an alternative school, or a district-approved private school.
4. A student is not a dropout if the student graduated early, died, was excused for a legitimate temporary illness, was suspended, or is pending court action.

JORDAN SCHOOL DISTRICT  
Department of Planning and Student Services

**ENTRY AND EXIT CODES**

(see also Standardized Attendance Codes, pgs. 8-9)

**ENROLLMENT CODES:**

XX General Entry

**STUDENT TYPE**

R Regular  
PV Private School (students attending private school, but receiving services at public school)  
HT Home Taught

**STUDENT STATUS CODES (specific to your school):**

<u>Current Year Status</u>	<u>Next Year Status</u>	
Active	Active	Currently enrolled this year, and planning to return.
Active	Inactive	Currently enrolled, but not returning next year.
Inactive	Active	Pre-enrolled/Pre-transferred, not currently enrolled.
Inactive	Inactive	Withdrawn.

**NO SHOW CODES:** Please be sure the correct code is chosen. The No Show codes previously used do not exist at the State Reporting Level – Please use the codes below which translate into the previously used No Show codes.

**Use**

**TD** No Show–Transfer in District (includes student who starts at different JSD school than the one promoted to)  
**TN** No Show Under NCLB – Use *ONLY* and *ALWAYS* when transfer was explicitly because of and in accordance with NCLB provisions. (See note 5)  
**TO** No Show – Transfer out of state  
**TR** No Show – Transfer to a charter school  
**DO** Not present on first day of school (reported to the state as a drop out)  
**TS** No show – Transfer in state (includes kindergarten student who starts at a private school)  
**UN** Unknown - Used when K-6 records are not sent for. (Can use TO when records are not sent for if you have written documentation from parents stating where they will be relocating.)  
**TC** Transfer out of country- Requires written documentation  
**TH** Home taught- (See note 8) Completed Home School Affidavit required  
**TP** Transfer to private school (See note 8)

**EXIT CODES: (Documentation is required for all exit codes entered. Contact P&SS with questions.)**

**AE** Transferred to adult education (See note 4) (No longer used for Job Corp either TS or TP)  
**DE** Death  
**DO** Dropout –Type in a reason in the comment section of Skyward. (Employed, marriage, unknown, etc.)  
**EX** Expelled  
**FE** Foreign student (See note 2)  
**GED** Exited school but earned a GED by year’s end (See note 3)  
**HE** Transferred to higher ed, except UCAT (See note 4)  
**OG** Other Graduate (includes previous codes of AO, CT Q4)  
**11** Early Grad – 11<sup>th</sup> grade (See note 1)  
**Q1** Early Grad – 1<sup>st</sup> quarter senior year (See note 1)  
**Q2** Early Grad – 2<sup>nd</sup> quarter senior year (See note 1)  
**Q3** Early Grad – 3<sup>rd</sup> quarter senior year (See note 1)  
**TC** Transfer out of country- Requires written documentation  
**TD** Transfer within the Jordan School District. (See note 5) Requires written documentation.

<b>TD</b>	Kindergarten students who are withdrawing, but will repeat kindergarten the following year
<b>TH</b>	Home taught- (See note 8) Completed Home School Affidavit required
<b>TO</b>	Transfer to school outside of state – Requires written documentation
<b>TN</b>	ALWAYS and ONLY when the transfer was explicitly by choice because of and in accordance with NCLB provisions. (See note 5) Open Enrollment school choice.
<b>TP</b>	Transfer to private school (See note 8) (Job Corp Clearfield Campus – is a private school.)
<b>TR</b>	Transfer to a charter school (See note 5)
<b>TS</b>	Transfer to school outside our district but within the state (If parents don't know the name of the new school, get written documentation of the location where they will be relocating.) (See note 5) (Job Corp Weber Campus – is a public school.)
<b>TT</b>	Transfer to another track in school
<b>UC</b>	Transfer to Utah college of Applied Technology (See note 4)
<b>UN</b>	Unknown - Used when K-6 records are not sent for. (Can use TO when records are not sent for if you have written documentation from parents stating where they will be relocating.)
<b>WD</b>	General withdraw due to illness (See note 7)
<b>WM</b>	Withdraw medical – Requires written medical documentation that indicates educational services cannot be continued.
<b>WP</b>	Withdrawn from pre-school

### **GRADUATION/DIPLOMA STATUS:**

<b>AO</b>	Aged out of special education (See note 1)
<b>CT</b>	Certificate of Completion – awarded by LEA (See note 1)
<b>DO</b>	Student finishes the year, but no other graduation codes apply – Used for Seniors only
<b>G3</b>	Basic High School Diploma, IEP team has determined that the student's participating in statewide assessment is through the UAA – Used for Seniors only
<b>GG</b>	GED completion code
<b>GC</b>	Graduated with a Carnegie Diploma
<b>GM</b>	Basic High School Diploma, did not meet requirements of GR, or G3 but did satisfy other criteria provided specifically for military children in Utah Code 53A-1-Part 10-1001
<b>GP</b>	Graduation Pending – Used for Seniors only
<b>GR</b>	Graduated with a diploma (including Early Graduate)
<b>RT</b>	Retained Seniors (special education student only) – Used for Seniors only

**Note 1:** The Grad/Dipl Sts field must be filled in with the appropriate value if this exit code is used. Grad/Dipl Sts field is located on the General/Profile tab on the web.

**Note 2:** Use exit code FE for students who withdrew to, and actually did, formally enroll in school in another country as a foreign exchange student or a foreign exchange student enrolled in your school who exited to return home. Foreign exchange students who completed the school year but will not be returning next year must be exited at year end with this code. (Exit date is the day after the last day of school.)

**Note 3:** Use the exit code GED for student who exited school but earned a GED by year's end (or prior to year's end.) If the student exited with the intent of earning a GED but did not do so by year's end, use appropriate dropout code.

**Note 4:** Use exit codes AE, HE, or UC as appropriate when the student leaves the K-12 system to enroll in another level of schooling without first having earned a high school diploma.

**Note 5:** Use TN instead of TD, TR, or TS ALWAYS and ONLY when the transfer was explicitly by choice because of and in accordance with NCLB provisions. Open Enrollment school choice

**Note 6:** Seniors marked part time and attending home or private school must be exited at the end of the year with the appropriate exit code with the exit date being the day after the last day of school. The Grad/Dipl Sts field must be left blank for these students. (Grad/Dipl Sts field is located on the General/Profile tab on the web.)

**Note 7:** Use WD only in a situation so serious that educational services cannot be continued even with H&H.

**Note 8:** Use TH (Homeschool) or TP (Private School) for students who are homeschooled or attend private school but are enrolled in your school part-time. Enter an exit date after the last day they received services or the day after the last day of school if they received services up until the end of the year.

JORDAN SCHOOL DISTRICT  
Department of Planning and Student Services

**STANDARDIZED ATTENDANCE CODES**

(see also Entry and Exit Codes, pg. 6-7)

a	Absence*	The student was absent and the school received no call or note from the parent or guardian. “a” 1st period indicates absence during 1 <sup>st</sup> half of the school day in elementary; “a” 2 <sup>nd</sup> period indicates absence during 2 <sup>nd</sup> half of the school day in elementary.*
b	Absence made-up	The student has made up seat time for an unexcused absence. (Make-up is for credit only; it is still counted as unexcused absence.)
c	Check in/out	The student checked in with a valid and verified excuse and then checks out later in the day or period with a valid and verified excuse.
d	In-school suspension	The student has been placed in in-school suspension.
e	Verified excused absence	The student was absent and is considered excused because of illness, medical or dental appointment confirmed with a timely note from doctor, or verified documentation indicating death/funeral of family member, family wedding, court appearance, etc.
f	Absence waived	The student had the make-up absence requirement waived.
g	Guardian knowledge (phone call)	The student was absent and is considered excused.
h	Home & Hospital	The student is receiving educational services at home due to extended illness, injury or disciplinary placement.
i	Check in	The student was absent during the beginning of the day or period and checked in with a valid and verified excuse.
j	Testing/SEOP	The student was out of class due to school testing or SEOP.
k	Detention/Crisis center	The student is being held in a county detention center.
l	Excused/made-up tardy	The student came to class late or left early with a valid and verified excuse or has made up a tardy.
n	School activity	The student is out of class due to a school sponsored activity.
o	Check out	The student was absent during the end of the day or period and checked out with a valid and verified excuse.
p	Present	Positive attendance
q	Parent Written Note	Parent provided a written excused note indicating the date of the absence in a timely manner. Electronic note – school contacts parent to indicate receipt of the electronic note.
s	Suspension	The student is out of school on suspension.
t	Tardy	The student came to class 10 minutes or less late.
u	Unexcused check in	The student was absent during the beginning of the day or period and checked in without a valid and verified excuse.
v	Vacation/Education leave	The student is absent due to a prearranged vacation or education leave.
w	Way late tardy (sec. only)	The student came to class more than 10 minutes late (secondary only).
x	Counselor conference	The student is in conference with a counselor or office person.
y	Administrative conf.	The student is in conference with an administrator or office person.
z	Verified truancy	The student was truant and the truancy was verified by parents, police or school officials. This includes a student leaving school without checking out through the attendance office, not arriving at school as expected by parents and school authorities, or missing any part of or all of a scheduled class without permission.

JORDAN SCHOOL DISTRICT  
Department of Planning and Student Services

**STANDARDIZED ATTENDANCE CODES** (see also Entry and Exit Codes, pg. 6-7)

	<b>Unexcused Absence/Tardy</b>	<b>Excused Absence/Tardy</b>	<b>Not in Class But Accounted for (Excused)</b>
<b>All Period/Day</b>	<b>a</b> Absence <b>b</b> Absence made up <b>z</b> Verified Truancy	<b>e</b> Verified excused absnc <b>f</b> Absence waived (make up requirement waived) <b>g</b> Guardian knowledge <b>v</b> Vacation/Education Leave <b>p</b> Positive attendance <b>q</b> Parent written note excused absence	<b>d</b> In-school suspension <b>h</b> Home & Hospital <b>j</b> Testing/SEOP <b>k</b> Detention/Crisis center <b>n</b> School activity <b>s</b> Suspension <b>x</b> Counselor Conference <b>y</b> Administrative Conference
<b>Part Period/Day</b>	<u>Secondary schools:</u> <b>t</b> Tardy <b>u</b> Unexcused check in <b>w</b> Way Late Tardy- (secondary only) <u>Elementary schools:</u> <b>a 1<sup>st</sup> period</b> absent a.m.* <b>a 2<sup>nd</sup> period</b> absent p.m.*	<b>l</b> Excused/made up tardy <b>i</b> Check in <b>o</b> Check out <b>c</b> Check in/out	

## **Membership/Enrollment Accounting Guidelines**

### **1. New Entries (add entries by computer)**

- a. Every student who attends your school will be registered on the computer system.
- b. Date of entry is the first day the student will be in class.
- d. Keep a running list of entries by quarter on a sheet provided by Planning and Student Services (available on JSD website: Faculty & Staff; Departments; Planning & Student Services). Also located in the Forms section of the Planning & Student Services manual. Quarterly Entries
- e. Request permanent records from previous school within 14 days of enrolling a transferred student, and simultaneous with enrolling a military child. Keep a record of when received.

### **2. Exits (change exits by computer)**

- a. Make the computer entry part of your checkout procedure.
- b. Check code sheet for proper exit codes (pages 6-7).
- c. Keep a running list of exits by quarter on sheet provided from Planning and Student Services (available on JSD website: Faculty & Staff; Departments; Planning & Student Services). Also located in the Forms section of the Planning & Student Services manual. Quarterly Exits
- d. Exit date is the **day after** the last day of attendance.
- e. Record when permanent records are requested from new school and date sent. Permanent records must be sent within 30 days of request, within 10 days of request for a military child.

A student should be a “**No Show**” only when he/she will not be attending your school. A student can only be no-showed within the first 10 calendar days of school and must have no attendance record for any school for the current year. See page 5 for further information regarding “No Show.”

### **3. Updating Membership/Enrollment Report (printed each quarter by school)**

- a. Check that each student attending the school is on the Membership Report by checking entry and exit dates on the logs and/or Student Information Report.
- b. Add the name of any student not listed on your report that is or has been enrolled in your school and is on a class roll up to and including the end of the quarter. Place the names at the end of the grade level listing and make the appropriate Skyward entry.
- c. Withdraw any student who has attended but has exited by drawing a line through the name and make the appropriate Skyward entry.
- d. Watch for duplicate information.
- e. Days belonging are figured automatically based upon the entry and exit dates. If you find anyone that has zero membership, call Information Systems (8737).
- f. Accuracy is important, so please check all information on the Membership Report.
- g. Send a quarterly statement to Student Services verifying that membership has been checked and all corrections have been made.
- h. If there are any problems that cannot be corrected at the school, the school should contact Information Systems (8737).

### **4. Dropout Reports for Secondary Schools (refer to page 5 for instructions)**

Valley High School gets drop out information from Skyward weekly for follow up.

**Membership – First Ten (10) Days Accounting**

1. If a student **does not attend** for the first ten days of school, you enter them as a “**No Show.**” (see page 5).
2. If a school is in contact with parents and making arrangements for attendance, but the student ultimately does not attend school within the first 10 days, the code should be a withdrawal code, not a no show code.
3. If a student **does attend one or more days** within the first ten days but leaves within the first ten days, you withdraw them as of the day after the last day of attendance. They **would not** be entered as a “**No Show.**”
4. If a student enrolls in your school any day within the first ten (10) days of school, and has not attended in another school, the student may be claimed in membership from the first day of school. **A school may claim the full ten (10) days of membership, regardless of what day the student enrolls, PROVIDING THE STUDENT HAS NOT ATTENDED ANOTHER SCHOOL.**
5. If a student enters school on any day within the first 10 days of school, his/her attendance would be recorded as if he/she had attended on the first day of school, providing the student had not entered another school or been on another school’s membership roll.

**These instructions are for the first ten (10) days of the school year, and should not be confused with the “Ten-Day Membership Rule.”** (See page 12 for Ten-Day Membership Rule)

6. A student may NOT be enrolled at more than one public school at the same time. Charter schools, including K-12 online schools, are public schools. Therefore, a student who is attending K-12 online classes through a district or charter school may **not** also be registered for any classes in a Jordan District school. The only exception is a 6-credit online allowance for students 9<sup>th</sup>-12<sup>th</sup> grades. See pages 60-61.

Charter school students may participate in extracurricular activities at their boundary school as long as the Charter school does not offer that activity. If a class is required for participation in the extracurricular activity, the charter school student may enroll in that class, **only if the charter school pays the activity fee for the after school activity and releases part of the FTE for the required class.**

See Online and Dual Enrollment, pg. 60-61.

JORDAN SCHOOL DISTRICT  
Department of Planning and Student Services

**Ten-day Membership Rule**

The following Utah State Office of Education rule applies:

R277. Education, Administration.

R277-419. Pupil Accounting.

R277-419-1. Definitions.

H. “Membership” means a public school student is on the current roll of a public school class or public school as of a given date:

- 1) a student is a member of a class or school from the date of entrance at the school and is placed on the current roll until official removal from the class or school due to the student having left the school.

DD. “Unexcused absence” means an absence charged to a student when the student was not physically present at school at any of the times attendance checks were made in accordance with Section R277-419-4B(3) and the student’s absence could not be accounted for by evidence of a legitimate or valid excuse in accordance with local board policy on truancy as defined in Section 53A-11-Part 1-101.

R277-419-5. Student Membership.

**This law states that in order to generate funding, “a student shall not have unexcused absences on all of the prior ten consecutive school days.”**

This law also states that in order to generate funding, “a student shall have direct instructional contact with a licensed educator provided by the LEA at an LEA-sponsored center for tutorial assistance or at the student’s place of residence or convalescence for at least 120 minutes each week during an expected period of absence if physically excused from such a facility for an extended period of time...”

Telephone calls or other efforts not involving instructional time are not sufficient to generate funding for a student who has unexcused absences for more than 10 consecutive days.

**If a student is maintained in membership after 10 consecutive school days of unexcused absences, supporting documentation showing why the student has not been withdrawn must be maintained.** A student may remain on the school’s rolls beyond 10 days of absence if the school is aware that they are absent due to a prior approved travel vacation, injury, illness, surgery, suspension, or pending court investigation or action.

Revised April 2015

JORDAN SCHOOL DISTRICT  
Department of Planning and Student Services

**Student Accounting for Students Who are Hospitalized  
in Jordan or Other School Districts**

Students in freestanding hospitals are exited out of our district if the program is **10 days or more**. Many freestanding hospitals are accredited. The education staff at the hospital will teach the student.

The following school districts have agreed to release students to Jordan District who are hospitalized in Jordan District. They have also agreed to serve any student who is hospitalized in their boundary from Jordan, if we release the student to their district.

Murray District will release students to Jordan District but wants Jordan to serve Jordan students in IMC Hospital with Jordan staff.

Granite School District	Provo School District	Nebo School District
Alpine School District	Salt Lake School District	Davis School District

**ACCREDITED HOSPITAL FACILITIES**

Following is a list of facilities that some students are placed in from our district. They are listed in two different categories.

- **First Category** - Students in these facilities will be withdrawn from Jordan School District. Exit codes are listed.
- **Second Category** - Students in these facilities will be served by Jordan School District Home and Hospital Services.

**CATEGORY – I** (withdraw)

<b><u>Facility</u></b>	<b><u>Contact Person</u></b>	<b><u>Exit Code</u></b>
Artec 3809 W. 6200 S. Kearns, UT 84118 801-963-4300	Carol Carroll - Admin 385-646-4680 <b>(Artec is now a residential as well as an out-patient facility. Students are usually placed here by the court system, but not always.)</b>	TS
Copper Hills Youth Center 5899 West Rivendell Drive West Jordan, UT 84081	Liz Loy 801-561-3377	TS
“DT” (contract w/Cornerstone)	385-646-4680 (GSD)	TS
Wasatch Canyons Mental Health Latency & Adolescent Services 5770 South 1500 West Taylorsville, UT 84123	Mary Nelson 801-313-7800	TS
Turnabout/Stillwater Academy 11175 S. Redwood Rd. S. Jordan, UT 84095	Brandon Drown 801-484-9911	TD (Take withdrawal papers and doctor’s note to Turnabout. They will make arrangements for H&H through Valley.)
U of U Institute of Neuro Psychiatry 501 Chipeta Way Salt Lake City, UT 84108 (Sandy Unit is outpatient only)	Crisjon Selano 801-587-3251	TS (Norma Villar JSD liaison) Teen Scope for 7 <sup>th</sup> -12 <sup>th</sup> grades (Amanda -3224) Kid Star for younger students (Karina -3154) In Uni’s School, or in JSD’s H&H

Utah Boys Ranch (see West Ridge Academy, because they also work with girls now.)

Valley Mental Health Jo Lucero TS  
\*Adolescent Substance Abuse Project (ASAP) 801-263-7250  
5965 S. 900 East, Suite 150  
Murray, UT 84121

West Ridge Academy Paul Keene, Principal TS  
5500 West Bagley Park Road 801-282-1000  
West Jordan, UT 84088 (Note: there is now a Boys' Campus and a Girls' Campus)

Youth Care Josh Vineyard TS  
12595 S Minuteman Dr 800-786-4924  
Draper, Utah 84020

### **CATEGORY – II** (Home & Hospital)

<b><u>Facility</u></b>	<b><u>Contact Person</u></b>	<b><u>Home &amp; Hospital</u></b>
Benchmark Regional Hospital 592 West 1350 South Woods Cross, UT 84084	Michelle Brown 801-299-5300	H&H-School will furnish homework.
Intermountain Medical Center 5121 Cottonwood Street Murray, Utah 84107	Elaine Pollock/Rudy Rodriguez 801-662-6413	H&H-School will furnish homework.
Lifeline (through Woodland Hills) 1130 West Center North Salt Lake, UT 84054	Jerrie Marty 801-936-4000	TD (Take withdrawal papers and doctor's note to Woodland Hills, (597-7889), they make arrangements for H&H through Valley)
Primary Children's Medical Center 100 North Medical Drive Salt Lake City, UT 84113	Elaine Pollock/Rudy Rodrigeuz 801-662-6413	H&H Except in Psych. Unit, then TS
U of U Institute of Neuro Psychiatry 501 Chipeta Way Salt Lake City, UT 84108 (Sandy Unit is outpatient only)	Crisjon Selano 801-587-3251	(See Category I)  In School or H&H

**Home and Hospital** - If a student, grade 1-12, has missed or is expected to **miss ten consecutive days up to six weeks**, verified by a note from attending physician, the school will provide Home and Hospital services with up to two hours of instruction per week.

**Long-term Home and Hospital** - If a student, grade 1-12, will be absent **six weeks or longer**, verified by a note from attending physician, Home and Hospital services will be provided by Jordan School District Home and Hospital. Contact Mary Ann Erdmann, Consultant or Malinda Jensen, Administrative Assistant at 801-567-8325.

JORDAN SCHOOL DISTRICT  
Department of Planning and Student Services

**Required Membership and Attendance Backup Records for Audit**

The attendance secretary in each school needs to have **four documents** available for the **annual audit** of regular grades K-12 membership.

**First**, the online registration report. This report needs to be printed the first week of school. It is a 1 page per student report and lists all of the students' information, emergency information and has replaced the registration card report that used to have the parent signature. This report has an electronic time/date stamp and verifies the information of the parent that enrolled the student with their name. The auditors will ask for this report and must be printed the first week of school. In Skyward go to Student Management/Families/Jordan Additions/Registration Report/Registration Card Report.

**Second**, the Membership/Enrollment Report is the basis for S-3 reporting to the state. The report can be run at any time during the year, but is generally only run at the end of each quarter and is a membership report of students, listed alphabetically by grade, within a school. **Entry and exit dates** flag potential students for verification of the correct application of the Ten-day Membership Rule. **The appropriate membership report becomes the master roll** for a given school. **Electronic copies of the Year-end Membership Reports will be kept permanently in the Planning & Student Services office.** (Skward Student/Federal/State Reporting/Reports/Monthly Membership Report.)

**Third** the attendance portion of the computer system generates the Daily Absence Report. The report is a listing of students, alphabetically by grade, within the school and is the source document for the Membership Report. In addition, the column showing consecutive absences flags potential students for verification of the correct application of the Ten-day Membership Rule (e.g., those with 10 or more consecutive absences). **Hard copies of all daily reports for all grades need to be kept for 1 year or until audited.** (Skyward Student/Office/Reports/Attendance/Day Summary)

**Fourth**, the computer attendance program also generates an individual student attendance record. This screen shows, by individual student, detailed information regarding all attendance in a given term. Hard copies of the screen can be made on an "as needed" basis when checking for appropriate application of the Ten-day Membership Rule. **All screens for each student should be available on computer until the annual audit is complete.**

**Fifth**, A printed report showing total school enrollment by grade. Skyward Student Management/Change the entity to District 000/Student/Jordan Programs (on the right side of the screen)/Student Enrollment Counts SE/(If you are running it for the first time, choose Add and name the report "Current Student Enrollment")/Current Student Enrollment Count/Choose Edit/Set the date to today/School Entity low and high – your school entity number/Calendars – Select All/Schools – select your school/Set Current Year – Active/Set Next Year Count – Both/If details are needed, choose individual as well.

As mentioned, the above applies only to regular grades K-12. Special Education has a program for Special Education that ties into the computer system.

**Finally**, individual classroom roll books still need to be maintained for vocational education students. However, the attendance portion of the computer system generates a Term to Date Report that may be substituted for the traditional classroom roll books used in vocational education. Instructional (CIP) codes need to be manually written at the top of each report. **Hard copies of all term reports for all vocational education classes need to be kept permanently.**

The audit trail will be from the Membership/Enrollment Report (computer printout), to the computerized quarterly summary, to the computerized daily summary sheets and check-in/check-out sheets, to the individual student attendance record.

## Transfer Between Year-Round Tracks or Traditional Calendar Schools

As students transfer to schools with different schedules, it is possible for a child to receive more than or fewer than the 172 days for year-round or the 180 days for traditional schooling required by law. A child transferring may be assigned a track that has been or currently is in session. The student in this case may receive more than or fewer than the allowed days. The child's school attendance may conform to the new schedule. This approach will provide for greater continuity for the student. (Excess membership days are accounted for in the year-end process.)

### Year-Round Conference Days

The 172 days for all tracks includes two parent-teacher compensatory days. The two comp days are not to be added to the 172 days. For accounting purposes, both comp days are recorded as occurring on the first two school days after a track goes off schedule for the first time, and all students are to be marked present.

The Utah State Office of Education has approved these two days as attendance days, but they are not related to when your actual conference days are held.

#### PARENT-TEACHER CONFERENCE SCHEDULE

	Fall	Spring
Track A	October 23-27, 2017	February 5-9, 2018
Track B	October 23-27, 2017	February 5-9, 2018
Track C	October 23-27, 2017	March 5-9, 2018
Track D	November 13-17, 2017	March 5-9, 2018

#### GRADE POSTING DEADLINES

Fall	Spring
November 3, 2017	February 16, 2018
November 3, 2017	February 16, 2018
November 3, 2017	March 16, 2018
December 1, 2017	March 16, 2018

### Entering Student's Name Correctly into your student Data System

When entering a new student into the SSID system:

- The name entered must be from legal sources: Original Birth Certificate, Court Document, Marriage license, etc.
  - Use full legal name (Do not use nicknames or preferred names)
- The name must be formatted correctly.

Legal documents may designate First, Middle and Last Names. If so, enter them as designated.

Legal documents that do not designate name positions should be entered using the following rules:

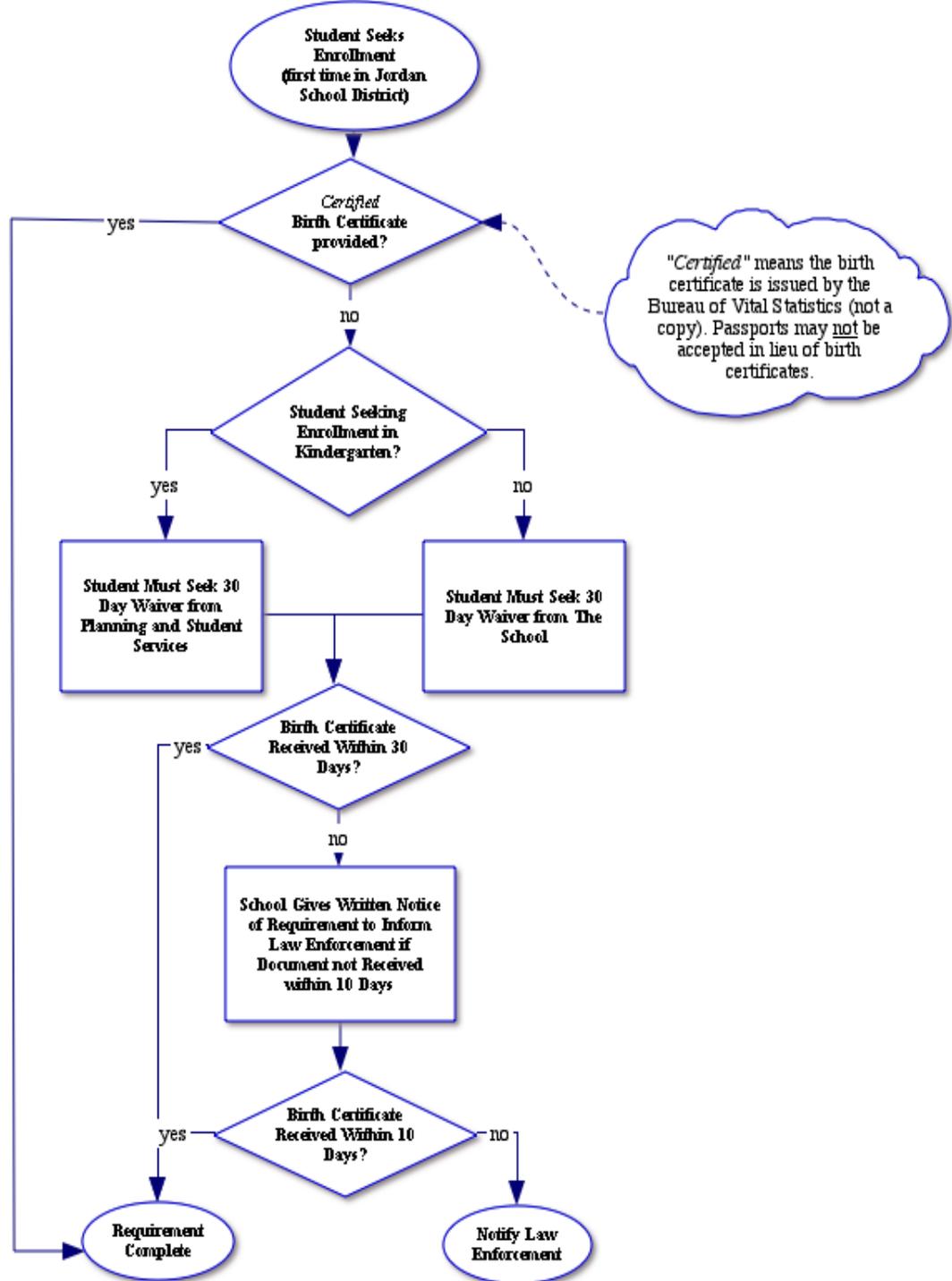
- Use USOE Token Rules
  - First Name = First letter from the left until first space
    - John Jacob Jingle-Heimer Smith, John is the first name
    - Eva Maria Gonzales-Espinosa Del Pino San Marco, Eva is the first name
  - Last name = first letter from the far right left to the first space
    - John Jacob Jingle-Heimer Smith, Smith is the last name
    - Eva Maria Gonzales-Espinosa Del Pino San Marco, San Marco is the last name
    - If accepted last name is commonly two part then include both parts
      - i.e., Van Horten, San Mateo
  - Middle name = everything between the first space and last space
    - John Jacob Jingle-Heimer Smith, Jacob Jingle-Heimer is the middle name
    - Eva Maria Gonzales-Espinosa Del Pino San Marco, Maria Gonzales-Espino is the middle name. (Name is truncated to 20 character length)

If parents and/or students do not give the legal name upon registering, the fault lays with the family not the school. It is not advised that you conduct a search for student entries showing the incorrect last name, but rather that you be aware of the policy as you register students.

# BIRTH CERTIFICATE REQUIREMENT FLOWCHART

## JORDAN SCHOOL DISTRICT Department of Planning and Student Services

### BIRTH CERTIFICATE REQUIREMENT FLOWCHART



In all cases, if a person enrolling a student indicates a birth certificate from the Bureau of Vital Statistics cannot be obtained, for whatever reason, the school shall refer them to the Department of Planning and Student Services.

JORDAN SCHOOL DISTRICT  
Department of Planning and Student Services  
**Requirement of Birth Certificate for Enrollment of Students**

**KINDERGARTEN ENROLLMENT**

Children seeking to enter school must be five (5) years of age before September 2nd of the year admission is sought. **By state legislative action, the only exception is for a military student who does not meet the deadline if the student has previously attended kindergarten or a higher grade as a resident in another state. “Military child” means a child enrolled in kindergarten through grade 12 who is legally residing in the household of an active duty service member or whose parent or legal guardian is an active duty service member. Utah Code 53A-3-Part 4-402(6) and 53A-1-Part 10-1001**

A student wishing to enroll in Kindergarten must have a *certified*\* birth certificate issued by the Bureau of Vital Statistics. **For any kindergarten student who does not have a *certified* birth certificate at the time of enrollment please see the procedures under the [Entrance Into Kindergarten](#) section below.** The person enrolling a student will then have thirty (30) days to provide the school with a *certified*\* birth certificate. Upon the failure of a person enrolling a student to comply within thirty (30) days, the school shall notify that person in writing that unless he complies within ten (10) days, the case shall be referred to the local law enforcement authority for investigation. (Sample letter follows.) If compliance is not obtained within that ten (10) day period, the school shall refer the case. The school shall immediately report to the local law enforcement authority any birth certificate that appears inaccurate or suspicious. (Sample letter follows pg. 23)

In all cases if a person enrolling a student indicates a birth certificate from the Bureau of Vital Statistics cannot be obtained, for whatever reason, the school shall refer them to the Department of Planning and Student Services.

**FIRST through TWELFTH GRADE ENROLLMENT**

Upon enrollment of a student for the first time in a particular school, that school shall notify, in writing, the person enrolling the student that within 30 days he/she must provide either a *certified*\* birth certificate, **or** other reliable proof (Examples of other reliable proof: taxes, midwife certificates; church, religious, blessing or baptismal records; affidavits from government officials, etc. per Carol Lear, USOE Attorney 7-25-12) of the student’s identity and age, together with an affidavit explaining the inability to produce a copy of the birth certificate. (See examples on page 19 - Sample letter follows.) **In no case shall a school accept a passport or visa in lieu of a birth certificate.**

If the required documents are not provided to the school within thirty (30) days, the school shall notify, in writing, the person who enrolled the student that unless he/she complies within ten (10) days the case shall be referred to the local law enforcement authority for investigation. If compliance is not obtained within that ten (10) day period, the school shall refer the case. The school shall immediately report to the local law enforcement agency any birth certificate that appears inaccurate or suspicious. (Sample letter follows pg. 23)

In all cases, if a person enrolling a student indicates a birth certificate from the Bureau of Vital Statistics cannot be obtained for whatever reason, the school shall refer that person to the Planning and Student Services Department.

\**Certified* means a birth certificate issued by the Bureau of Vital Statistics (not a copy). It will have a raised seal or a colored, embossed seal.

**Statutory references:** Utah Code §53A-11-Part 5-503, 53A-3-Part 4-402(6) and 53A-1-Part 10-1001  
Jordan School District Policy AS63 II. (D), (1), (2), (3)

*(School Letterhead)*  
*Sample Letter*

**Birth Certificate Requirement**  
**30-day Grace Period**

Student:

Grade:

Date:

Dear parent(s) or guardian(s):

A birth certificate issued by the Bureau of Vital Statistics is required for all students who are entering a particular school for the first time. Parents/legal guardians are required to provide a certified copy of the student's birth certificate or other reliable proof of the student's identity and age within 30 days of initial enrollment. (§53A-11-503)

Within 30 days of the date listed above either 1) a certified copy of your student's birth certificate, or 2) other reliable proof of the student's identity and age together with an affidavit explaining the inability to produce a copy of the birth certificate (other 'reliable proof' for kindergarten students must be approved by the administrator of the Planning and Student Services Department), shall be received by the enrolling school. The school shall refer the matter to the local law enforcement authority for investigation should this requirement not be met.

The school will keep this letter on file until a certified copy of your student's birth certificate is received or other reliable proof of identity, age and affidavit are received.

Sincerely,

Principal's signature

(Principals Name)

Principal, (School Name)

(principals contact information)

<b>For School Use Only</b>	
Documents Recieved by the School (both must be received) Grades 1-12:	
<input type="checkbox"/> _____ (name of document) has been accepted on _____ (date) showing <b>Age &amp; Identity</b> for _____ (students name) with a birth date of _____.	
<input type="checkbox"/> An affidavit explaining the inability to produce a certified copy of the birth certificate.	
<b>Reliable proof for KINDERGARTEN must be approved by Planning and Student Services.</b>	
<input type="checkbox"/> Approved	
<input type="checkbox"/> Denied (Reason): _____	
_____	_____
Planning and Student Services	Date

# Requisito del Certificado de Nacimiento

## 30-días de Periodo de Gracia

Estudiante: Student Name  
 Grado: Grade  
 Fecha: Date

Estimado (s) padre (s) o tutor (es):

Un certificado de nacimiento emitido por la Oficina de Estadísticas Vitales se requiere para todos los estudiantes que están ingresando a una escuela en particular por primera vez. Los padres / tutores legales deben proporcionar una copia certificada del certificado de nacimiento del estudiante u otro comprobante seguro de la identidad y la edad del estudiante dentro de los 30 días de la inscripción inicial. (§53A-11-503)

Dentro de los siguientes 30 días de la fecha mencionada arriba 1) una copia certificada del certificado de nacimiento de su estudiante o 2) otra prueba confiable de la identidad y edad del estudiante junto con una declaración jurada que explique la inhabilidad de producir una copia del certificado de nacimiento (otro comprobante seguro para los estudiantes de kindergarten debe ser aprobada por el administrador del Departamento de Planificación y Servicios Estudiantiles), serán recibidos por la escuela de matrícula. La escuela remitirá el asunto a la autoridad local de aplicación a la ley para una investigación si este requisito no se cumple.

La escuela mantendrá esta carta archivada hasta que se reciba una copia certificada del certificado de nacimiento de su estudiante u otro comprobante seguro de identidad, edad y declaración jurada.

Sinceramente,

Principal's signature

(Principals Name)  
 Principal, (School Name)  
 (principals contact information)

For School Use Only	
Documents recieved by the school grades 1-12 (both must be received):	
<input type="checkbox"/>	_____ (name of document) has been accepted on _____ (date) showing <b>Age &amp; Identity</b> for _____ (student's name) with a birth date of _____.
<input type="checkbox"/>	An affidavit explaining the inability to produce a certified copy of the birth certificate.
Una comprobante seguro en lugar de un certificado de nacimiento certificado para KINDERGARTEN debe ser aprobada por <b>Servicios de Planificación del Estudiante</b> .	
<input type="checkbox"/>	Aprobada
<input type="checkbox"/>	Negado(Razón): _____
_____	_____
Servicios de Planificación del Estudiante	Fecha

**Birth Certificate 10-day -- Sample Letter  
(30-day Grace Period Expired)**

**(School Letterhead)**

Date

Dear Parents,

Welcome to \_\_\_\_\_ (name of school.) We hope that your child is happy in our school, rapidly making friends, and enjoying our teachers and staff.

As we processed your child's student registration materials, we discovered that you did not submit a birth certificate at the time of registration. State law requires that every student submit a birth certificate when registering for the first time within a particular school. If this legal identification is not produced, schools are required to notify local law enforcement agencies so that an investigation can be conducted to determine if the child may be one of the many children reported missing from their homes each year.

Utah Code 53A-11-Part 5-503 states that parents are to be given thirty days to provide the school with a certified copy of the child's birth certificate. Your thirty-day grace period has now passed. If we do not have reliable proof of your child's identity and age within ten days, we must notify the local law enforcement agency.

We sincerely hope that this problem is just an oversight, and that you can provide the school with the birth certificate before the deadline. If you have a special problem or need our help in any way, please feel free to contact us. We are anxious to help you resolve this matter as quickly as possible.

Sincerely,

Principal's Signature

## **Partida de Nacimiento 10-días – Muestra de Carta**

### **(Papel con membrete de la Escuela)**

(Date): \_\_\_\_\_

Estimados Padres,

Bienvenidos a \_\_\_\_\_ (school name.) Nosotros esperamos que su niño/a esté feliz en nuestra escuela, haciendo rápidamente amigos, y gozando de nuestros cuerpo docente.

Cuando procesamos el material de la matricula de su estudiante, descubrimos que usted no presentó la partida de nacimiento en el momento de la matricula. La ley estatal requiere que cada estudiante presente la partida de nacimiento cuando se matricula por primera vez dentro de una escuela en particular. Si esta identificación legal no es producida, las escuelas están requeridas notificar a la agencia de ejecución de la ley así una investigación puede ser determinada si el estudiante puede ser uno de los muchos niños que están reportados perdidos de sus hogares cada año.

El Código de Utah 53A-11-Part 5-503 declara que se debe dar a los padres 10 días para presentar a la escuela una copia certificada de la partida de nacimiento. Sus 30 días de periodo de gracia ha terminado. Si no tenemos evidencia acreditada de la identidad y edad dentro de diez días, nosotros tenemos que notificar a la agencia de ejecución de la ley.

Sinceramente esperamos que este problema es solamente un descuido, y que usted pueda proveer a la escuela la partida de nacimiento antes de la fecha de vencimiento. Si usted tiene un problema especial o necesita nuestra ayuda en cualquier manera, por favor siéntase libre de contactarnos. Nosotros estamos ansiosos de ayudarle a resolver esta situación lo más pronto posible.

Sinceramente,

Firma del director/a

**(Sample letter for referring to law enforcement)**

**Parents not providing a birth certificate**

**Place on School Letterhead**

[insert date]

Chief of Police  
\_\_\_\_\_ City Police Department  
Address  
City, State Zip

Chief \_\_\_\_\_:

Pursuant to Utah Code §53A-11-Part 5-503, I am writing this letter to report that the parents of \_\_\_\_\_ have not produced a certified birth certificate or  
(Parent's names)  
other reliable proof indicating that \_\_\_\_\_ is their child. The school has  
(Child's name)  
made several attempts in trying to obtain this information which includes a 30-day extension  
letter dated \_\_\_\_\_ and a 10-day certified letter dated \_\_\_\_\_ which  
Date  
required them to provide the information on or before \_\_\_\_\_.

We have had no response in these attempts. Therefore, we are referring this matter to the  
\_\_\_\_\_ City Police Department for investigation.

Sincerely,

Principal

## Entrance into Kindergarten

1. Children seeking to enter school must be five (5) years of age before September 2<sup>nd</sup> of the year admission is sought. (§53A-3-402) **By state legislative action, the only exception is for a military student who does not meet the deadline if the student has previously attended kindergarten or a higher grade as a resident in another state. “Military child” means a child enrolled in kindergarten through grade 12 who is legally residing in the household of an active duty service member or whose parent or legal guardian is an active duty service member. Utah Code 53A-3-Part 4-402(6) and 53A-1-Part 10-1001**

2. State Code states that:

*Upon enrollment of a student for the first time in a particular school, that school shall notify in writing the person enrolling the student (parent or legal guardian) that within 30 days they must provide either a certified copy of the student’s birth certificate, or other reliable proof of the student’s identity and age, together with an affidavit explaining the inability to produce a copy of the birth certificate. (§53A-11-503)*

The original or certified copy of a birth certificate issued by the Bureau of Vital Statistics is required for entrance into kindergarten. (AS63 & AA400) However, there may be limited times when a parent/guardian does not have an official birth certificate. In these rare cases the school shall:

- Inform the person enrolling the student that a certified copy of the students’ birth certificate or other reliable proof must be provided within 30 days.
  1. Fill out the Birth Certificate Requirement form found in the Planning and Student Services Procedures Manual (above).
  2. Inform the person enrolling the student of the requirements as outlined herein and on the Birth Certificate Requirements form.
  3. Provide a copy of the form to the person enrolling the student and keep the original at the school.
  4. Enroll the student.

[There is no need to send the person registering a kindergarten student without a birth certificate to Planning and Student Services prior to enrolling the student.](#)

- If the person enrolling the student provides a certified copy of the birth certificate within 30 days, compliance has been achieved.
- If the person enrolling the kindergarten student provides “other reliable proof”:
  1. They must be referred to the Department of Planning and Student Services. (District policy AS63 & AA400)
  2. The school shall forward the Birth Certificate Requirements form to the Department of Planning and Student Services.
  3. The person enrolling the Kindergarten student must provide reliable proof of the students’ identity and age, together with an affidavit explaining the inability to produce a copy of the birth certificate to the Department of Planning and Student Services.
  4. The Birth Certificate Requirements form shall be returned to the school after approval or denial.
  5. If the reliable proof is not sufficient the school will proceed with the 10-Day letter (below) and all subsequent steps.
- If the person enrolling the student fails to provide the required documents the school shall notify the person in writing that unless they comply within 10 days the case shall be referred to the local law enforcement authority for investigation.

1. Complete the Birth Certificate 10-Day letter found in the Planning and Student Services Procedures Manual ([http://planning.jordandistrict.org/files/053\\_Manual.pdf](http://planning.jordandistrict.org/files/053_Manual.pdf)) and send it to the person who enrolled the student.
  2. Retain a copy of the letter at the school.
- If compliance is not obtained within that 10 day period, the school shall refer the case to the local law enforcement authority for investigation.

The school shall immediately report to the local law enforcement authority any birth certificate that appears inaccurate or suspicious.

Parents who are on welfare and cannot afford to pay for a birth certificate may go to their welfare assistance office and ask for Form 125 - Verification of Birth. The parent then takes this Form 125 to the Bureau of Vital Statistics and they will complete the Verification of Birth at no cost to the parent. This is **not** an official birth certificate but a verification of birth and will be accepted.

3. Immunizations that are required for school entry must be on file. **A variance has been given for military children. See JSD Policy AS87.** Utah Code §53A-11-Part 3-302 and 53A-1-Part 10-1001
4. If the parents of a student who meets the kindergarten age requirement request placement in first grade without the student having previously finished a full year of kindergarten, the student should be enrolled in kindergarten. Evaluation of students for placement in first grade prior to their actual enrollment in kindergarten will be considered following Policy AS64 and the Administrative Guidelines. District guidelines for acceleration of students must be followed in these cases.
5. At the parent's request, a student who *finishes a full year* of kindergarten in another state or in a private school may enter first grade if they are 5 years of age or older before September 2 of the school year in which enrollment is sought. (Parents may also request that they are enrolled in kindergarten in this same scenario.) A child may be placed in first grade even though the child did not meet the entry day for kindergarten the previous year if a full year of kindergarten was completed in another state or private school, and there is convincing evidence that the child has the social, emotional and academic skills necessary to succeed in first grade. (AS63)
6. A parent may decide their kindergarten-age student is not mature enough to enter school even though they meet the age criteria set by state law. In this case, the parent may keep the child home and enroll them in kindergarten the following year.

## Age-Appropriate Grade Placement

When a student enters Jordan School District, they should be placed according to their age. There are some exceptions. If you have questions about placement, please call Planning and Student Services.

**One exception is for a military child who does not meet the deadline if the student has previously attended kindergarten or a higher grade as a resident in another state.**

- The student was accelerated or retained in a previous school. Jordan School District schools will honor the process and continue to place the student in the next consecutive grade.
  - Occasionally, parents will take the opportunity of changing schools to move the student to the grade they would have been in had a previous acceleration or retention not been done. The receiving school should place the student in the next consecutive grade rather than repeating or skipping a grade. The parents may request the school to test for acceleration or retention to place the student in the grade they would have been in had they not been accelerated or retained previously.
- The student was home schooled. Utah Code 53A-11-Part 1-102.7
  - The student attended public school for 7<sup>th</sup> grade, home school for 8<sup>th</sup> grade. Parent now wants to place them in 8<sup>th</sup> grade in public school because they didn't get much out of their home school experience. The student is registered based on the parent's request. The parent and the school then determine who is to perform the testing. If the parent requests an outside testing source, it is at their own expense. The testing needs to be completed within 30 days and an appropriate grade placement will be determined once the testing is complete. See **"Grade Placement of a student returning from home school"** form.
  - The student attended public school for 7<sup>th</sup> grade, home school for 8<sup>th</sup>. Parent states that the student completed both 8<sup>th</sup> and 9<sup>th</sup> grade during the past school year, and now wants to place them in 10<sup>th</sup> grade. The student is registered based on the parent's request. The parent and the school then determine who is to perform the testing. If the parent requests an outside testing source, it is at their own expense. The testing needs to be completed within 30 days and an appropriate grade placement will be determined once the testing is complete. See **"Grade Placement of a student returning from home school"** form.
- The student has never been in an education setting. The student should be placed in their age-appropriate grade. Occasionally a relative or caseworker will be of the opinion that the student should be placed in a lower grade in an effort to compensate for their education deficit or advancement or to give them an additional year to learn the language. They should be placed according to their age.
- The student is coming from an education setting outside of the U.S. The student should be placed according to their age. In most cases this is the most appropriate placement for the child. If parents communicate disagreement with this, or if the school sees obvious indicators that the student has been misplaced, testing should be conducted for proper grade placement.
- Kindergarten placement scenarios.
  - The student is very smart and very ready for kindergarten and only misses the cut-off date by 1 day. State law says that no student may be in school unless they were 5 years old before September 2 of the year they will be entering school. A child may be placed in the first grade even though the child did not meet the entry day for kindergarten the previous year *if a full year of kindergarten was completed* in another state or private school (not daycare or preschool) provided there is convincing evidence that the child has the academic, social and emotional skills necessary to succeed in first grade. The previous school should furnish a statement that the student successfully completed the kindergarten curriculum.
  - The student comes from another state and has already finished most of the kindergarten school year when they move to Utah. The other state has a different cut-off date for kindergarten and the student is not old enough to be in school in Utah. The school may not enroll the student. The student will be enrolled in kindergarten the following year. (See AS87 for military exception.)

## AGE CHART FOR THE 2017-18 SCHOOL YEAR

<b>Grade</b>	<b>Month/Year Born</b>	<b>5 Years Old by</b>	<b>School Year</b>
<b>K</b>	<b>Sept. 2, 2011-Sept. 1, 2012</b>	<b>Sept. 1, 2017</b>	<b>2017-18</b>
<b>1</b>	<b>Sept. 2, 2010-Sept. 1, 2011</b>	<b>Sept. 1, 2016</b>	2017-18
2	Sept. 2, 2009-Sept. 1, 2010	Sept. 1, 2015	2017-18
3	Sept. 2, 2008-Sept. 1, 2009	Sept. 1, 2014	2017-18
4	Sept. 2, 2007-Sept. 1, 2008	Sept. 1, 2013	2017-18
5	Sept. 2, 2006-Sept. 1, 2007	Sept. 1, 2012	2017-18
6	Sept. 2, 2005-Sept. 1, 2006	Sept. 1, 2011	2017-18
7	Sept. 2, 2004-Sept. 1, 2005	Sept. 1, 2010	2017-18
8	Sept. 2, 2003-Sept. 1, 2004	Sept. 1, 2009	2017-18
9	Sept. 2, 2002-Sept. 1, 2003	Sept. 1, 2008	2017-18
10	Sept. 2, 2001-Sept. 1, 2002	Sept. 1, 2007	2017-18
11	Sept. 2, 2000-Sept. 1, 2001	Sept. 1, 2006	2017-18
12	Sept. 2, 1999-Sept. 1, 2000	Sept. 1, 2005	2017-18

## AGE CHART FOR THE 2018-19 SCHOOL YEAR

<b>Grade</b>	<b>Month/Year Born</b>	<b>5 Years Old by</b>	<b>School Year</b>
<b>K</b>	<b>Sept. 2, 2012-Sept. 1, 2013</b>	<b>Sept. 1, 2018</b>	<b>2018-19</b>
1	Sept. 2, 2011-Sept. 1, 2012	Sept. 1, 2017	2018-19
2	Sept. 2, 2010-Sept. 1, 2011	Sept. 1, 2016	2018-19
3	Sept. 2, 2009-Sept. 1, 2010	Sept. 1, 2015	2018-19
4	Sept. 2, 2008-Sept. 1, 2009	Sept. 1, 2014	2018-19
5	Sept. 2, 2007-Sept. 1, 2008	Sept. 1, 2013	2018-19
6	Sept. 2, 2006-Sept. 1, 2007	Sept. 1, 2012	2018-19
7	Sept. 2, 2005-Sept. 1, 2006	Sept. 1, 2011	2018-19
8	Sept. 2, 2004-Sept. 1, 2005	Sept. 1, 2010	2018-19
9	Sept. 2, 2003-Sept. 1, 2004	Sept. 1, 2009	2018-19
10	Sept. 2, 2002-Sept. 1, 2003	Sept. 1, 2008	2018-19
11	Sept. 2, 2001-Sept. 1, 2002	Sept. 1, 2007	2018-19
12	Sept. 2, 2000-Sept. 1, 2001	Sept. 1, 2006	2018-19

**Directory Information – FERPA Annual Notification**

The following directory information may be disclosed in accordance with the following Family Education Rights and Privacy Act (FERPA) guidelines:

Directory information 20 U.S.C. 1232g (a) (5) (A): student’s name, address, telephone listing, grade, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, photograph, dates of attendance, honors and awards, date of graduation, school awarding graduation credential, title of credential, and most recent school attended, **PROVIDED**

- Public notice of categories of information to be disclosed has been given, and
- Reasonable period of time after notice has been allowed for parents to object to disclosure.

Jordan District Schools will give each parent an opportunity to indicate that they **do not** want their student’s directory information disclosed. This should be in written form, signed by the parent, and received at the local school within fourteen (14) days after the beginning of the school year.

**This notification must be included with online or mailed registration materials and provided to all new parents/students who register during the year.** The notification will be included in the elementary and secondary school registration booklet prepared by the District, and with the online registrations materials in Skyward. All schools should provide these forms to any student who registers during the school year. (The two versions may be run back-to-back.)

According to the FERPA notification that is provided with registration materials each year (next page), directory information may be disclosed without prior written consent unless a parent or eligible student has notified the local school principal **in writing within fourteen (14) days after the beginning of the school year.** The principal must have in their possession a **written letter** from the parent or eligible student. A list of these students is to be sent to the Planning and Student Services office (you may send a copy of each letter or note if you choose).

**Do not** send the list of students who have chosen to be excluded from the school directory.

Merely marking a box on a PTA survey or on a school directory form does not constitute **“written consent or notification.”** There is a big difference. The organization sponsoring the school directory may want to get student information from the parents, not from the school or district. In which case, the permission slip to include the student in the school directory will need to be filled out by the parent to include any information that is being requested, such as name, grade, address, and phone.

All requests for student directory information should go through Planning and Student Services. The master list of those who do not want their directory information released is in this department. We can avoid releasing information of a student(s) who may have transferred between schools by processing all requests through this one central place.

JORDAN SCHOOL DISTRICT  
Department of Planning and Student Services  
**FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**  
**ANNUAL NOTIFICATION**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. They are:

(1) The right to inspect and review the student’s education records within 45 days of the day the School receives a request for access.

Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student’s education records that the parent or eligible student believes is inaccurate or misleading.

Parents or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student’s educational records, except to the extent that FERPA authorizes disclosure without consent. Exceptions which permit disclosure without consent include:

(a) Disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

(b) If a student poses an articulable and significant threat to the health or safety of the student or other individuals, the educational agency may disclose to any person whose knowledge of the information is necessary to protect the health or safety of the student or other individuals. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility.

Upon request, the School and/or District may disclose education records without consent to requesting school districts, officials of another school system or institution of postsecondary education where the student seeks or intends to enroll. Local, state and federal agencies may redisclose personally identifiable information in accordance with the same requirements, and must make available to Jordan School District a record of any further disclosures.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office, U.S. Department of Education  
400 Maryland Avenue, SW, Washington, DC 20202-4605

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**DIRECTORY INFORMATION NOTICE**

The Family Education Rights and Privacy Act (FERPA) requires that Jordan School District, with certain exceptions, obtain your written consent prior to disclosure of personally identifiable information from your child’s records. However, Jordan School District may disclose appropriately designated “directory information” without written consent, unless you have advised the District to the contrary in accordance with District procedures. Directory information means information contained in an education record of a student, which would not generally be considered harmful, or an invasion of privacy if disclosed.

Directory information may be used to publish school directories, yearbooks, team rosters, honor roll lists, graduation lists, and other school purposes, which would not normally be considered an invasion of student privacy. Directory information may also be disclosed to outside agencies. Outside organizations may include, but are not limited to, companies that manufacture class rings, publish yearbooks or take school pictures. In addition, two federal laws require local educational agencies receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings of high school juniors and seniors – unless parents have advised the local school that they do not want their student’s information disclosed without their prior written consent.

Jordan School district has designated the following information as “directory information:” student’s name, address, telephone listing, grade, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, photograph, dates of attendance, honors and awards, date of graduation, school awarding graduation credential, title of credential, and most recent school attended.

**If you do not want your child’s local school or Jordan School District to disclose directory information from your child’s education records without your prior written consent, you must notify your local school principal in writing within fourteen (14) days after the beginning of the school year.**

**If you do not want your child’s local school or Jordan School District to provide directory information from your child’s education records to military recruiters without your prior written consent, you must notify your local school principal in writing within fourteen (14) days after the beginning of the school year.**

Revised July 2014

JORDAN SCHOOL DISTRICT  
Department of Planning and Student Services  
**LEY DE LOS DERECHOS Y LA PRIVACIDAD EN LA EDUCACIÓN FAMILIAR**  
ANUNCIO ANUAL

La Ley de los Derechos y la Privacidad en la Educación familiar (FERPA) le otorga a los padres y “estudiantes elegibles” mayores de 18 años, ciertos derechos con relación a los registros estudiantiles. Tales derechos son:

(1) El derecho de inspeccionar y revisar los registros académicos dentro de 45 días a partir del día que la escuela recibe la solicitud para verlos. Los padres o los estudiantes elegibles deben entregarle al director de la escuela (o al funcionario correspondiente) una solicitud por escrito en la que se identifique el registro que se desea revisar. El director hará los arreglos necesarios y notificará a los padres o al estudiante del lugar y la hora donde se podrán revisar los registros.

(2) El derecho de solicitar la corrección de registros que padre o estudiante creen que son incorrectos o ambiguos.

Los padres o los estudiantes elegibles pueden pedir a la escuela que corrija los registros que ellos consideran que están incorrectos o son ambiguos. Le deben escribir al director de la escuela y claramente identificar qué parte de los registros desean que se cambien, especificando por qué consideran que son incorrectos o ambiguos.

Si la Escuela decide no corregir los registros de acuerdo con la solicitud de los padres o del estudiante, la escuela le(s) informará sobre la decisión tomada y sobre el derecho que tienen de tener una audiencia con relación a su solicitud de corregir un registro. Cualquier información adicional sobre los procedimientos para participar en la audiencia se le entregará a los padres o al estudiante cuando oficialmente se le notifique sobre el derecho de tener una audiencia.

(3) El derecho de consentir para que se muestre la información que pueda identificar a una persona como resultado de los datos que hay en el registro académico, con las excepciones de que FERPA autorice que los documentos se muestren sin tener que obtener consentimiento alguno.

- a) Otorgado a los funcionarios de la escuela que tengan que ver con el asunto. Un funcionario oficial es un empleado del Distrito, como un administrador, supervisor, instructor o empleado (incluyendo personal médico o enfermeras, de vigilancia o policia); también puede ser una persona que sirva en la Junta Escolar, una persona o compañía que el Distrito contrate para realizar trabajos especiales, tales como abogados, auditores, consultores médicos o terapeutas; o padres y/o estudiantes que están en comités especiales tales como el de disciplina, o si están ayudando a otro empleado de la escuela en otra asignación. Un funcionario escolar relacionado con el asunto, si es necesario que revise los registros para cumplir con su deber. Si funcionarios de otro distrito escolar solicitan los registros del estudiante que está procurando inscribirse en una escuela de dicho distrito, el Distrito de Jordan le mostrará los registros académicos sin pedir permiso para hacerlo. Bajo pedido, la escuela o el Distrito abrirá los récords de educación sin permiso a otro oficial de otra escuela u otro sistema de institución de graduados o donde el estudiante este buscando o desea matricularse.
- b) Si el estudiante posee una amenaza significadamente articulado a la seguridad de los estudiantes u otros individuos de la agencia educacional pueden publicar a cualquiera persona cuyo conocimiento de la información es necesario para proteger la salud o seguridad de los estudiantes u otros individuos.

(4) El derecho de presentar una queja al Departamento de Educación de los Estados Unidos, por las posibles fallas cometidas por el Distrito en el incumplimiento de la ley FERPA. La dirección de la oficina que administra FERPA es:

Family Policy Compliance Office, U.S. Department of Education  
400 Maryland Avenue, SW, Washington, DC 20202-4605

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### ***Notificación de Información del Directorio***

La Ley de los Derechos y la Privacidad en la Educación Familiar (FERPA) requiere que el Distrito Escolar de Jordan, con ciertas excepciones se obtenga el consentimiento por escrito antes de publicar la información identificable de los récord de su niño. Aunque, el Distrito Escolar de Jordan puede publicar la “información del directorio” en una manera apropiada, sin un permiso por escrito a menos que usted haya avisado al Distrito contrario al acuerdo de los procedimientos del Distrito. Información del Directorio significa información contenida en los récord del estudiante, de lo cual no esta considerado perjudicial, o una invasión a la privacidad.

Información del Directorio puede ser usado para publicar directorios de la escuela, libro del año (yearbook), lista de los equipos, lista de estudiantes sobresalientes, lista de graduación y otros propósitos escolares, en la cual normalmente no se considera invasión a la privacidad del estudiante. Información del Directorio puede ser publicado por agencias de afuera. Organizaciones de afuera pueden incluir, pero no están limitadas, a compañías que fabrican los anillos de graduaciones, publican anuarios o toman fotos en la escuela. En adición, dos leyes federales requieren que las agencias educacionales locales reciban asistencia bajo el Acto Educacional Primario y Secundario de 1965 (ESEA) para proveer al reclutamiento del servicio militar, a pedido, de tres directorios de categoría de información- nombre, dirección con una lista de los estudiante que están como juniors y seniors – a menos que los padres hayan contactado a la escuela local que ellos no quieren que se publique ninguna información de sus estudiantes sin un previo de aviso por escrito.

El Distrito Escolar de Jordan ha designado la siguiente información como “información de directorio” nombre del estudiante, dirección, numero de teléfono, grado, fecha y lugar de nacimiento, participación en actividades oficiales, peso y estatura de los jugadores de equipos, fotografías, fechas de asistencia, reconocimientos y premios, fecha de la graduación, la escuela que asistió otorgará una credencial de graduación, titulo de la credencial, y las ultimas escuelas que recientemente ha asistido.

Si usted no desea que la escuela local de su niño o el Distrito Escolar de Jordan publique información de los récord de su estudiante en el directorio de información sin su previo aviso por escrito, usted tiene que notificar al director de la escuela local por escrito 14 días después que el año escolar empezó.

Reviso 2014



JORDAN SCHOOL DISTRICT  
Department of Planning and Student Services  
**Faxing of Student Education Records**

Student education records are those records containing personally identifiable information and maintained by the school.

Principals shall have the option of faxing a student's education records to officials of another school system or institution of postsecondary education where the student seeks or intends to enroll. Faxing student education records should only be considered when there are extreme extenuating circumstances that warrant faxing rather than mailing records. **Student education records may be faxed when the following three conditions have been met:**

- ✓ **Receipt of a written request from the requesting school.**
- ✓ **Written parental consent to fax records if necessary. (A sample consent form can be found on the following page.)**
- ✓ **Principal authorization.**

**Mailing of student education records remains the preferred method.**

It is imperative that school personnel protect the privacy of students' education records and comply with the Family Education Rights and Privacy Act. The following information is provided to assist you in maintaining the privacy of students' education records.

- ✓ School personnel should not give Skyward codes to anyone but a student's custodial parent/legal guardian.
- ✓ Skyward print outs of properly requested student records may be faxed to District Truancy Specialist, District departments requiring information, and Juvenile Court programs (call District Truancy Specialist to verify which court programs can receive student records).

Caution should be used in ensuring the person or organization requesting records has the right to the information and is the person or organization that will receive the information requested.

**Emailing Student Education Records**

Student records should not be emailed. If you have questions, please call Student Services or the Administrator of Schools over you feeder area.

(School Letterhead)

(Please see directions on page 31 of Planning and Student Services manual before faxing records.)

## **FAXING STUDENT EDUCATION RECORDS**

### **PARENTAL CONSENT FORM**

When our school receives a valid written request to forward a student's education records, we mail the records to the requesting school. Mailing a student's education record is the preferred method of transfer. However, if circumstances warrant expediting the transfer of these records, we can fax the records with prior written parental consent.

If you find it necessary for us to fax your student's education records to a receiving school, please complete and sign this form.

My signature below authorizes school officials at \_\_\_\_\_(school) to fax my student's educational records to a requesting school, if necessary. Fax # \_\_\_\_\_

\_\_\_\_\_  
Student's name

\_\_\_\_\_  
Custodial Parent/Legal Guardian Signature

\_\_\_\_\_  
Date

## **Guidelines for Foreign Student Registration (Reference AS66)**

(Please read ALL guidelines thoroughly)

All foreign students must be approved for enrollment through the Jordan School District's Department of Planning and Student Services prior to registration. Placement of the student in a school should be arranged at least five weeks in advance of the student's departure from their native country. The student's grade placement will be at the grade level in which they would be placed had they not left their country, i.e. if they were entering the twelfth grade in their country, they would be placed in the twelfth grade in Jordan School District.

It is not the intent nor is it financially possible to expend the support for ESL Services instruction for foreign students. If foreign students are having difficulty speaking or understanding the English language, they may be placed in classes that do not require as much language proficiency. Foreign language students are not eligible to participate in ESL services. **Foreign students who have previously graduated from high school or equivalent, or whose class has graduated, will not be eligible for enrollment.**

The Jordan Board of Education establishes quotas regarding the number of foreign students a secondary school may accept. The quota was set at ten students per high school and may be changed from year to year as needed. A cap on the number of foreign exchange students the district may accept is set by the Utah State Office of Education. If the cap on foreign exchange students has been reached, the school will accept one-for-one exchange students who use the same exchange agency and are attending each other's school for one year or less.

### **Foreign Exchange Students (J-1 status)**

These students are issued a J-1 visa by immigration. A "J-1 foreign exchange student" means a foreign national secondary student who has entered the United States for up to **ONE YEAR** for a cultural and educational experience and whose placement is approved by the Jordan School District Board of Education. Students are placed by the exchange program with a Utah family which serves as the host family during the period of sponsorship.

The tuition for a "J-1 foreign exchange student" to attend Jordan School District is no longer paid by the student. However, foreign exchange students are required to pay school registration fees at the school which are approximately \$250 in addition to other fees for activities they choose to engage in.

- **J-1 FOREIGN EXCHANGE STUDENTS DO NOT QUALIFY FOR A HIGH SCHOOL DIPLOMA.** These students do not participate in graduation exercises; however principals are encouraged to recognize them.
- **J-1 FOREIGN EXCHANGE STUDENTS DO NOT QUALIFY FOR ENROLLMENT IN DRIVER'S EDUCATION CLASSES.** They sign documents stating that they understand this when they register with the district.

During the school year, some students change host families and schools. Those that change families will need to have the approval of the representative of the agency that sponsors them, and approval from the Department of Planning and Student Services.

**J-1 Foreign Exchange Students must maintain a minimum of 2.0 GPA with no more than one (1) F per quarter.** If a J-1 student falls below a 2.0 GPA, the placing agency must provide tutoring for the student at the placement agency's expense.

**Utah High School Athletic Association**  
**<http://www.uhsaa.org/publications/forms/a-z.html>**

International students not in an approved exchange program will be processed for eligibility according to the Transfer Rule (see UHSAA Handbook, Interpretations and Guidelines #8-K).

J-1 Foreign Exchange Student Eligibility Application Form 4A

F-1 Utah High School Activities Association Eligibility Application Form 4B

**ELIGIBILITY:** The prospective athlete must answer the following questions. Check “Yes” or “No.”

Yes\_\_\_ No\_\_\_ Are you a Foreign Exchange Student (J-1 Visa) or an International Student (F-1 Visa)?

If you answered YES, did the UHSAA approve your participation (Form 4A or 4B)? Yes\_\_\_ No\_\_\_

**UHSAA Requested Attachments**

Attach the following:

- a) A copy of student’s birth certificate or passport.
- b) A copy of student’s certificate of health insurance issued by a U.S. company.
- c) A copy of student’s immigration documents including his/her visa.
- d) A copy of student’s untranslated transcript.
- e) A copy of an English translation and analysis of the student’s transcript(s) by an acceptable agency.
- f) Supply a timeline of student’s education (kindergarten or first grade through present). Include year, name and address of school(s).
- g) Provide a letter from foreign school indicating recommended placement of equivalent grade level in U.S.A.
- h) Provide a letter from current U.S.A. school explaining reasons for academic placement (grade and semester level).

**Foreign Students with Visa Status other than J-1 or F-1**

Students in this category are required to consult with the Department of Planning and Student Services in advance of enrollment in order to clarify and establish enrollment requirements and educational expectations.

**Students may not register using a Tourist or Visitor Visa.**

**Foreign students** will register with an “Authorization to Enroll” from Student Services.

**Resident students** will register with a certified birth certificate, required immunizations, proof of residency, and accompanied by their custodial parent or legal guardian.

## **Home School Law**

### **Utah Code §53A-11- Part 1-102**

53A-11-Part 1-102 (2)(a) A local school board shall excuse a school-age minor from attendance if the school-age minor's parent files a signed and notarized affidavit with the school-age minor's school district of residence, as defined in Section 53A-2-Part 2-201,

- (a)
  - (i) that the school-age minor will attend a home school. and
  - (ii) the parent assumes sole responsibility for the education of the school-age minor, except to the extent the school-age minor is dual enrolled in a public school as provided in Section 53A-11-Part 1-102.5.
- (b) A signed and notarized affidavit filed in accordance with Subsection (2)(a) shall remain in effect as long as:
  - (i) the school-age minor attends a home school; and
  - (ii) the school district where the affidavit was filed remains the school-age minor's district of residence.
- (c) A parent of a school-age minor who attends home school is solely responsible for:
  - (i) the selection of instructional materials and textbooks;
  - (ii) the time, place, and method of instruction, and
  - (iii) the evaluation of the home school instruction.
- (d) A local school board may not:
  - (i) require a parent of a school-age minor who attends a home school to maintain records of instruction or attendance;
  - (ii) require credentials for individuals providing home school instruction;
  - (iii) inspect home school facilities; or
  - (iv) require standardized or other testing of home school students.
- (e) Upon the request of a parent, a local school board shall identify the knowledge, skills, and competencies a student is recommended to attain by grade level and subject area to assist the parent in achieving college and career readiness through home schooling.
- (f) A local school board that excuses a school-age minor from attendance as provided by this subsection (2) shall annually issue a certificate stating that the school-age minor is excused from attendance for the specific school year.
- (g) A local school board shall issue a certificate excusing a school-age minor from attendance;
  - (i) Within 30 days after receipt of a signed and notarized affidavit filed by the school-age minor's parent pursuant to Subsection (2); and
- (j) On or before August 1 each year thereafter unless;
  - A. The school-age minor enrolls in a school within the school district;
  - B. The school-age minor's parent or guardian notifies the school district that the school-age minor no longer attends a home school; or
  - C. The school-age minor's parent or guardian notifies the school district that the school-age minor's school district of residence has changed.

(3) A parent who files a signed and notarized affidavit as provided in Subsection (2)(a) is exempt from the application of Subsections 53A-11-Part 1-101.5(2), (5), and (6).

(4) Nothing in this section may be construed to prohibit or discourage voluntary cooperation, resource sharing, or testing opportunities between a school or school district and a parent or guardian of a minor attending a home school.

# Jordan School District

7387 S. Campus View Dr.  
West Jordan, Utah 84084  
Phone 801-567-8259, Fax 801-567-8061  
Planning and Student Services

## Home School Registration Information

Dear Parent: As you begin the process of teaching your child(ren) at home, the following information may be useful.

### A parent of a minor who attends home school is responsible for:

- The selection of instructional materials and textbook
- The time, place, and method of instruction
- The evaluation of the home school instruction

### Each minor who attends home school shall receive instruction:

- For the same length of time as required in public schools, which is 180 days or 990 hours (approximately 5 ½ hours per day).
- In the subjects the State Board of Education requires to be taught in public schools, the State Core Curriculum, which is available through our Curriculum Department or online at <http://www.uen.org/core/>

Elementary School	Middle School		High School	
Language Arts - core	Language Arts	2.0	Language	4.0
Math - core	Math	2.0	Math	3.0
Science - core	Science	1.5	Science	3.0
Social Studies - core	Social Studies	1.5	Social Studies	3.5
Fine Arts	Fine Arts	1.0	Fine Arts	1.5
Healthy Lifestyles	Healthy Lifestyles	1.5	Healthy Lifestyles	2.0
Information Technology	Applied Tech Edu. (CTE)	1.0	Applied Tech Edu. (CTE)	1.0
Library Media	Reading or World Languages	2.0	Computer Technology	.5
Foreign Language (Optional)	Required Electives	1.5	Financial Literacy	.5
			Selected Electives	8.0

Middle School and High School Library Media Skills will be integrated into subject areas.

You may receive the Core Curriculum guides from the Curriculum Department at no cost with your registration.

### Support information from district:

- You may dual enroll your student for halftime in your boundary public school. The secondary students may access required classes as well as non-required classes by working with the counselors at the boundary school. It is imperative to work with the boundary school counselor to meet district requirements if graduation and a diploma from a Jordan School District high school is desired. Credits earned outside of Jordan School District must be from an AdvancEd accredited source or another nationally accrediting body recognized by the Utah State Office of Education in order for them to be transferred back to a public school transcript. For more information regarding accreditation: <http://www.schools.utah.gov/curr/accred/>. The elementary students may access core academic classes at the boundary school by working with the school Principal.
- A student who is enrolled in an online K-12 school in Alpine, Davis, Washington, Provo, My Tech High, and the Utah Virtual Academy Charter or enrolled in another charter school is enrolled in a public school and may not dual enroll in Jordan School District.
- Elementary students have the opportunity to be tested with all Sage assessments, only at their boundary school and at the scheduled testing time. You will need to contact the boundary school directly to arrange for testing dates and times.
- Secondary students who are enrolled in one or more core courses at their boundary school have the opportunity to be tested with all Sage assessments, only at their boundary school and at the scheduled testing time. Secondary Home School students who are not enrolled must pay a requisite fee in order to participate in testing. It is necessary to contact the boundary school directly to arrange for testing dates and times.
- Private school students have the opportunity to be tested with all Sage assessments, only at the boundary school, and by paying a requisite fee. Evaluation, Research and Accountability Department will assist with contacting the school for testing arrangements.
- In order for the state to score the tests of students who are not enrolled at the boundary school, it is necessary to make arrangements with the Evaluation, Research and Accountability Department in Jordan School District at 801-567-8185.
- The Instructional Support Center, located at the Auxiliary Services Building, is available for your use after your registration is recorded by the Board of Education.

**Resource information:** The Utah State Office of Education has information on home schooling in Utah. Please check out their website at: <http://www.schools.utah.gov/curr/homeschool/>

The Electronic High School courses, which align with the Utah State Core Curriculum, are a good option for students in grades 9-12. Students who complete courses from EHS will have a transcript mailed to their local school of residence with the grade and credit earned. The EHS website is [www.ehs.uen.org](http://www.ehs.uen.org). Credit awarded from any other Utah Department of Education **accredited** home school program may be applied toward high school graduation. *If the student intends to graduate from a Jordan District High School, they **must** consult with the school counselor to make sure state **and** Jordan District graduation requirements are met.*

## Home School Registration Process

1. A parent must register their student for Home School prior to being withdrawn from their boundary public school.
  - a. Fill out the Home School Affidavit either at the District Office in Planning and Student Services, or use the on-line form which can be found on the JSD web site under Planning and Student Services.
  - b. The registration form must be notarized. Planning & Student Services will notarize Home School forms at no charge. Parents may choose to have them notarized and sent to Student Services.
  - c. Parents will receive a Certificate of Exemption within 30 days after filing the home school affidavit with Planning and Student Services.
2. When parents bring their home school paperwork notarized and stamped with the JSD date stamp to the school, their student may be withdrawn for Home School.
3. If students who are registered in Home School re-enroll more than ½ time in public school, their Home School status becomes null and void. To re-enroll in Home School, they need to fill out a new Home School affidavit. They need to start over with step 1 above.
4. To attend Home School, the student must be withdrawn from public school. When re-enrolling as a dual enrollment student, the Skyward codes are as follow: “Current Status” is “Active”, “Student Type” is “R” (regular), “Full/Part-time” is “Part-time” and “% Enrolled” needs to be accurate.

### Other information about Home School:

Students can maintain their Home School status and be dual enrolled in a public school as long as they are home schooled ½ time or more than half time. K-12 online schools such as those through Alpine, Davis, Uintah, Washington, My Tech High or the Utah Virtual Academy Charter are **not** home schools. Students may **not** be enrolled in these schools and dual enrolled in their boundary school. Electronic High School is considered home school and they can be dual enrolled. Students in grades 9-12 may be enrolled in a maximum of **six (6)** credits online (contact school counselor or Allen Arko for details and restrictions.)

If students are in public school half time or more and want to be have less than ½ time at home for schooling, parents should fill out a Release Form A at the school. Other mitigating circumstances would be a Release Form B. A Home School Affidavit is not required in this case.

Curriculum information is available from the Curriculum Office.

Home School students who want to participate in UHSSA activities may do so at their boundary school. (See UHSAA rules.)

5/2016

Jordan School District  
7387 S. Campus View Dr.  
West Jordan, Utah 84084  
Phone 801-567-8259, Fax 801-567-8061  
Planning and Student Services

## Annual Home School Affidavit

Home School Law 53A-11-Part 1-102

Date: \_\_\_\_\_ School year completed : \_\_\_\_\_

**If you are attending the on-line K-12 school in Alpine, Davis, Washington, Provo, My Tech High, and the Utah Virtual Academy Charter or enrolled in another charter school full-time, you are enrolled in a Utah Public School and do not need to complete this affidavit. Please fill out the non-renewal form, indicating which on-line school you are attending. If you choose to return to home school in the future, we will be happy to assist you. If you are not attending an on-line public school, please continue to fill out this form and return it to Jordan School District.**

Has the student been registered previously for home school in JSD? Yes  No  Which year(s)? \_\_\_\_\_

I have received the Registration Information Sheet from Jordan School District? Yes  No

Please list the student(s) who will be taught at home.

Name	M/F	Birth date	Grade	Boundary School	Classes at local school with principal's permission
_____ (Student ID Number) _____	_____	_____	_____	_____	_____
_____ (Student ID Number) _____	_____	_____	_____	_____	_____

Address	City	Zip	Home Phone
_____	_____	_____	_____
Parent/Guardian (please PRINT)	Email (optional)	Work Phone (optional)	

The undersigned parent or guardian certifies that the school-age minor will attend a home school and the parent assumes sole responsibility of the school-age minor.

\_\_\_\_\_  
SIGNATURE OF PARENT OR GUARDIAN Date

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_.

\_\_\_\_\_  
Notary Public (SEAL)  
My commission expires: \_\_\_\_\_

The District Certificate of Exemption (below) will be sent to the parent or guardian within 30 days.

-----  
**DISTRICT CERTIFICATE OF EXEMPTION**

The following student(s) is (are) exempt from compulsory attendance beginning in the \_\_\_\_\_ school year based upon the parent's/guardian's signed affidavit. Parent or guardian is solely responsible for the selection of instructional materials and textbooks, the time, place and method of instruction, and evaluation of home school instruction.

This exemption shall remain in effect as long as the school-age minor attends a home school and the school district where the affidavit was filed remains the school-age minor's district of residence

\_\_\_\_\_  
Signature of Acknowledgement Date

Copy of Certificate sent: \_\_\_\_\_ Planning and Student Services May 2016



**Disagree with placement – complete this section below**

(c) If the student’s teacher and student’s parent or guardian do not agree on a placement change, the public school shall evaluate the student’s subject matter mastery in accordance with Subsection (3)(d).

(d) The student’s parent or guardian has the option of:

\_\_\_\_\_ (i) allowing the public school to administer, to the student, assessments that are:

(A) regularly administered to public school students; and

(B) used to measure public school student’s subject matter mastery and determine placement; or

(See JSD Retention/Acceleration Guidelines and policy AS64)

\_\_\_\_\_ (ii) having a private entity or individual administer assessments of subject matter mastery to the student at the parent’s or guardian’s expense.

(4) This section does not apply to a student who is dual enrolled in a public school and a home school pursuant to Section 53A-11-Part 1-102.5

Deadline for assessments to be completed: \_\_\_\_\_

(If private assessments are not received by this date, then existing assessments will be used to determine child placement.)

(e) After an evaluation of a student’s subject matter mastery, a public school may change a student’s placement in a grade level, class or course.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrator’s Signature

\_\_\_\_\_  
Date

Final student placement: \_\_\_\_\_ grade. Attach the appropriate supporting documentation to support the student’s placement change.

JORDAN SCHOOL DISTRICT  
Department of Planning and Student Services

**Child Abuse and Neglect**

The Consultant of Planning and Student services will manage **Child Abuse and Neglect Reporting** in the District. Responsibilities in this area will include the following activities:

1. Provide annual in-service training for school administrators on the subject of identifying and reporting children suspected of being abused or neglected.
2. District Policy (AS 70) on Child Abuse-Neglect Reporting can be found online at the Jordan School District's website at [www.jordandistrict.org](http://www.jordandistrict.org) under Resources, then Policy Manual (<http://policy.jordandistrict.org/as070/>).
3. Provide reporting forms and other materials to schools as requested.
4. Represent the District in meetings and training sessions called by the State Board of Education.

**NOTE: Both a written and a verbal report must be made when child abuse or neglect is suspected.**

To report a suspected case of child abuse or neglect, fill out the three-part Report of Child Abuse-Neglect form. Mail the white copy to the address below to make the written report. Call the phone number below to make the verbal report. If the incident is reported to more than one agency, each agency that is notified should receive both the written and the verbal reports.

DCFS Intake  
10008 S. Creek Run Way  
Sandy, UT 84070

Telephone 1-855-323-3237 (Number reserved for Professionals Reporting Suspected  
Child Abuse)

# REPORT OF CHILD ABUSE-NEGLECT

Reporting School \_\_\_\_\_

Child's Name \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Age \_\_\_\_\_ Sex \_\_\_\_\_  
Last Name (Legal) First Middle

Address \_\_\_\_\_ Telephone \_\_\_\_\_

Father \_\_\_\_\_ Mother \_\_\_\_\_

Guardian or Caretaker \_\_\_\_\_

**Circumstances leading to the suspicion that the child is a victim of abuse or neglect (concise):**

**Additional information: (Siblings; contact person(s); alleged perpetrator, age of alleged perpetrator; where abuse occurred; witness; etc.)**

Oral report made to the Principal or his/her designee. Date \_\_\_\_\_ Time \_\_\_\_\_

Written report made to principal or his/her designee. Date \_\_\_\_\_ Time \_\_\_\_\_

Signature \_\_\_\_\_  
Initiator of the Report

Signature \_\_\_\_\_  
Observer of the Interview

Completed by: \_\_\_\_\_ Title: \_\_\_\_\_

**BOTH REQUIRED**

**Oral Report**

**Written Report**

Local City Police.....

County Sheriff.....

Division of Family Services .....

**DCFS Intake, 10008 S. Creek Run Way, Sandy, UT 84070  
1-855-323-DCFS (3237)**

Signature \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_  
Principal

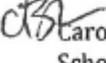
**Distribution of copies:** White—Agency receiving oral report • Canary—Planning & Student Services • Principal's file (not student's personal file)



*Leadership...Service...Accountability*

## MEMORANDUM

**TO:** School District Superintendents/Charter School Directors

**FROM:**  Carol B. Lear, Director  
School Law and Legislation

**SUBJECT:** Public School Cooperation with Law Enforcement and DCFS Child Abuse Investigations and Appropriate Protection of Student Records

**DATE:** November 29, 2010

Utah law provides that law enforcement or DCFS are responsible for child abuse and neglect investigations. The Division is directed by law to take a multi-disciplinary approach, including the involvement, as appropriate, of law enforcement agencies and the schools. **School officials therefore have a statutory duty to cooperate with duly authorized investigators. A school official who demands to be present to "protect the child's rights" goes beyond cooperation, assumes an additional duty about which he or she probably knows very little, may establish himself as a potential witness in the ongoing investigation, and by assuming that duty becomes vulnerable to liability which would not otherwise exist.** The better response when an investigator comes to a school to investigate child abuse and neglect, is for the school official to do the following:

- **Make sure that the investigator is legitimate** (some child snatches have reportedly been undertaken in other states by phony investigators); **ask to see identification and, if necessary, confirm the investigator's identity with the employing agency.**
- **Formally turn the child over to the investigator**, announcing in the child's presence something similar to, "I am turning this child over to you in accordance with your request; you are responsible for taking any steps necessary to protect the rights of this child, the parents, and any other persons involved." **Some schools have the investigator sign a statement assuming those responsibilities.**
- **Refrain from contacting parents**, asking to participate in the interview, or any other action unless directed by the investigator. If the investigator asks for the administrator to be present, do so, but say in the presence of the investigator and the child, "I am here solely as a support person to the child." Do not prompt the child or answer for the child.
- **If a parent calls about the interview, advise the parent that under the law the school may neither confirm nor deny that an interview has taken place, that all such investigations are the responsibility of the Division of Child and Family Services and law enforcement, and that those agencies should be contacted if there are any questions.**

This approach with child abuse and neglect investigations will leave responsibility where the law places it, and will assist early intervention efforts for the protection of children. School personnel at all levels must also treat confidentially **all** information that they receive related to a child abuse investigation, beginning with the initial contact by the assigned investigator. This is confidential information regardless of the nature of the abuse or suspected identity of the abuser.

## Confidential Information – Notice of Investigation

### CONFIDENTIAL INFORMATION

This form contains confidential information and is to be kept by the school administrator.

#### Notice of Investigation

Date: \_\_\_\_\_ Time of Day \_\_\_\_\_ School \_\_\_\_\_

Name of Agency Represented: Division of Child and Family Services/Child Protective Services

Agency representative is associated with: Child Protective Services: Yes / No  
Law Enforcement: Yes / No

Name and Position of Individual requesting investigation:

Name: \_\_\_\_\_ Position: Investigator Phone: (801) \_\_\_\_\_

Name, Birthday, Age and Grade of student requested for Investigation:

Name \_\_\_\_\_ Birthday \_\_\_\_\_ Age \_\_\_\_ Grade: \_\_\_\_\_

Please answer: (Please respond with a clear YES or NO)

Is the interview for purpose of investigating child abuse/neglect? Yes / No

If YES, do you want a school representative to sit with you during the interview? Yes / No

Is the interview for purpose of criminal investigation? Yes / No

If YES: (please check appropriate spaces)

Is the student a suspect? Yes / No

Is the student a witness? Yes / No

Is the student a victim? Yes / No

Is the interview for purpose to gain information? Yes / No

Has the parent/guardian been notified of this investigation? Yes / No

Please be advised according to agency policy and procedure the representative of the investigating agency has the responsibility to notify the parent/guardian regarding this investigation. School personnel are advised not to contact parent/guardian regarding the investigation.

Investigation Representative's Signature \_\_\_\_\_

School Representative's Signature \_\_\_\_\_

To be completed by the investigating representative upon completion of the Interview.

It has been determined by the investigating agency:

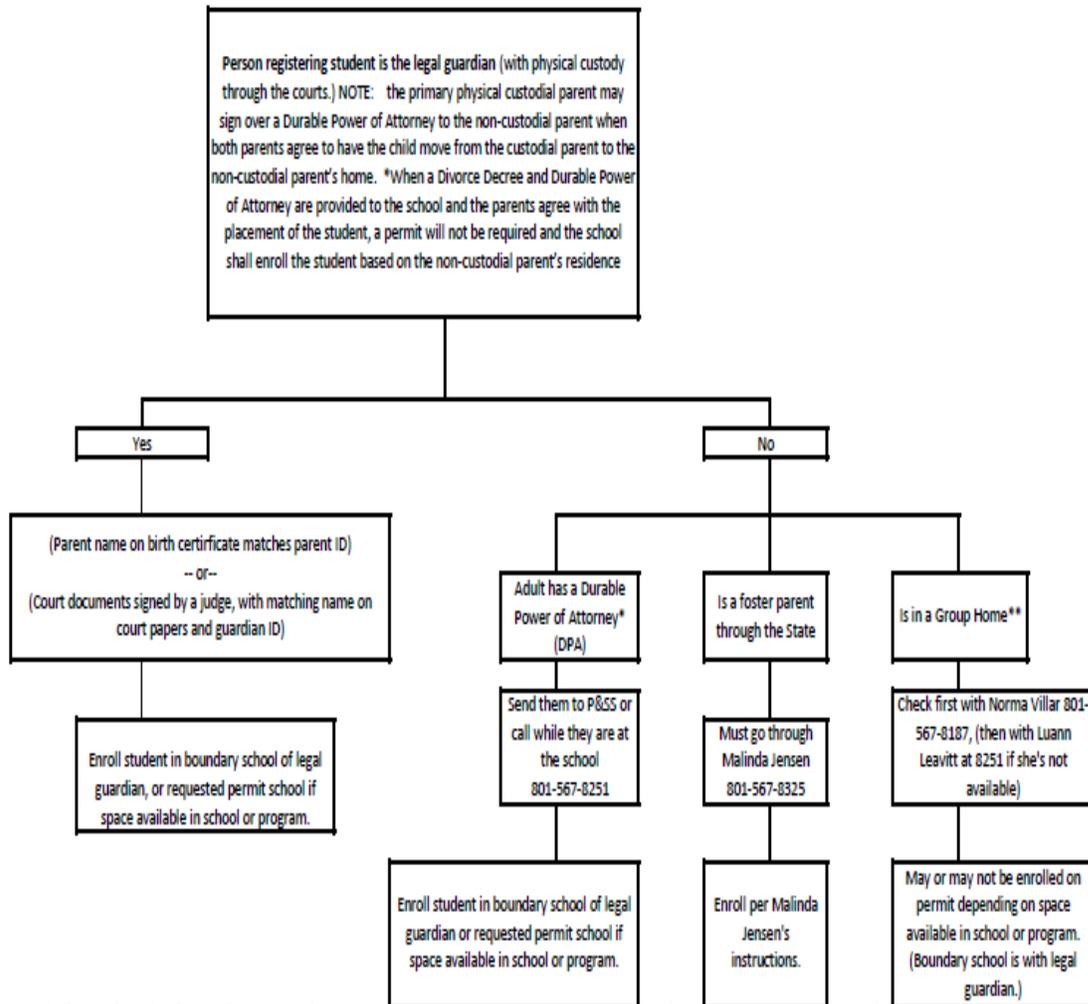
The child will be placed in protective custody and scheduled for a shelter hearing: Yes / No

The child will remain at school and will be allowed to return home after school: Yes / No

Note: In the principal's absence an administrative substitute will be assigned to administer interview guidelines and procedures.

## GUARDIANSHIP, DURABLE POWER OF ATTORNEY (DPA)

# Guardianship, Durable Power of Attorney (DPA) and Boundary School



**\*The school of residence is determined by the domicile of the student's legal guardians (the person granted physical custody through the courts or the parent receiving DPA permission from the custodial parent) NOT the domicile of the person with the DPA.**

**\*\*Group homes sometimes use the terminology "foster parent", but the legal guardianship is usually not with the group home.**

**\*The school of residence is determined by the domicile of the student's legal guardian (the person granted physical custody through the courts) NOT the domicile of the person with the DPA.**

**\*\*Group homes sometimes use the terminology "foster parent", but the legal guardianship is usually not with the group home.**

JORDAN SCHOOL DISTRICT  
Department of Planning and Student Services

**Non-Custodial Parent Requests**

The school controls access to the child during the school day. Legally, neither custodial nor non-custodial parents have a **right** to visit with children during schools hours, lunch, activity periods or visit in classes. Schools may, and usually do, accommodate parents in their requests consistent with the law, valid court orders, and the best interest of the child.

The following administrative guidelines should be followed when a school receives a request from a **non-custodial parent** of a minor child for the following.

**A. Request to speak with a minor child:**

If a school permits parents to visit with their children during school hours, and there is a court order regarding custody, a non-custodial parent may only have access to children with the written permission of the custodial parent or as specifically authorized in the court order. It is the responsibility of the custodial parent to provide the school with satisfactory verification of the permission and/or a copy of the custody decree.

If the principal allows non-custodial visits with written permission of the custodial parent, the principal shall adhere to the following:

1. The visit shall take place at the discretion of the principal or principal's designee.
2. The primary responsibility of the school is the child's education. The principal will consider the potential disruptive effect of a school visit on the child and other students.
3. The principal will determine, in private, if the minor child is willing to speak with the non-custodial parent.
4. The child shall not be forced to speak with the non-custodial parent if he/she expresses a desire not to do so.
5. The conversation shall take place within the sight of an administrator or teacher and in a manner that will not disrupt class instruction.

**B. Request to remove minor child from the school campus:**

A non-custodial parent shall not be allowed to remove a minor child from the school campus during times when the child is under the control of the school unless:

1. The non-custodial parent has first requested permission from the principal and shown to the principal a duly executed and certified order from a court of competent jurisdiction, which expressly permits the non-custodial parent to remove the child from the school campus.

In custody issues, it is wise to require a copy of the divorce decree to be placed in the student's file. This document clarifies custodial and non-custodial status. If the document declares joint custody, one parent is usually identified as the parent who has physical custody the majority of the time. The parent with the greater amount of physical custody is the parent who is afforded the rights of the custodial parent. (There are exceptions.)

The principal shall contact the custodial parent to determine if he/she has a court document superseding the one presented by the non-custodial parent.

JORDAN SCHOOL DISTRICT  
Department of Planning and Student Services

Non-Custodial Parent Requests continued

2. The school shall retain a copy of all court orders or other legally binding documents which are signed by a Judge.
3. An order granting “reasonable visitation,” or words of similar meaning, or an order which grants visitation during times when the child is not in the control of the school is not sufficient to permit a non-custodial parent to remove a minor child from the school’s campus. The principal shall make the final determination of the adequacy and sufficiency of the submitted court order.
4. The principal need not release the child immediately upon presentation of the request or court order. The principal shall have a reasonable time to consider the request.

**C. Request to inspect and/or review the education records of a minor child:**

A non-custodial parent has the right to *written* education records.

A non-custodial parent must make a written request to obtain their students written educational records. See Pg. 77 for the form. A new form must be completed for each written request.

A school may presume that the non-custodial parent of a minor child has authority to inspect and review the education records of the child unless the school/principal is provided with evidence that there is a legal binding instrument or court order which provides to the contrary.

The school principal shall contact the custodial parent to determine if there is a court order or other legal binding document prohibiting the non-custodial parent access to the child’s education records.

Access to a student’s record granted to a non-custodial parent does include electronic access to academic and attendance records unless court documents indicate otherwise.

**D. Step-Parents:** A custodial stepparent has the right to *written* education records. The non-custodial stepparent has NO rights, unless approved in writing by the custodial parent. (Education records do not include police records maintained by the school resource officer.)

The term "parent" is defined as including natural parents, a guardian, or an individual acting as a parent in the absence of a parent or a guardian. 34 CFR § 99.3 "Parent." The Department has determined that a parent is absent if he or she is not present in the day-to-day home environment of the child. Accordingly, a stepparent has rights under FERPA where the stepparent is present on a day-to-day basis with the natural parent and child and the other parent is absent from that home. In such cases, stepparents have the same rights under FERPA as do natural parents. Conversely, a stepparent who is not present on a day-to-day basis in the home of the child does not have rights under FERPA with respect to such child's education records. Family Policy Compliance Office (FPCO August 20, 2004)

**E. Request to attend parent-teacher conferences, school activities, or consult with their child’s teachers:**

Non-custodial parents have only the right of access to **written records** under the Family Education Rights and Privacy Act. In all other respects they have only those rights which any other member of the public may have. They do not have the right to attend parent-teacher conferences, consult with teachers, or visit with children during school hours, lunch, activity periods, or class. They may attend activities, such as school plays to which the general public is invited, but may not be given special access to children on those occasions.

If the school and the teachers have the time and resources to conduct a second parent-teacher conference, they may do so with written permission from the custodial parent.

- F. Request to have their name, phone number, etc., recorded on the child’s education records and/or be informed of the child’s school progress and school activities:**  
Non-custodial parents do not have the right to have their name, phone number, etc., recorded on the child’s education records.  
The school has no obligation to communicate information about school progress or school events to non-custodial parents.
- G. In situations where legal custody cannot be verified or staff cannot determine who has legal authority over and access to the child, the school will:**
- Allow only the person who enrolled the student to un-enroll the student
- H. School Staff are prohibited from writing letters of support for parents who are involved in legal custody disputes or proceedings, nor should they be acting as a mediator for custody disputes or visitation agreements.**
- I. Contact a police officer or DCFS when the parties are in conflict and cannot agree upon whom the student should be released.**
- J. If any person causes a disruption on a school campus, the principal has the legal authority to require disruptive parents or other adults to refrain from coming on to school property without making arrangements through him or her. Principals can deny such persons any access to school property if there is safety, annoyance, or potential injury concerns, Utah Code 53A-3-Part 5-503. The principal should notify the person in writing of his or her decision about their access.**

Revised November 6, 2013

**Notice to parent and non-custodial parent**

**53A-11-Part 2-205 Notification to the parent of an injured or sick child.**

(1) A public school shall notify the custodial parent and, if requested in writing by a non-custodial parent, make reasonable efforts to notify the non-custodial parent of a student who is injured or becomes ill at the school during the regular school day if: (a) the injury or illness requires treatment at a hospital, doctor's office, or other medical facility not located on the school premises; and (b) the school has received a current telephone number for the party it is required to notify or make reasonable efforts to notify. (2)(a) This requirement does not apply to a non-custodial parent forbidden to have contact with the student under a court order or similar procedure. (b) The custodial parent is responsible for providing the school with the non-custodial parent's status under Subsection (2)(a).

**53A-11-Part 9-903 Suspension and expulsion procedures.**

Notice to parent – Distribution of policies. (1)(a) Policies required under this part shall include written procedures for the suspension and expulsion of, or denial of admission to, a student, consistent with due process and other provisions of law. (b)(i) The policies required in (1)(a) shall include a procedure directing public schools to notify the custodial parent and, if requested in writing by a non-custodial parent, the non-custodial parent of the suspension and expulsion of, or denial of admission to, a student. (ii) Subsection (1)(b)(i) does not apply to that portion of school records which would disclose any information protected under a court order. (iii) The custodial parent is responsible for providing to the school a certified copy of the court order under Subsection (1)(b)(ii).

**Cumulative Permanent Record Guidelines** -- Jordan District Policy AS61

1. **The school principal is the custodian of student records at the school level.** The principal should give proper training regarding use and release of records. It is the school principal's responsibility to insure proper maintenance.

2. **Maintaining Records:**

The cumulative record folder, which includes all of the records created as part of the student's instructional program, shall be purged of all outdated or irrelevant materials and of documents containing confidential medical information, social history, teachers' notes, reports from outside agencies, or other sensitive information included as an insert in the file but not part of the cumulative/permanent record. (AS61)

**ELEMENTARY SCHOOL CUMULATIVE FILES:** These files contain information on students attending school in the Jordan School District. They document student performance and are used for reference purposes.

**The following remain in the file:**

- **achievement test scores,**
- **copies of report cards,**
- **health records, and**
- **pertinent information concerning the student.**

Retain until student leaves school and then transfer to middle school or to receiving elementary school. Complete the outside of the file with entries and exits. Copy any oversized files from other districts and include in the file. When preparing for transferring of 6<sup>th</sup> grade files to middle school, discard duplicate and non-essential materials. The standard phrase for the elementary section is "**Grade Completed**" or "**Advanced**" if the student has not completed grade level. The legal name of a student is the name appearing on the birth certificate on file at the Bureau of Vital Statistics for each state. The permanent record should show this legal name.

**MIDDLE SCHOOL CUMULATIVE FILES:** These files contain information about students attending school in the Jordan School District. They document student performance and are used for reference purposes.

**The following remain in the file:**

- **achievement test scores,**
- **copies of report cards,**
- **health records, and**
- **pertinent information concerning the student**

Retain until student leaves school and then transfer to high school or to receiving middle school. Complete the outside of the file before sending. Copy any oversized files from other districts and include in the file. When preparing for transferring 9<sup>th</sup> grade files to high school, discard duplicate and non-essential materials.

**HIGH SCHOOL CUMULATIVE FILES:** These files contain information about students attending school in the Jordan School District. They document student performance and are used for reference purposes. They contain the student's official transcript (consisting of student's name, address, birth date, names of parents, lists of high school classes and grades, date of graduation, test scores, class ranking, grade point average, and record of expulsions).

**The following remain in the file until destroyed:**

- **achievement test scores,**
- **copies of report cards,**
- **health records, and**
- **pertinent information on the student**

Retain in office for 3 years after graduation and then destroy provided official transcript has been pulled and filed. (Official transcripts are retained at the high school permanently.)

### **Cumulative Permanent Record Guidelines continued**

#### **3. Non-transferred Records (Dead Files):**

Non-transferred student cumulative/permanent records of students in grades kindergarten through 8 shall be held in that school until the student's grade level is advanced to the next school level. (i.e., 6<sup>th</sup> grade records are sent to the feeder middle school and 9<sup>th</sup> grade records are sent to the feeder high school each June). Once at the feeder high school the record shall be retained three (3) years after the student would have graduated. At the end of three years these records shall be transferred to the Planning & Student Services Department each year by June 30 and then sent to the State Records Center and retained for 17 years and then transferred to the State Archives permanently.

Non-transferred student cumulative/permanent records of students in grade 9 shall be forwarded to the student's boundary high school. Official grade transcripts include attendance in grades 9 through 12 and are retained permanently at the high school. Therefore, the middle school should forward these records to the student's boundary high school in order for an official transcript to be retained permanently at the high school.

#### **4. A Written Release is needed when:**

- The record contains confidential materials and individual testing.
- An outside agency requests to see or copy the record.

#### **5. Transferring Records:**

Permanent records should only be transferred to the receiving school after a written request is received from that school. Send permanent records within 30 days of request for regular students, **within 10 days for a military child**. A parental release is not required when transferring student records from one school to another.

- Maintain a record of the date the transfer request was received and the date and school where the record was sent.
- Transfer the **ORIGINAL** records for students in grades K through 8. Discard duplicate and non-essential materials from the file, making sure test scores, report cards, health records and pertinent information about the student remain. Complete the exit date, membership and all folder information on the file before sending.
- Transfer a **CERTIFIED COPY** (refer to #7) of records for students in grades 9 through 12 to requesting schools outside of Jordan School District. The original records shall then be archived at the high school the student last attended. (Certified copies contain an official school seal, are stamped "Official", and contain a cover letter or other means to certify the school records are official copies).
- Transfer the **ORIGINAL** records for students in grades 9 through 12 to requesting schools within Jordan School District. The original records shall then be archived at the high school the student last attended.

#### **6. Requesting Records:**

Request permanent records within 14 days for regular students, **simultaneously with registration of a military child**.

- Maintain a record of the date and school the transfer request was sent to, and the date and school the record was received from.

#### **7. Photo copying for sending records:**

- Copy Directory Information - name, address, parents, siblings, etc.
- Copy Group Testing **only**. (Individual psychological testing needs a signed release.)
- Copy Progress Reports and Reading Reports.
- Copy Attendance Record.
- Copy Health Records.

**If a parent desires to take the permanent record when moving, make a photocopy of the record and give to the parent. Keep the original permanent record until it is requested from the new school.**

JORDAN SCHOOL DISTRICT  
Department of Planning and Student Services

Cumulative Permanent Record Guidelines continued

**8. Storage and Destruction of Records:**

- The Teacher's Register (roll book) and/or master roll or equivalent is stored at the local school permanently.
- Transcripts (page 54) will be kept for all 9th to 12th grade students permanently. These records will be stored permanently at the local high school and contain directory information, grades, test scores, attendance, credit earned, and record of expulsions.
- The high school may appropriately destroy documents that are not part of the grade transcript (page 54) three years after the student's class graduates. It is recommended that the high school wait the three years before destroying documents that are not part of the grade transcript.

**9. Special Education Guidelines:**

- When sending special education records to schools outside of the District, the original file should be transferred. Prior to sending these records, copies should be made of all legal documents including the permission forms, IEPs, and current classification date and kept in the inactive file.
- All files of students receiving special services in Jordan School District must be kept for a minimum of 5 years after termination of those services. These files should be kept in the school where services were last received. Records of students moving to middle school and high school should be sent on to the school they will be attending. Each year, Jordan School District will advertise in local newspapers that records dated 5 years past the student's twenty-second birthday are to be destroyed. Parents or students 18 years or older will have the option to go to the school where that student last attended and take all or portions of the files prior to the date of destruction.

**10. Access to Records:**

- The custodial parent, guardian, or 18-year-old student may review the records and may have a copy. The school is allowed forty-five (45) days to prepare the record but encouraged to give it to the parents as soon as possible.
- The custodial parent, guardian, or 18-year-old student has a right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.
- If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing. Refer them to Planning and Student Services.
- Either parent has the right to examine the Permanent Records unless there is a court order against this. If the non-custodial parent requests information, the custodial parent should be contacted to give them the opportunity of furnishing legal documentation limiting access, if such exists.
- An adult who requests records of a person who is 18 years or older must have court papers showing legal guardianship of that person or be able to prove that they claimed that person on their income taxes.
- The school does not need to provide education records to parents at the time of the request. You can take a few hours or even a day. If the parent is 50 miles or more away, the school can mail or fax the records with proof of identification. Lunch records are considered a school record. With Skyward Grade Book, there is no problem with both parents having access, IF the court orders allow or the custodial parent approves in writing.

## RECORDS RETENTION

Utah State Archives has developed a Records Retention Schedule to ensure compliance with the federal GRAMA (Government Records Access Management Act). Jordan School District requires some records to be kept for longer periods of time than required by the State of Utah.

### Items to Keep PERMANENTLY

- PDM (Student Information Report) The school runs this report and keeps it permanently.
- Year End Attendance Report or equivalent, such as:
  - Attendance Detail or Summary Report (keep equivalent Delta report through 2006-07 school year)
  - Teacher/Class Rollbook, run at the school (keep equivalent Delta Report through 2006-07 school year)
  - Grade Listing/Verification (Information Systems runs quarterly and sends to school. The last one for the year is kept at the school for 3 years.)
  - Grade Book, Year-end electronic copy (optional if equivalent information saved in another report)
  - All old roll books or master rolls (hard copies, not computerized)

The following page is a quick glance Records Retention Schedule. It is abbreviated from the original state retention schedule. If some items seem to be contradictory, please call Planning and Student Services for clarification, or err on the side of longer retention of records.

For records to be stored at the Records Retention Center away from your school site, or to be sent to State Archives for permanent storage, the records must be packaged in a specific manner. Official archival boxes must be used, and can be purchased from office supply companies. The records must be packed according to State Archives specifications. Please call Planning and Student Services for assistance in packing and storing old records away from the school site.

## RECORDS RETENTION SCHEDULE - QUICK GLANCE

### Miscellaneous

Accounting Records (Schedule 5 and Heather Ellingson) ----- see Heather Ellingson and website below  
 Cafeteria information (Schedule 19)----- see web site below  
 Rental Report (11-4)----- 3 years at district office

### Personnel

ADA Accommodations requests (14-6)----- 5 years after termination or retirement  
 Career Ladder reports (14-35)----- Permanent, may be transferred to State Archives  
 Certified Employee Contracts (14-11)----- 6 years after expiration of contract  
 Certified Personnel files (14-1)----- 65 years from hire date or 3 years after retirement or death  
 Classified Personnel files (14-2) ----- 65 years from hire date or 3 years after retirement or death  
 JCES Evaluation (Jordan Classified Evaluation System) ----- 3 years, until superseded  
 JPAS Evaluation (Jordan Performance Appraisal System) ----- 3 years, until superseded  
 JAES Evaluation (Jordan Administrator Evaluation System) -- 3 years, until superseded  
 Employee Training files (14-14) ----- 6 years  
 FMLA applications (14-16)----- 3 years

### Schools

Attendance class rolls (if not computerized) (17-1) ----- 3 years, if transferred to cum record  
 Attendance records (used to create reports) (19-4) ----- 1 year or until audited  
 Attendance summary report (19-5) ----- 5 years  
 ATE Roll books ----- 4 years  
 Bus permission slips (19-35) ----- 1 year, or until resolution of any litigation  
 Bus requests (field trips, etc.) (19-8)----- 1 year at school; 2 years at district office  
 Bus Rules and Regulations, sent home (19-9)----- 1 year  
 Check-Out slips (19-23)----- 1 year  
 Court ordered Community Service files (17-21) (student)----- 1 year after completion  
 Cum files (does NOT include transcripts) (17-2) ----- 3 years after graduation  
 Dead files (does NOT include transcripts) (17-23) ----- 3 years after graduation  
 Discipline files (19-48)----- 1 year after student leaves school  
 Early Graduation certificates (17-15)----- 1 year  
 Grade sheets (19-20)----- 3 years  
 Fee Waiver Records (19-14)----- 4 years  
 Handbook, School/Student (19-42)----- Permanent, may be transferred to State Archives  
 Information card (19-50)----- Until superseded or end of school year  
 Injury report (8-9)----- 7 years, or until resolution of any litigation  
 Locator card (19-25)----- 1 year or to end of school year  
 Medication authorization/dispensing (19-29) (17-5) ----- 1 year after graduation  
 Registration fee report (19-38) ----- 4 years  
 Registration records (19-52)----- 1 year, if not part of cum folder  
 Rental Agreements (11-9)----- 4 years  
 Report cards (19-53)----- 1 year  
 School Choice/Permit applications (17-9) (17-11)----- Graduation or moved from district  
**Transcripts, Official (17-3)----- Permanent**  
 Withdrawal records (19-54)----- 2 years  
 Young Mothers applications (17-10) ----- Graduation or until superseded

### School Memorabilia, etc.

Activities report files (19-1) ----- Permanent, may be transferred to State Archives  
 Graduation Programs (19-21)----- Permanent, may be transferred to State Archives  
 Literary Publications and Newspapers (19-24) (19-44) ----- Permanent, may be transferred to State Archives  
 Scrapbooks / Photo Albums (19-22) (19-46) ----- Permanent, may be transferred to State Archives  
 Student Council Minutes (17-24) ----- Permanent, may be transferred to State Archives  
 Yearbooks (19-59) ----- Permanent, may be transferred to State Archives  
 (high schools should send current yearbook to State Records each year)

For more detailed description of the document, please go to <http://archives.utah.gov>; Records Management; Retention Schedules; School district general schedule.

**JSD Reports to be kept permanently:** PDM (Student Information Report) kept at schools; Year-end Attendance Report or equivalent kept at the school; Year-end Membership Reports kept in Planning & Student services.

## **Steps for Next Year Open Enrollment (Permits)**

**Pre-enrolled students:** Students who are not currently attending either 904 (out of district) or any Jordan District school need to be pre-enrolled in the school they will be attending in the fall.

They need to be entered in the grade they were in this year with a current year status of “Inactive” and a next year status of “Active” on the first day of the upcoming traditional calendar or A track of the YRE calendar.

- If the student requires a permit, enter the “next year school,” select “next year school assignment” as “manual override,” and enter the permit in the “reason code.”

**Standard Open Enrollment Applications (Permits):** These need to be processed as soon as possible. Please distribute copies as indicated on the bottom of the form as soon as they are approved.

**Paper Processing:** The Standard Open Enrollment Application form for

- **Early Open Enrollment Period Transfers** can be filled out December 1 through the third Friday in February for the following year.
- The Standard Open Enrollment Application form for **Late Open Enrollment Period Transfers** can be filled out before December 1 or after the third Friday in February.

Both early and late transfers need to be approved by the principal of the requested school only. These forms need to be done only once for each level (elementary, middle and high school). They will renew automatically every year thereafter while the student is in the same level, unless a Revoked School Transfer Request form is completed and entered into Skyward. Please make sure the Standard Open Enrollment Application form information is complete.

**Computer Processing:** For current students who have requested a permit to a school other than their boundary school,

- enter the “next year school,” select “next year school assignment” as “manual override,” and
- enter the permit in the “reason code” on the General 2 screen.

It is the responsibility of the school they are currently attending to mark all fields. The pink copy needs to be forwarded to the current school as soon as possible for computer input.

A nightly process in Skyward will remove the pre-transferred record from the prior school and add a pre-transferred record to the new next year school.

Both Early and Late Standard Open Enrollment Applications need to be processed and submitted to Planning and Student Services as they are approved on a timely basis. Permits need to be processed before the pre-transfer rollover in order to be included in the rollover.

**\*\*Skyward questions answered by User Support and Information Systems at 567-8737\*\***

JORDAN SCHOOL DISTRICT  
Department of Planning and Student Services

**Renewal of School Choice (Permit) Applications:**

Both Early and Late Enrollment Period Transfers will automatically renew each year until the student changes levels (elementary to middle or middle to high school).

**Computer Processing:** Nothing needs to be done for students who are currently attending a school on permit and who are not changing schools. (Next year status will automatically be “Active.”)

**Permit Revocation, conditions for:**

A Revoked School Choice (Permit) form should be completed for any of the following reasons.

- the student is no longer a Utah resident,
- the student is suspended or expelled from school. The nature of the misbehavior resulting in suspension should be significant enough that the action seems consistent with all other similar situations and is not arbitrary or capricious. (After due process and if the school agrees, student can choose to return to permit school on provisional status; if either the school or the student prefers, the student can return to their boundary school.)
- the district determines that enrollment will exceed the open enrollment threshold as established by law,
- the student was accepted on “provisional enrollment” status and a Student Behavior Contract – Provisional School Choice has been violated.

**Revoked Permits:**

These need to be processed as soon as possible. Please distribute copies as indicated on the bottom of the form as soon as they are approved.

**Paper Processing:** The Revoke School Choice (Permit) form will be completed when a student who is attending your school on school choice is withdrawn – for any reason.

**Computer Processing:** When a student who is attending your school on school choice withdraws from your school, change the “Next Year School Assignment” to “Computer Generated” and the system will remove the permit from the “Reason Code.” The feeder pattern program will change the “Next Year School” back to the boundary school.

(ALPS students are in a district program on a special “ALPS” permit. The ALPS permits and revocations are handled in the Curriculum Department.)

JORDAN SCHOOL DISTRICT  
Department of Planning and Student Services  
**Retention Administrative Guidelines**

Each retention case shall follow the school's special education referral process. A team comprised of a school administrator, parent(s)/legal guardian(s), teachers, and guidance personnel who will consider individual patterns of growth shall evaluate each requested retention. The research indicates that careful consideration should be given, as inappropriate retention is more harmful than beneficial. Each request **should be approved or denied at the local school**. The data, as outlined below, should be collected and considered in the evaluation for each student retention. **The final decision to retain a student is the responsibility of the evaluation team under the direction of a school administrator.** In the event that agreement cannot be reached by the team, parent(s)/legal guardian(s) may request to have a district-level committee, formed by the Office of Compliance and Special Programs, review the local school decision. The parent(s)/legal guardian(s) shall be notified of the right to appeal the decision of the district-level review committee to the Board of Education.

Retention or acceleration regarding any English Language Learner (ELL) student should not be initiated prior to consultation with the Bilingual Psychologist in the Alternative Language Services Department. The Bilingual Psychologist will coordinate necessary evaluations after determining the linguistic and cultural appropriateness of the request to retain or accelerate.

**Grades K-6 Guidelines**

- A. The student's physical, emotional, intellectual, behavioral and social maturity should be considered. Parent(s)/legal guardian(s) will be asked to complete a behavioral assessment. A formal student observation, conducted by the school guidance personnel, will provide data to assist in making this determination.
- B. The IQ will be determined by an individually administered intelligence test. It is recommended that a Wechsler Intelligence Test, which is age-appropriate, be administered. However, the school guidance personnel may elect to administer an alternate intelligence test. Use of a screening instrument, such as the Slosson Intelligence Test, is not considered to be sufficient. To consider retention, the IQ should fall within the average range of intelligence (85-115) or above.
- C. A norm-referenced achievement battery, criterion-referenced test, as well as informal assessment by the classroom teacher should be administered to determine the student's readiness levels and skills.
- D. Children with learning disabilities or intellectual handicaps should not be considered for retention.
- E. Evaluation should include the degree of parental support.

**Grades 7-9 Guidelines**

- A. **Retention in grades 7-9 should only be considered in extreme cases.**
- B. If circumstances warrant retention consideration, guidelines A-E listed under Grades K-6 should be followed.

**Grades 10-12 Guidelines**

- A. **Retention in grade 10-12 should only be considered in extreme cases.**
- B. If circumstances warrant retention consideration, guidelines A-E listed under Grades K-6 should be followed.
- C. There is no provision for additional years of athletic eligibility after three consecutive years.
- D. If a student has not graduated after three years and still desires to graduate, the fourth year will be offered through adult education programs, not the regular high school.

Rev. 2-13-07

### **Acceleration Administrative Guidelines**

Each acceleration case shall follow the school's special education referral process. A team comprised of a school administrator, parent(s)/legal guardian(s), teachers, and guidance personnel who will consider individual patterns of growth shall evaluate each requested acceleration. Research indicates that careful consideration should be given, as inappropriate acceleration is more harmful than beneficial. Each request **should be approved or denied at the local school**. The data, as outlined below, should be collected and considered in the evaluation for each student acceleration. **The final decision to accelerate a student is the responsibility of the evaluation team under the direction of a school administrator**. In the event that agreement cannot be reached by the team, parent(s)/legal guardian(s) may request to have a district-level committee, formed by the Office of Compliance and Special Programs, review the local school decision. The parent(s)/legal guardian(s) shall be notified of the right to appeal the decision of the district-level review committee to the Board of Education.

Retention or acceleration regarding any English Language Learner (ELL) student should not be initiated prior to consultation with the Bilingual Psychologist in the Alternative Language Services Department. The Bilingual Psychologist will coordinate necessary evaluations after determining the linguistic and cultural appropriateness of the request to retain or accelerate.

#### **Guidelines**

- A. A student's physical, emotional, intellectual, behavioral and social maturity should be considered. Parent(s)/legal guardian(s) will be asked to complete a behavioral assessment. A formal student observation, conducted by the school guidance personnel, will provide data to assist in making this determination.
- B. The IQ will be determined by an individually administered intelligence test. It is recommended that a Wechsler Intelligence Test, which is age-appropriate, be administered. However, the school guidance personnel may elect to administer an alternate intelligence test. Use of a screening instrument, such as the Slosson Intelligence Test, is not considered to be sufficient. To consider acceleration, the IQ should fall within the superior or very superior range of intelligence. **A score of 125 is considered minimal.**
- C. A norm-referenced achievement battery, criterion-referenced test, as well as informal assessment by the classroom teacher should be administered to determine the student's readiness levels and skills. **The student should be performing above the 96th percentile in most of the academic areas in order to be considered for acceleration.**
- D. The student should be in the **top 3% of his/her class** (grade at school) academically and intellectually to be considered for acceleration.
- E. When acceleration involves moving to another level, there must be approval and involvement from the receiving school administrator, i.e., a sixth grade elementary student promoted to a seventh grade middle school.
- F. Evaluation should include the degree of parental support.

Rev. 2-13-07

**Individual Report of Retention Form:**

JORDAN SCHOOL DISTRICT  
Planning and Student Services

**Individual Report of Retention or Acceleration**

**Retention**

**Acceleration**

Student: \_\_\_\_\_ Date of birth: \_\_\_\_\_

Current date: \_\_\_\_\_ Age: \_\_\_\_\_

Current teacher: \_\_\_\_\_ Student number: \_\_\_\_\_

Current grade: \_\_\_\_\_ Retention/Acceleration grade: \_\_\_\_\_

School: \_\_\_\_\_ ELL student:  Yes  No

Retention/Acceleration requested by: \_\_\_\_\_

Reason for retention/acceleration: \_\_\_\_\_

\_\_\_\_\_

Is the psycho-educational report attached?  Yes  No

Prepared by: \_\_\_\_\_  
Guidance Personnel Signature

Are the parent(s)/legal guardian(s) of the student agreeable to the retention or acceleration?

Yes  No

\_\_\_\_\_  
Parent/Guardian Signature

Is the school team agreeable to the acceleration or retention, based on JSD policy and guidelines?  Yes  No

\_\_\_\_\_  
Team Member's Signature

\_\_\_\_\_  
Team Member's Signature

\_\_\_\_\_  
Team Member's Signature

\_\_\_\_\_  
School Administrator's Signature

Is the administrator of schools agreeable to the acceleration or retention, based on JSD policy and guidelines?  Yes  No

\_\_\_\_\_  
Administrator of Schools Signature

Additional comments: \_\_\_\_\_

\_\_\_\_\_

JORDAN SCHOOL DISTRICT  
Department of Planning and Student Services

**Release Time / Dual Enrollment Guidelines**

1. Students requesting a released time partial schedule outside of school (less than half of the day) for credit-bearing **academic study** will need to complete and process the **Request for Student Released Time From School (Form A)** with the student's counselor and principal. All guidelines stipulated on the form must be met. The student is required to pay full fees, if applicable.
2. Students requesting a release time partial schedule outside of school (less than half of the day) for specialized training, medical accommodations, or mitigating circumstances will need to complete the **Request for Student Release Time From School (Form B)** and acquire all required signatures. All guidelines stipulated on the form must be met. The student is required to pay full fees, if applicable.
3. A student can be released for one period each day without reduced funding to the school if the release is accounted for in the IEP/SEP/SEOP. For example, a student who is released to take seminary is in public school 7 of the 8 periods each day, but is counted in attendance for funding purposes for a full day. Seminary release time is included in the SEOP at registration. Only one period may be counted if it is written into the SEOP, release for more than one period will result in a reduced enrollment funding.
4. Students acknowledged for Home School by the Board of Education may dual enroll. In order to maintain Home School status, their enrollment in public school must be less than half time. They will be enrolled part time in the computer system; pay full fees and follow all public school rules and guidelines.
5. Charter schools are public schools. A student who is enrolled in a charter school, including the K-12 Utah Virtual Academy Charter School, may **not** dual enroll in the boundary school. The exception is for students in grades 9-12 who may register for 6 credits online through their school counselor.
6. The K-8 online schools through Alpine, Davis and Washington districts are public schools. A student who is enrolled in these schools may **not** dual enroll in the boundary school.
7. Electronic High School (EHS) is sponsored by the USBE and is not considered a public school. A student who is enrolled in EHS may dual enroll in their boundary school.
8. Students enrolled in a private school, but wanting up to 3 periods in a Jordan School District school must show verification of their private enrollment status. They will be enrolled part time in the computer system; pay full fees and follow all public school rules and guidelines.
9. Students enrolled in a Jordan School District high school and needing a class or classes from another high school can be accepted as a courtesy and with the approval of their administrator. The class requested must not be offered at the high school of their enrollment. The counseling center or registrar tracks the attendance and grade from the teacher and reports to the high school of enrollment. Class and/or book fees will be charged, if applicable.
10. Students enrolled at Valley High School seeking a 24-credit diploma will not be allowed to dual enroll in a regular high school that requires a 25.5- or 27-credit diploma. Dual enrollment at a regular high school and the alternative high school is not allowed because of the differences in credit requirements and funding support. (Credit Guidelines Booklet, page 7, Section I.D.5)
11. Students taking a technology class in another district must be enrolled in a Jordan District school. The other district will report the grade to the school.
12. Students in a private school, who live in Jordan District boundaries and wish to enroll in a Jordan District technology class, should work with the boundary school counselor for scheduling and credit tracking.
13. Students who leave the regular public high school and enter an adult education program will not be allowed to return to a JSD high school because of the differences in credit requirements and funding support.

## **Dual Enrollment**

“Dual enrollment student” is a person having control of a minor who is enrolled in a regularly established private school or home school may also enroll the minor in a public school for dual enrollment purposes. (Utah Admin Code 53A-11-Part 1-102.5).

### **Private School / Home School Dual Enrollment**

Students who are in regularly established private school or in home school can also be enrolled in a public school as a part-time student. If they wish to enroll in a public school for half time or more than half time, their home school status is nullified and the public school becomes the primary LEA. If Release time is needed less than ½ day a Release Form A or B may be used to excuse part of a school day if necessary. If they are in Home School more than half time, they can dual enroll for less than half time in public school. Using the half day to determine whether they are in home school or public school is a guideline, not a rule.

### **Charter School Dual Enrollment - (not allowed)**

A student can only be enrolled in one public school at a time. Charter schools are public schools, and as such, students who are enrolled in a charter school cannot also be enrolled in a public school. Online charter schools are public schools. Students may not be enrolled in an online charter school and also in a Jordan District school. Exception: Statewide Online Public Education Program for grades 9-12. (See Credit Guidelines I-D-fe.)

### **Public School Dual Enrollment - (not allowed)**

A student can only be enrolled in one public school at a time. Students enrolled at Valley High School seeking a 24-credit diploma will not be allowed to dual enroll in a regular high school that requires a 25.5- or 27-credit diploma. Dual enrollment at a regular high school and the alternative high school is not allowed because of the differences in credit requirements and funding support. (Credit Guidelines Booklet, page 7, Section I.D.5)

### **Online Public or Charter Schools, i.e., K-8 Online and K-12 Online Dual Enrollment - (not allowed)**

When they are enrolled in online courses through a public school outside of Jordan School District, they cannot also be enrolled in a Jordan District school. These are public schools which get their funding from the WPU. When a student enrolls in one of these online schools, their records are sent to the receiving school upon request. (The online schools, like all public schools, have the responsibility to meet any IEP needs.) Exception: Statewide Online Public Education Program for grades 9-12. (See Credit Guidelines I-D-fe.)

### **Statewide Public Education Online Program Dual Enrollment** – (Utah Code 53A-15-Part 12-1204)

Students are eligible to earn up to six (6) credits through the Statewide Online Education Program if they are enrolled in a district school or charter school in Utah. Students attending a private or home school and having a custodial parent or legal guardian which is a resident of Utah are also eligible for the program. A student enrolled in the program may earn no more credits in a year than the number of credits a student may earn by taking a full course load during the regular school day in the student’s primary school of enrollment. (R277-726-4. List of Providers: <http://www.schools.utah.gov/edonline/Students-and-Parents/Courses.aspx>)

**Note:** Electronic High School (EHS) is sponsored by the USOE. Since EHS is not funded through WPU, it is not considered a public school. Therefore, students can be enrolled in home school, can be taking classes from EHS as part of their home schooling, and still be dual enrolled in a Jordan District school.

## **Student Residency Questionnaire**

The **Student Residency Questionnaire** has been developed to assist in the process of enrolling homeless students and to bring the district into compliance with the McKinney-Vento Act. This questionnaire has been included in the forms section of this manual.

**It is imperative that the parents of every student who attends your school, anytime during the school year, complete this residency questionnaire.**

The form is provided in both English and Spanish, which can be copied back to back. Please make additional copies of both the English and Spanish versions. These copies could then be given to the registrar, attendance office, and/or counselors to give to students entering your school during the school year who did not receive the initial registration.

**This notification must be included with registration materials mailed or provided to all parents/students.** The forms will be included in the elementary and middle school registration booklets and the online registration materials. Please make sure that the forms are returned with other registration materials. **The form is not optional**, all students are required to complete and return the questionnaire.

At the bottom of the questionnaire are instructions for the parents and the school. If any of the questionnaires are returned to the school that indicate a temporary residence, please forward the forms to the Jordan School District Homeless Liaison in Alternative Language Services or call the liaison directly.

### **Skyward Instructions:**

1. When entering the student into Skyward and the caregiver does not have Durable Power of Attorney:
  - Family #1 is the student – relationship is “McKinney Vento” - with the current address of where they are residing.
  - Family #2 is the child’s legal guardian-choose appropriate relationship- with their address and contact information if it is available.
  - Family #3 is the caregiver – relationship is McKinney Vento – with their address and contact information. Once a Durable Power of Attorney is obtained, move the caregiver to Family #1 in place of the student.
  
1. When entering a student into Skyward with a caregiver who has a Durable Power of Attorney:
  - Family #1 is the caregiver – relationship is McKinney Vento – with their address and contact information.
  - Family #2 is the legal guardian – choose the appropriate relationship - with their address and contact information if it is available.

NOTE: If Legal Guardianship is awarded through the courts, this determines who is placed in the Family #1 position.

NEW: Two new relationship fields were added for you to use in the Family screen in Skyward:

- McKinney Vento
- Migrant

**Student/Family Residency Questionnaire Form:**



**Student/Family Residency Questionnaire**

Your child may be eligible for additional educational services through Title I-Part A, Title I-Part C-Migrant and/or the Federal McKinney-Vento Assistance Act (42 U.S.C. 11435). Please complete this form and return it to your child's school.

1. Presently, are you and/or your family living in any of the following situations? Check all that apply.

- 1. Student is sharing the housing with one or more families due to loss of housing, economic hardship, or similar reason.
- 2. Student is temporarily living in a motel or hotel due to loss of housing, economic hardship, or similar reason.
- 3. Student is living in a shelter (family shelter, domestic violence shelter, youth shelter, or transitional housing.)
- 4. Student is living in a car, park, campground, abandoned building, or public place.
- 5. Student is living in a place without adequate facilities (not designed for heat, electricity, water services, etc.)
- 6. Student is seeking enrollment without an accompanying parent (unaccompanied youth).

**If any of the above conditions were checked, please return this completed form to your child's school office.**

2. Please list ALL children currently living with you that are attending any elementary, middle, or high school in Jordan School District. Please also list preschool age children who will be 3 or 4 years old by September 1<sup>st</sup> of the current year.

First	Middle	Last	M/F	Birthdate	Grade	School Name

Presenting a false record or falsifying records is an offense under Section 73.10, Penal code, and enrollment of the child under false documents subjects the person to liability for tuition of other costs. TEC Sec. 25.003(3)(d). The McKinney Vento Homeless Education Assistance Act ensures rights for students who are homeless.

3.

Name of parent(s)/legal guardian(s)	Signature	Date
-------------------------------------	-----------	------

Address	City/Zip	Phone
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Person completing this form:	<input type="checkbox"/> Parent <input type="checkbox"/> Student	<input type="checkbox"/> Guardian <input type="checkbox"/> Other (please specify _____)	<input type="checkbox"/> School Personnel (Date/Method): _____ (Phone conversation, personal knowledge, etc.)
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**Parents(s), Guardians(s), or Student:**

- ✓ Please notify the school if your living status changes.
- ✓ If your children qualify for services under the McKinney-Vento Assistance Act they have the right to additional services and support which could include school placement, school supplies, intervention, etc.
- ✓ Please call the Jordan School District Homeless Liaison at 801-567-8308 if you have questions.

**School Personnel:**

- ✓ Please return this form for SKYWARD identification purposes to the Jordan School District Homeless Liaison at Alternative Language Services in the Auxiliary Services Building or call 801-567-8308 for questions.

*Revised 3/17/2016*

# Student/Family Residency Questionnaire Spanish Form:



## Cuestionario de Residencia para Estudiantes y Familias

Su estudiante puede ser elegible para los servicios adicionales a través de Título I-parte A, Título I Parte C- Migrante, y ó el Acto Asistente de McKinney- Vento (42U.S.C. 11435), por favor complete este formulario y regrese lo a la escuela de su estudiante.

1. Presentemente están ustedes y/ o su familia viviendo en cualquier de las siguientes situaciones? Marque todas las que aplican.

1. El estudiante está compartiendo la residencia con una o más familias debido a la pérdida de residencia, dificultad económica o razones similares

2. El estudiante está viviendo temporalmente en un motel u hotel debido a la pérdida de su residencia, dificultades o razones similares

3. El estudiante está viviendo en un albergue (albergue familiar, violencia doméstica, albergue juvenil, o residencia transitoria).

4. El estudiante está viviendo en un carro, parque, zona de campamento, edificio abandonado, o lugar público.

5. El estudiante está viviendo en lugar que carece de instalaciones adecuadas (calefacción, agua corriente, etc.)

6. El estudiante está solicitando matricularse sin el acompañamiento de sus padres (no está bajo la tutela de un adulto).

Si a marcado algunas de las de las condiciones mencionadas arriba, regrese este formulario completado a la oficina de la escuela de su estudiante.

2. Por favor mencione TODOS los niños que actualmente están viviendo con ustedes y están asistiendo en la Escuela Primaria, Secundaria o Preparatoria en el Distrito Escolar de Jordan. También por favor mencione los niños en edad pre-escolar quienes tendrán 3 o 4 años de edad para el 1er de Septiembre del presente año escolar.

Primero	Medio	Apellido	M/F	Fecha de Nacimiento	Grado	Nombre de la Escuela

Presentar falsos documentos o documentos falsificados es una ofensa bajo la sección 73.10, código Penal, o matricular a un estudiante menor con falsos documentos la persona es sujeta a la responsabilidad de la matrícula u otros gastos. TEC Sec. 25.003(3)(d). The McKinney Vento Act de Asistencia Educativa garantiza los derechos de los estudiantes desamparados

3.

Nombre de Padre (s) Guardián Legal	Firma	Fecha
Dirección	Código de la Ciudad	Teléfono

Persona Completando este formulario: <input type="checkbox"/> Padre <input type="checkbox"/> Estudiante <input type="checkbox"/> Guardian <input type="checkbox"/> Otro (por favor especifique)	<input type="checkbox"/> Personal de la Escuela (Fecha/Método): (conversación telefónica o conocimiento personal)
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### Padre(s) Apoderado (s) o Estudiante

- ✓ Please notify the school if your living status changes.
- ✓ If su estudiante califica para los servicios bajo el Decreto de Asistencia de Mejoramiento de McKinney Vento ellos tienen el derecho de servicios adicionales y apoyo que pueda incluir colocación en la escuela, material académico, intervenciones, etc.
- ✓ Por favor llame a la Línea de los Desamparados 801-567-8308 si tiene alguna pregunta.

### Personal de la Escuela

- ✓ Por favor regrese este formulario para SKYWARD para los propósitos de identificación para la Línea de Familias Desamparadas del Distrito Escolar de Jordan y para el Servicio del Lenguaje Alternativo ubicado en el Edificio Auxiliar o llamar al 801-567-8308 por preguntas.

Revised 3/17/2016

JORDAN SCHOOL DISTRICT  
Department of Planning and Student Services  
**Uploading of Student Education Records**

Student education records are those records maintained by the school which contain personally identifiable information.

It is imperative that school personnel protect the privacy of students' education records and comply with the Family Education Rights and Privacy Act. The following information is provided to assist you in maintaining the privacy of students' education records.

Principals shall have the option of uploading a student's transcripts to official institutions of higher education using a secure electronic system. Caution should be used in ensuring the person or organization requesting records has the right to the information and is the person or organization that will receive the information requested.

Uploading student education records should only be considered if this is the preferred method of submitting student education records as designated by the requesting institution of higher education.

**Student education records may be uploaded when the following five conditions have been met:**

- ✓ **The student has submitted an admission application to the institution of higher education which is requesting the records.**
- ✓ **Receipt of a written request or invitation from the institution of higher education to which the student has applied for admission.**
- ✓ **Verification that the system which will be used to upload the records is a secure system. A username and password should be provided that is unique to the individual uploading the records.**
- ✓ **Written parental consent to upload records. (A sample consent form can be found on the following page.)**
- ✓ **Principal authorization.**

**Mailing of student education records remains the preferred method of Jordan School District.**

## UPLOADING STUDENT EDUCATION RECORDS ELECTRONICALLY PARENTAL CONSENT FORM

When the school receives a valid written request or invitation from an institution of higher education to upload a student's transcripts through a secure online system, prior written parental consent is required before the transcripts may be uploaded. Please complete and sign this form if you give approval to upload your student's records into a secure electronic system.

My signature below authorizes school officials at \_\_\_\_\_ School to upload my student's transcripts to the requesting higher education institution(s) secure electronic system.

Name of Higher Education Institutions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Student's name                      Custodial Parent/Legal Guardian Signature                      Date

## EDUCATION / VACATION LEAVE FORM

Pre-approved education/vacation leave has been established as a valid excuse by the Board of Education. A student may be allowed up to a **maximum of ten (10) days** (with no minimum requirement) for education/vacation leave if **prior** arrangements have been made with the school for the student to make up his/her homework. Make-up work and timelines should follow each individual teacher's disclosure statement or the school's code of conduct.

However, activities, discussions, simulations and presentations take place every day and cannot be duplicated, even by after-school instruction or make-up work. Therefore, grades may be adversely affected by taking a leave, even though written assignments are turned in as required. This absence, although continued on school records, will be considered "excused." It is the student's responsibility to complete the make-up work as assigned per each individual teacher's disclosure statement or the school's code of conduct.

This procedure allows students to have the educational experience of travel with a minimum of scholastic penalty; however, it does disqualify students for receipt of any awards associated with attendance (i.e., 100% attendance award, etc.)

Student Name \_\_\_\_\_ Date completed form \_\_\_\_\_  
Received in office: \_\_\_\_\_

Student's Grade \_\_\_\_\_ Teacher (if applicable) \_\_\_\_\_

Reason for Absence \_\_\_\_\_

Dates of Absence \_\_\_\_\_

Teachers, please indicate the work to be completed, and give a due date for work to be turned in according to your classroom disclosure or the school's code of conduct.

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Student signature \_\_\_\_\_

Parent signature \_\_\_\_\_

# Elementary Registration Form:

Office use only  
 Boundary  Choice   
 Immunization Complete  Bus # \_\_\_\_\_

Jordan School District  
**ELEMENTARY REGISTRATION CARD**

Office use only  
 Household Name \_\_\_\_\_  
 Entry Date \_\_\_\_\_

Legal Last Name of Student(s)	First Name	Gender	Birthdate	Teacher	Grade	Track	Student Number
1							
2							
3							
4							

Home Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_  
 Guardian 1 \_\_\_\_\_ Relationship \_\_\_\_\_ Custodial (Y/N) \_\_\_\_\_ Employer \_\_\_\_\_  
 Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Parent email: \_\_\_\_\_  
 Guardian 2 \_\_\_\_\_ Relationship \_\_\_\_\_ Custodial (Y/N) \_\_\_\_\_ Employer \_\_\_\_\_  
 Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Parent email: \_\_\_\_\_  
 Emergency Phone \_\_\_\_\_ Emergency Contact Person \_\_\_\_\_

**Federal Ethnicity and Race Count**

**Part 1 – Ethnicity:** Is the student (or are you) Hispanic/Latino?  
 No, not Hispanic/Latino  
 Yes, Hispanic/Latino (A person of Cuban, Mexican, Puerto Rican, Central American, South American, or other Spanish culture or origin, regardless of race.)

The above part of the question is about ethnicity, not race. No matter what you selected above, **please continue to answer the following** by marking one or more boxes below to indicate what you consider your student's (or your) race to be.

**Part 2 – Race:** What is your student's (or your) race? (Choose one or more.)  
 **Central American Indian, North American Indian, South American Indian or Alaska Native**, a person having origins in any of the **original peoples of Central America, North America, or South America**, and who maintains community attachment or tribal affiliation.  
 **Asian** (A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.)  
 **Black or African American** (A person having origins in any of the black racial groups of Africa.)  
 **Native Hawaiian or Other Pacific Islander** (A person having origins in any of the original peoples of Hawaii, Guam, Samoa, Tonga or other Pacific Islands.)  
 **White or Caucasian**, a person having origins in any of the **original peoples of Europe, the Middle East, or North Africa.**

If Part 1 or Part 2 is left blank, observer identification will be used. Race designated by observer

**COMPLETE OTHER SIDE**

**Home Language Survey**

- What was the first language that the student learned to speak? \_\_\_\_\_
- Which language is used most by the student? \_\_\_\_\_
- Which language is spoken most often in the student's home? \_\_\_\_\_
- What is your preferred language for home-school communication? English  Other \_\_\_\_\_
- Would you like interpretation services provided for parent-teacher conferences, etc.? Yes  Language \_\_\_\_\_

I give permission to release or send my child/children home to the person(s) listed below for care, if I cannot be contacted (preferably a neighbor).

- Name \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_
- Name \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_
- Day Care Provider \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

I give my permission for my child/children to ride the school bus/public transportation on field trips.  Yes  No

In case we cannot contact you, do we have your permission to contact a physician in case of an emergency and to administer first aid when necessary?

Yes  No Contact: Physician Name \_\_\_\_\_ Phone \_\_\_\_\_

Please list any health problem(s) and/or special education needs that may affect school work \_\_\_\_\_

School Last Attended \_\_\_\_\_ Address \_\_\_\_\_ State \_\_\_\_\_

Has student ever been enrolled in Jordan School District?  Yes  No School \_\_\_\_\_ Year \_\_\_\_\_

Jordan School District Registration Cards are to be filled out by parents or guardians of all students entering school.  
 If parents or guardians need interpretive assistance and interpreters are not available in the school,  
 please call the Alternative Language Services Department at 801-567-8116.

**Parent's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

## Secondary Registration Form:

**To be completed by school personnel:**  
 Entry Date \_\_\_\_\_  
 Locker # \_\_\_\_\_  
 Bus # \_\_\_\_\_  
 Boundary  Choice

Jordan School District  
**SECONDARY REGISTRATION**

Student No. \_\_\_\_\_  
 Social Security No. \_\_\_\_\_  
 Birth Date \_\_\_\_\_  
 Home Phone \_\_\_\_\_  
 Parent E-mail \_\_\_\_\_

**Parent: Please complete this card and return it to school with registration materials.**

Name \_\_\_\_\_ (Last) \_\_\_\_\_ (First) \_\_\_\_\_ Grade \_\_\_\_\_ Sex: M  F   
 Student's Home Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_  
 Guardianship:  Both Parents  Mother  Father  Other  
 Father \_\_\_\_\_ Employer \_\_\_\_\_ Phone \_\_\_\_\_ Cell \_\_\_\_\_  
 Mother \_\_\_\_\_ Employer \_\_\_\_\_ Phone \_\_\_\_\_ Cell \_\_\_\_\_  
 Guardian \_\_\_\_\_ (If different than parent) \_\_\_\_\_ Employer \_\_\_\_\_ Phone \_\_\_\_\_ Cell \_\_\_\_\_  
 Relationship of Guardian \_\_\_\_\_  
 School Last Attended \_\_\_\_\_ Address \_\_\_\_\_

**Federal Ethnicity and Race Count**

**Part 1 – Ethnicity:** Is the student (or are you) Hispanic/Latino?  
 No, not Hispanic/Latino  
 Yes, Hispanic/Latino (A person of Cuban, Mexican, Puerto Rican, Central American, South American or other Spanish culture or origin, regardless of race.)

The above part of the question is about ethnicity, not race. No matter what you selected above, please continue to answer the following by marking one or more boxes below to indicate what you consider your student's (or your) race to be.

**Part 2 – Race:** What is your student's (or your) race? (Choose one or more.)  
 Central American Indian, North American Indian, South American Indian or Alaska Native, a person having origins in any of the original peoples of Central America, North America or South America, and who maintains community attachment or tribal affiliation.  
 Asian (A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.)  
 Black or African American (A person having origins in any of the black racial groups of Africa.)  
 Native Hawaiian or Other Pacific Islander (A person having origins in any of the original peoples of Hawaii, Guam, Samoa, Tonga or other Pacific Islands.)  
 White or Caucasian, a person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

If Part 1 or Part 2 is left blank, observer identification will be used. Race designated by observer

**COMPLETE OTHER SIDE**

Rev. 5/2012 A-2267

**Home Language Survey**

- What was the first language that the student learned to speak? \_\_\_\_\_
- Which language is used most by the student? \_\_\_\_\_
- Which language is spoken most often in the student's home? \_\_\_\_\_
- What is your preferred language for home-school communication? English  Other \_\_\_\_\_
- Would you like interpretation services provided for parent-teacher conferences, etc? Yes  Language \_\_\_\_\_

In case of an accident, illness, or emergency school closure, I give permission to contact and/or release my child to the person(s) listed below for care until I arrive:

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone \_\_\_\_\_  
 Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone \_\_\_\_\_

Please list any health problem(s) and/or special education needs that may affect school work \_\_\_\_\_

In case we cannot contact you, do we have your permission to contact a physician in case of an emergency and to administer first aid when necessary? Yes  No  Contact: \_\_\_\_\_  
 Physician's Name \_\_\_\_\_ Phone \_\_\_\_\_

Permission is granted for the above named student to ride the school bus or public transportation on school supervised field trips or activities.

Parent's Signature \_\_\_\_\_

(Please do not fold this card)

District Secondary Registration Cards are to be filled out by parents or guardians of all students entering school.

If parents or guardians need interpretive assistance and interpreters are not available in the school, please call Alternative Language Services at 801-567-8116.

Request for Student Release Time from School Form A:



FORM A  
Academic study

JORDAN SCHOOL DISTRICT

**REQUEST FOR STUDENT RELEASE TIME FROM SCHOOL**

NOTE: If the student is taking a course through Utah Students Connect through Jordan School District or grades 9-12 through the Statewide Online Education Program (SOEP) this form does not need to be completed.

Date: \_\_\_\_\_ Graduation Year \_\_\_\_\_

**I. Student Information**

Name: \_\_\_\_\_ Birth Date: \_\_\_\_\_  
Last First MI

Address: \_\_\_\_\_  
Street City ZIP

Telephone: \_\_\_\_\_ Grade: \_\_\_\_\_  
Home Parent's Work/Cell

School: \_\_\_\_\_ Student Number: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_

**II. Educational reason for request:** \_\_\_\_\_

**III. Courses to be taken outside of the regular K-12 school program:**

Course/Program	Location	High School Credit to be Allowed (Grades 9 – 12 Only)

**IV. Release Dates Requested, start & end (month/day/year):** / / to / /

	Monday	Tuesday	Wednesday	Thursday	Friday
Check day(s) missed					
Time requested out of school					
Subject(s) missed					

**V. Guidelines**

- A. Secondary students needing credit for high school graduation requirements may not necessarily receive credit for release time from school. In order for credit to be granted and transferred from private schools, tutorial schools, and electronic on-line schools, the schools must be accredited from an AdvancEd accredited source or another nationally accrediting body recognized by the Utah State Office of Education. For more information regarding accreditation: <http://www.schools.utah.gov/curr/accred/>.
- B. Students and parents assume the responsibility for student progress for completing courses taken at locations other than the regular schools. Students and parents are also responsible for reporting earned grades and credits to the schools by submitting official school documents for recording on high school transcripts and tracking for graduation requirements.
- C. If the students elect to discontinue the partial day schedule and re-enroll at the schools, they may only do so at the beginning of the next quarter.
- D. Parents assume full responsibility for student transportation and safety as students leave or are absent from the schools at the release time specified in item IV.
- E. Students will not be released from schools until this document is completed with all required signatures. After the completion of this document, student schedules may be adjusted to reflect class changes and reduced student schedules.
- F. During release time from schools, students are not allowed on campus for any reason without prior administrative approval.

**I have read the above stated guidelines and understand my obligations and agree to abide by the guidelines as parent or guardian of the student listed above.**

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Elementary Teacher Signature (SEP/IEP Revised:  Yes  No)

\_\_\_\_\_  
Secondary Counselor Signature (SEOP/Plan for College & Career Readiness/IEP Revised:  Yes  No)

\_\_\_\_\_  
Principal Signature (or designee)

**Procedure:**

1. Elementary teacher or secondary counselor meets with parent and student to develop or revise an SEP/SEOP and assures that the plan will enable the student to meet all graduation requirements. The SEP/SEOP also aids in determination of the percent of enrollment.
2. Parent and student complete the application form.
3. The plan is reviewed and approved by the counselor and principal or designee.
4. Copies of the approved application form are distributed to:
  - a. The student and parent
  - b. The elementary teacher or secondary counselor
  - c. The school principal or designee
  - d. The director of Planning and Student Services

Planning and Student Services 8/25/2016  
**Form A**

## ENROLLMENT PERCENTAGES

Does the student have Release Time in their schedule prior to this request? Yes \_\_\_ No \_\_\_

Date the student's schedule returns to 100% (change made in Skyward): \_\_\_\_\_

### Reduction Chart

Elementary Schools		Middle Schools		High Schools	
Time missed	% enrolled	Period missed	% enrolled	Period missed	% enrolled
1 Hour	87%	1 Period	86%	1 Period	87%
2 Hours	73%	2 Periods	71%	2 Periods	75%
3 Hours	60%	3 Periods	57%	3 Periods	62%
4 Hours	53.3%	4 Periods	43%	4 Periods	50%
5 Hours	67%	5 Periods	29%	5 Periods	37%
6 Hours	20%	6 Periods	11%	6 Periods	25%
7 Hours	7%			7 Periods	12%
YRE:	415 min/day	Secondary	390 min/day	Secondary	390 min/day
YRE Short Day	295 min/day	Secondary Short	270 min/day	Secondary Short	270 min/day
Trad:	390 min/day				
Trad Short Day	270 min/day				

### Dual Enrollment %

(Home school, Private School only)

Elementary Schools		Middle Schools		High Schools	
Time Attending <small>(Core Classes only)</small>	% enrolled	Period Attending	% enrolled	Period Attending	% enrolled
1 Hour	13%	1 Period	14%	1 Period	13%
2 Hours	27%	2 Periods	29%	2 Periods	25%
3 Hours	40%	3 Periods	43%	3 Periods	38%
4 Hours	53.3%	4 Periods	57%	4 Periods	50%
5 Hours	67%	5 Periods	71%	5 Periods	63%
6 Hours	80%	6 Periods	89%	6 Periods	75%
7 Hours	93%			7 Periods	88%
YRE:	415 min/day	Secondary	390 min/day	Secondary	390 min/day
YRE Short Day	295 min/day	Secondary Short	270 min/day	Secondary Short	270 min/day
Trad:	390 min/day				
Trad Short Day	270 min/day				

**Registrar note:** Please indicate in General Notes in Skyward: "The parent feels this is in the best interest of their child." and indicate the beginning date of the request.

Request for Student Release Time from School Form B:



**FORM B**  
Specialized training, medical accommodations, or mitigating circumstances

**JORDAN SCHOOL DISTRICT**

**REQUEST FOR STUDENT RELEASE TIME FROM SCHOOL**

Date: \_\_\_\_\_ Graduation Year \_\_\_\_\_

**I. Student Information**

Name: \_\_\_\_\_ Birth Date: \_\_\_\_\_  
Last First MI

Address: \_\_\_\_\_  
Street City ZIP

Telephone: \_\_\_\_\_ Grade: \_\_\_\_\_  
Home Parent's Work/Cell

School: \_\_\_\_\_ Student Number: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_

**II. Reason for request:** \_\_\_\_\_

\_\_\_\_\_

**III. Release Dates Requested, start & end month/day/year):** \_\_\_ / \_\_\_ / \_\_\_ to \_\_\_ / \_\_\_ / \_\_\_

	Monday	Tuesday	Wednesday	Thursday	Friday
Check day(s) missed					
Time requested out of school					
Subject(s) missed					

**Please Note:** Parents must agree to provide instruction in the curriculum and content areas that are missed when the student is released from school. The instruction time must equal or exceed the amount of time the student is released from school each day. Remuneration will not be given to the instructor.

**IV. Guidelines**

- A. Secondary students needing credit for high school graduation requirements may not necessarily receive credit for release time from school. In order for credit to be granted and transferred from private schools, tutorial schools, and electronic on-line schools, the schools must be accredited by the Northwest Accreditation Association through the Utah State Office of Education and all Jordan School District policies and guidelines must be followed.
- B. Coordination and communication between the home and school to ensure quality instruction will be expected when a student is on a release time program.
- C. If concerns or problems are created or exist regarding the progress and adjustment of the student in the program, it may be necessary for further evaluation of this agreement and modification or termination of the student's release time program.
- D. Parents agree to the school conducting evaluations or testing procedures to monitor the progress of the student as they remain in the program.
- E. Parents assume full responsibility for student transportation and safety as students leave or are absent from the schools at the release time specified in item III.
- F. Students will not be released from schools until parents read and understand the guidelines given in this document and give signature agreement below. The principal or designee, administrator of schools, and director of Planning and Student Services will also approve and sign the request form as provided.
- G. During release time, students are not allowed on campus for any reason without prior administrative approval.

**I have read the above stated guidelines and understand my obligations and agree to abide by the guidelines as parent or guardian of the student listed above.**

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Principal (or designee)

\_\_\_\_\_  
Elem. Teacher (SEP/IEP Revised:  Yes  No)

\_\_\_\_\_  
Secondary Counselor (SEOP/Plan for College and Career Readiness/  
IEP Revised:  Yes  No)

\_\_\_\_\_  
Consultant, Planning / Student Services

\_\_\_\_\_  
Administrator of Schools

**Procedure:**

1. Parent and principal or designee discuss guidelines and required information.
2. Parent and principal or designee sign the form.
3. Elementary teacher or secondary counselor and parent determine SEP/SEOP revision to assure that student's education needs are being met. The SEP/SEOP also aids in determination of the percent of enrollment.
4. Form is sent to administrator of schools for signature.
5. Form is sent to Department of Planning and Student Services for signature.
6. Copy of completed form is sent to the school (principal, designee or counselor) and administrator of schools.  
Principal or designee sends a copy of the signed form to parents.

Planning and Student Services 11-21-14  
**Form B**

## ENROLLMENT PERCENTAGES

Does the student have Release Time in their schedule prior to this request? Yes \_\_\_\_ No \_\_\_\_

Date the student's schedule returns to 100% (change made in Skyward): \_\_\_\_\_

### Reduction Chart

Elementary Schools		Middle Schools		High Schools	
Time missed	% enrolled	Period missed	% enrolled	Period missed	% enrolled
1 Hour	87%	1 Period	86%	1 Period	87%
2 Hours	73%	2 Periods	71%	2 Periods	75%
3 Hours	60%	3 Periods	57%	3 Periods	62%
4 Hours	53.3%	4 Periods	43%	4 Periods	50%
5 Hours	67%	5 Periods	29%	5 Periods	37%
6 Hours	20%	6 Periods	11%	6 Periods	25%
7 Hours	7%			7 Periods	12%
YRE:	415 min/day	Secondary	390 min/day	Secondary	390 min/day
YRE Short Day	295 min/day	Secondary Short	270 min/day	Secondary Short	270 min/day
Trad:	390 min/day				
Trad Short Day	270 min/day				

### Dual Enrollment %

(Home school, Private School only)

Elementary Schools		Middle Schools		High Schools	
Time Attending <small>(Core Classes only)</small>	% enrolled	Period Attending	% enrolled	Period Attending	% enrolled
1 Hour	13%	1 Period	14%	1 Period	13%
2 Hours	27%	2 Periods	29%	2 Periods	25%
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6 Hours	80%	6 Periods	89%	6 Periods	75%
7 Hours	93%			7 Periods	88%
YRE:	415 min/day	Secondary	390 min/day	Secondary	390 min/day
YRE Short Day	295 min/day	Secondary Short	270 min/day	Secondary Short	270 min/day
Trad:	390 min/day				
Trad Short Day	270 min/day				

**Registrar note:** Please indicate in General Notes in Skyward: "The parent feels this is in the best interest of their child." and indicate the beginning date of the request.

Jordan School District

# REQUEST FOR PERMANENT RECORDS FROM PREVIOUS SCHOOL

Student's Name	Birthdate	Grade
School Last Attended	Street	City
		State
		Zip

1. Please forward, for the above named student, all records not requiring parent approval to the school listed below.
2. In compliance with the Family education Rights and Privacy Act of 1974 which requires consent for the release of certain information, I hereby give consent for you to release, to the school listed below, the records and reports I have initialed.

**PLEASE FORWARD SCHOOL RECORDS TO:**

- Special Education Records
- Psychological Reports
- Other as indicated \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF PARENT (or student, if over 18 or married) Date

\_\_\_\_\_  
ADDRESS CITY ZIP

Active Military  Yes  No

**Permanent records should only be transferred to the receiving school after a written request is received from the receiving school. Records must be sent within 30 days of request, and within 10 days of a request for a military child's records. JSD Policies AS60, AS61**

**Distribution of Copies:** White – Former School \* Canary – Parent \* Pink – Present School

4/13 A-1237

Jordan School District

# REQUEST FOR PERMANENT RECORDS FROM PREVIOUS SCHOOL

Student's Name	Birthdate	Grade
School Last Attended	Street	City
		State
		Zip

1. Please forward, for the above named student, all records not requiring parent approval to the school listed below.
2. In compliance with the Family education Rights and Privacy Act of 1974 which requires consent for the release of certain information, I hereby give consent for you to release, to the school listed below, the records and reports I have initialed.

**PLEASE FORWARD SCHOOL RECORDS TO:**

- Special Education Records
- Psychological Reports
- Other as indicated \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF PARENT (or student, if over 18 or married) Date

\_\_\_\_\_  
ADDRESS CITY ZIP

Active Military  Yes  No

**Permanent records should only be transferred to the receiving school after a written request is received from the receiving school. Records must be sent within 30 days of request, and within 10 days of a request for a military child's records. JSD Policies AS60, AS61**

**Distribution of Copies:** White – Former School \* Canary – Parent \* Pink – Present School



**Standard Open Enrollment Application Form (Permit):**

**Jordan School District**  
 Department of Planning and Student Services  
 Phone: 567-8259 • 567-8183 • 567-8251

**Standard Open Enrollment Application**

Date of Application: \_\_\_\_\_

Please check appropriate box: <input type="checkbox"/> <b>Early Enrollment Period Transfer Application</b> Submitted between December 1 and the third Friday in February in order to transfer the following school year.  <input type="checkbox"/> Year requested, 20_____	Please check appropriate box: <input type="checkbox"/> <b>Late Enrollment Period Transfer Application</b> Submitted outside of the early enrollment period. Please check one and indicate the year requested. <input type="checkbox"/> Current year, 20_____ <input type="checkbox"/> Next year, 20_____
--	--

An enrolled nonresident student shall be permitted to remain enrolled, subject to the same rules and standards as resident students, without renewed applications in subsequent years unless any of the following occurs:

- the student graduates or is no longer a Utah resident
- the student is suspended or expelled from school
- the district determines that school enrollment will exceed the open enrollment threshold

Student Name _____	Current Grade _____	Student # _____
Legal Address _____	Phone _____	Birthdate _____
City _____	State _____	Zip _____
Boundary School _____	Requested School _____	
Current School _____	Reason for Request _____	

I understand that all transfer requests are contingent on early enrollment school capacity ("maximum capacity") or late enrollment school capacity ("adjusted capacity"), special program limitations, staff availability, and/or circumstances under Section 53A-2-207(4)(c). If this request is granted, I agree that my child must remain at the requested school through the end of the requested school year. I understand that I, as parent or guardian, am responsible for transportation of my student to and from school. I understand that a student's acceptance into a school or school district does not establish UHSAA (student athletic or activity) eligibility.

**Provisional Enrollment**

▶ A student may be denied an open enrollment opportunity if the student has been suspended or expelled from a public school consistent with 53A-2-208(3)(b).

Has the student ever been suspended or expelled from a public school? Yes  No  If yes, please explain:

\_\_\_\_\_

▶ A student with prior behavioral problems may be granted **provisional enrollment** provided the student and parent sign an agreement with the school or the school district (1) establishing the conditions of continued enrollment and (2) notifying the parents/student that the student will be excluded from the school if the agreement is violated. The school or school district is responsible for the agreement as allowed under Section 53A-2-208(3)(c).

_____	_____
Parent/Guardian Signature	Date

**Provisional Enrollment:**     Approved per attached agreement     Denied

**Standard Open Enrollment:**     Approved     Denied

_____	_____
Signature (designated District official)	Date

Distribution of copies: White-Planning and Student Services • Green-Requested Principal • Canary-Boundary Principal • Pink-Current Principal • Goldenrod-Parent/Student  
 (Send photocopy to boundary district office if student is out of district.)

Rev. 12/2011 A-1236

**Revoked School Choice (Permit) Form:**

Jordan School District  
7387 So. Campus View Drive • West Jordan, Utah 84084-5500  
Department of Planning and Student Services

**REVOKED SCHOOL CHOICE (PERMIT)**

Date \_\_\_\_\_ School Year \_\_\_\_\_

Permit Type: Early Enrollment  Late Enrollment

Student Name \_\_\_\_\_ Grade \_\_\_\_\_ Student # \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_ Birthdate \_\_\_\_\_

Boundary School \_\_\_\_\_ Requested School \_\_\_\_\_

Date Revoked \_\_\_\_\_ By \_\_\_\_\_  
(Name and Title)

Reason for Termination of School Transfer: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Parent Notified:

In Person  Phone  Mail  By Student

\_\_\_\_\_  
Principal's Signature

Distribution of copies: White – Planning and Student Services • Canary – Permit School • Pink – Boundary School • Goldenrod Parent/Student Rev. 5/2012 A-1407

Jordan School District  
7387 So. Campus View Drive • West Jordan, Utah 84084-5500  
Department of Planning and Student Services

**REVOKED SCHOOL CHOICE (PERMIT)**

Date \_\_\_\_\_ School Year \_\_\_\_\_

Permit Type: Early Enrollment  Late Enrollment

Student Name \_\_\_\_\_ Grade \_\_\_\_\_ Student # \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_ Birthdate \_\_\_\_\_

Boundary School \_\_\_\_\_ Requested School \_\_\_\_\_

Date Revoked \_\_\_\_\_ By \_\_\_\_\_  
(Name and Title)

Reason for Termination of School Transfer: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Parent Notified:

In Person  Phone  Mail  By Student

\_\_\_\_\_  
Principal's Signature

Distribution of copies: White – Planning and Student Services • Canary – Permit School • Pink – Boundary School • Goldenrod Parent/Student Rev. 5/2012 A-1407

**Provisional School Choice -- Student Behavior Contract**

\_\_\_\_\_ has applied for the Open Enrollment / School Choice option  
(Student)

to attend \_\_\_\_\_ School. Utah Code 53A-2-Part 2-208(3)(c) allows that his/her enrollment is provisional based on the fact that he/she

- Has been involved in previous disciplinary meetings involving serious infractions of the law or school rules; or
- Has had chronic misbehavior which, should it continue, would endanger persons or property, cause serious disruptions in the school, or place unreasonable burdens on school staff.

This requires an AGREEMENT between school and parents/student establishing (1) conditions for continued enrollment and (2) notice to parents/student that if student violates AGREEMENT, student will be excluded from choice school without further due process.

He/she is granted and may continue enrollment at this school under the following conditions:

- He/she has no involvement in serious infractions of the law or of school rules or district policies.
- He/she is free of chronic misbehavior which would endanger persons or property, cause serious disruptions in the school, or place unreasonable burdens on school staff. The expectations to accomplish this include, but are not limited to:
  - Compliance with all school rules and district policies
  - Regular attendance
  - Appropriate achievement
  - Appropriate behavior

Notes and additional contractual information: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I, the undersigned, agree to the above and understand that my school choice option may be withdrawn without further due process if I do not adhere to the terms of this contract.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

**Student Behavior Contract (General)**

\_\_\_\_\_  
Student

- Has been involved in previous disciplinary meetings involving serious infractions of the law or school rules; or
- Has had chronic misbehavior which, should it continue, would endanger persons or property, cause serious disruptions in the school, or place unreasonable burdens on school staff.

He/she is now required to enter into this contract and adhere to the following expectations:

- He/she must have no involvement in serious infractions of the law or of school rules or district policies.
- He/she must be free of chronic misbehavior which would endanger persons or property, cause serious disruptions in the school, or place unreasonable burdens on school staff. The expectations to accomplish this include, but are not limited to:
  - Compliance with all school rules and district policies
  - Regular attendance
  - Appropriate achievement
  - Appropriate behavior

I, the undersigned agree to the above and understand that the following sanctions may be imposed if I do not adhere to the terms of my contract.

Notes and additional contractual information:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

**Proof of Residency – Model Procedures:**

UTAH STATE OFFICE OF EDUCATION  
 UTAH PUBLIC SCHOOLS PROOF OF RESIDENCY  
 MODEL PROCEDURES  
 Revision Date: 9/4/2013

Before a student is enrolled in a Utah public school, the student’s parent(s) or legal guardian(s) must show proof of residency in the school district which the student desires to enroll.

(UC.A. 53A-2-201)

The following documents shall be used in determining residency:

Below are examples of documentation a school may request to show residency:	
Column A	Column B (DOCUMENT MUST SHOW CURRENT ADDRESS)
<p>Copy of deed AND/OR record of most recent mortgage payment; or</p> <p>Copy of Lease AND record of most recent rent payment; or</p> <p>Legal affidavit from landlord affirming tenancy AND record of most recent rent payment if available, or statement in body of affidavit that family is living there free of charge and for what period of time; or</p> <p>Other documentation acceptable to the school district/charter school that confirms Utah is the legal guardian’s primary residence; or</p> <p>If none of the above is available: a legal affidavit from the leader of a recognized established religious unit (ward, stake, parish, mosque, synagogue) affirming that the family lives at the address designated by the parent/ legal guardian.</p>	<p><b>Dated within the past 60 days:</b></p> <ul style="list-style-type: none"> <li>• Letter from approved government agency, such as assisted housing, food stamps, or unemployment payments</li> <li>• Payroll stub</li> <li>• Bank or credit card statement</li> <li>• Utility bill or work order such as:                             <ul style="list-style-type: none"> <li>- Gas bill</li> <li>- Electric bill</li> <li>- Home telephone or cell phone bill</li> <li>- Cable bill</li> <li>- Change of address form for U.S. mail</li> </ul> </li> <li>• Valid driver license</li> <li>• Current vehicle registration</li> <li>• Valid Utah photo identification card</li> <li>• Valid passport</li> <li>• Voter registration documentation</li> <li>• church or religious records</li> </ul> <p><b>Dated within the past year:</b></p> <ul style="list-style-type: none"> <li>• W-2 form</li> <li>• Excise (vehicle) tax bill</li> <li>• Property tax bill</li> </ul>

**Note: THIS IS A MODEL ONLY.** School personnel should determine the forms of documentation necessary to satisfy the residency requirements for public school enrollment. It is not necessary for school personnel to retain documentation provided by a student’s parent(s) or legal guardian(s) once residency has been confirmed.

The following do not establish residency:	
<ul style="list-style-type: none"> <li>• Powers of attorney</li> <li>• Letters from friends or relatives</li> </ul>	<ul style="list-style-type: none"> <li>• Property owned in school district boundaries</li> <li>• P.O. box in school district boundaries</li> </ul>

**THIS PROOF OF RESIDENCY MODEL DOES NOT APPLY TO HOMELESS STUDENTS**

Utah State Office of Education  
 School Law and Legislation  
 250 East 500 South  
 P.O. Box 144200  
 Salt Lake City, Utah 84114-4200  
 Phone: 801-538-7830

Charter Schools/Extra Curricular – Co-Curricular Fees:

Jordan School District  
**EXTRA- CO-CURRICULAR**  
 FEE SCHEDULE  
 2016-17

Charter Pays	Amount
School participation fee (One-time Fee)	\$75.00
Fee Waivers	All waivable fees
<b>Elementary School Student Pays</b>	
ALPs testing	\$35.00
Band	\$100.00
Orchestra	\$100.00
Musical Instrument rental (ea.)	\$80.00

Charter Pays	Amount			
School participation fee	\$75.00			
Fee Waivers	All waivable fees			
<b>Middle School Student Pays</b>		<b>Activity (one-time fee)</b>	<b>Participation</b>	<b>TOTAL</b>
Intro CTE	\$65.00	\$20.00	\$85.00	
Entry level elective	\$65.00	\$10.00	\$75.00	
Instructional Technology	\$65.00	\$10.00	\$75.00	
9th Grade Only Make-up Quarter (.25) Credit Class (Classes, Packets, District-sponsored, online, etc.)	\$65.00	\$35.00		
PST P.E. (competency test USOE)	\$65.00	\$85.00	\$150.00	
ALPs	\$65.00	\$35.00	\$100.00	
World Language (AAPPL Test)	\$65.00	\$10.00	\$75.00	
Jordan Youth Symphony	\$65.00	\$100.00	\$165.00	
Musical Instrument rental (ea.)	\$65.00	\$80.00	\$145.00	
Summer PST P.E.	\$65.00	\$120.00	\$185.00	

Charter Pays	Amount					
School participation fee	\$75.00					
Fee Waivers	All waivable fees					
<b>High School Student Pays</b>		<b>Activity (One time Fee)</b>	<b>Participation</b>	<b>Optional "Spirit Pack" Limits (per student max cost)</b>	<b>Uniform ("up to" amount)</b>	<b>TOTAL</b>
Baseball	\$105.00	\$175.00	\$250.00		\$530.00	
Basketball	\$105.00	\$150.00	\$250.00		\$505.00	
Cheerleader	\$105.00	\$75.00	\$250.00	\$300.00	\$430.00	
Cross Country	\$105.00	\$100.00	\$250.00	\$150.00	\$455.00	
Dance Company	\$105.00	\$125.00	\$250.00		\$480.00	
Debate	\$105.00	\$100.00	\$250.00		\$455.00	
Drama	\$105.00	\$100.00	\$250.00		\$455.00	
Drill Team	\$105.00	\$175.00	\$250.00		\$530.00	
Football	\$105.00	\$175.00	\$250.00		\$530.00	
Golf	\$105.00	\$150.00	\$250.00	\$150.00	\$505.00	
Marching Band/Color Guard	\$105.00	\$150.00	\$250.00		\$505.00	
Music Perform/Instrumental	\$105.00	\$50.00	\$250.00	\$150.00	\$405.00	
Music Perform/Vocal	\$105.00	\$50.00	\$250.00	\$150.00	\$405.00	
Soccer	\$105.00	\$125.00	\$250.00		\$480.00	
Softball	\$105.00	\$175.00	\$250.00		\$530.00	
Swimming	\$105.00	\$75.00	\$250.00	\$150.00	\$430.00	
Tennis	\$105.00	\$75.00	\$250.00	\$150.00	\$430.00	
Theatrical Production Fee (per production)/Drama	\$105.00	\$40.00	\$250.00		\$395.00	
Track and Field	\$105.00	\$100.00	\$250.00		\$455.00	
Volleyball	\$105.00	\$125.00	\$250.00		\$480.00	
Winter Guard	\$105.00	\$100.00	\$250.00		\$455.00	
Wrestling	\$105.00	\$125.00	\$250.00		\$480.00	
Initial Bioelectrical Impedance Assessment (Body Fat)					\$5.00	
Re-take of Bioelectrical Impedance Assessment (Body Fat)					\$10.00	

**Subpoena:**

JORDAN SCHOOL DISTRICT  
Patrice A. Johnson, Ed.D., Superintendent of Schools  
West Jordan, Utah

## **Intradistrict Communication**

DATE: July 11, 2014

TO: All School Principals

FROM: Administrators of Schools *PK*  
Laura Finlinson, Administrator of Curriculum & Staff Development *JHJ*  
Luann Leavitt, Consultant of Planning and Student Services *LL*

SUBJECT: Subpoenas

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On occasion, a school administrator or teacher may receive a subpoena for records and/or testimony. In those rare circumstances, please make sure you contact your Administrator of Schools and/or The Planning & Student Services Department for guidance on how to proceed.

In addition, please remember that when records are subpoenaed, we only provide what already exists. We do not create documents for the court, give opinions or take sides in favor of one party over another.

If you have any questions or concerns, please do not hesitate to contact us. Thank you.





## QUARTERLY REPORTS:

Quarterly Reports		Year:			
#	Reports to run quarterly and keep	1st QTR	2nd QTR	3rd QTR	4th QTR
1	Pupil Data Master (PDM) - <a href="#">Student/Data Mining/PDM</a> (edit ranges if nec.)	Run the Last day of School			
2	Membership*** - <a href="#">Federal/State Reporting/Reports/Monthly Membership Report</a> : Print on the last day of the quarter or first day of the next quarter. (Make sure all entry/exit dates are correct. (Make sure students are enrolled correctly.) Information Systems gives us the Official Report from the S-3 is final.				
3	Period/Period Daily Attendance - <a href="#">Office/Att/Reports/Monthly-Quarterly Report</a> : Edit school year to process - edit calendar - save & print (This report give you on page 1 How many days available and on page 4 the % of school attendance.)				
4	Entry & Withdraw - <a href="#">Student/Reports/Entry-Withdrawal EW</a> (also file Exit and Entry lists kept at registration): edit - EW selections - analyze E/W reports - withdrawal only (then do ENTRY only) change date(both times) to end of quarter (leave entry date 1st day of school) - print options - detail lines to print - (w/d only or entry only) (Make sure all entry/exits or W/D are correct on correct date)				
Audit Report	Online Registration Report: <a href="#">Skyward/Student Management/Families/Jordan Additions/Registration Report/Registration Card Report</a> . Run the report for Active and Inactive Students on this report. See #9 below for retention	Run the First Week of School			
Audit Report	See # 2 Above: Membership*** - <a href="#">Federal/State Reporting/Reports/Monthly Membership Report</a>				
Audit Report	Daily Absence Report: <a href="#">Skyward/Student/Office/Reports/Attendance/Day Summary</a> : Keep 1 year or until audited. (Run the Day of the Audit)				
Audit Report	Individual Student Attendance Record: This screen shows individual detail by student and can be made on an "as needed" basis. All screens for each student should be available on computer until the annual audit is complete.				
Audit Report	Current Student Enrollment: <a href="#">Skyward Student Management/Students/Jordan Programs/Student Enrollment Count by Entity</a> (Make sure you put in today's date before printing) Retention: Until superseded or one school year.				
Audit Report Secondary Only	Individual Class roll books still need to be maintained for vocational education students. However, the attendance portion of the computer system generates a Term to Date Report that may be substituted for the traditional roll books in Vocational Education. Retention: Hard copies of all term reports for all vocational education need to be kept permanently				
5	Race Code Distribution Report: <a href="#">Skyward Student/Student/Reports/Race Code Distribution or Student/data mining/race report</a>				
6	Average Daily Attendance - <a href="#">Office/Attendance/Reports/Aver Att by term/per</a> (change date)				
7	Boundary Exception Report - <a href="#">Student/Reports/Projected Enrollment/Enrollment-Boundary</a> (Make sure all students w/addresses outside of the boundaries are on a permit or are flagged ALPS or SpEd.)				
8	No Show Report - run a "No Show" report in Skyward and update any students that the school knows where the student has gone, delete the "No Show" record in Skyward and indicate the correct transfer code with supporting documentation. To determine the No Show students: -- Run an Entry/Withdraw report in Skyward. <a href="#">Student/Reports/Entry-Withdrawal EW</a>				
<b>Reports to run yearly and keep</b>					
9	Registration Report - 1 Page per student report - must be printed the 1st week of school for the auditors. See Auditors reports above when in an audit year. <a href="#">Skyward/Student Management/Families/Jordan Additions/Registration Report/Registration Card Report</a> . Run Active Only students.				
10	100% Attendance Report - <a href="#">Office/Att/Reports/Absence Occurance</a>				
11	Valley Referral List - Secondary only				
12	Suspension List				
13	Home & Hospital List				
14	Permits to and From				
15	Medicine Forms				
16	First Aid Permissions: <a href="#">Skyward Students/Data Mining/First Aid Permission</a> : run quarterly to update - Keep to end of year or until superceded.				
17	Student Injury Reports - Utah Dept. of Health Website - Reports are kept online indefinitely. <a href="https://sir.health.utah.gov">https://sir.health.utah.gov</a>				Keep 7 years
Keep Forever					
Keep 2 Years					
Keep 3 Years					
Keep 7 Years					
Audit Reports run each year					
Note:	Contact Planning & Student Services at the end of each quarter at 801-567-8183 and let us know that you have completed your quarterly reports and all cleanup has been done. No hard copies of reports are to be sent to Planning & Student Services.				