

Planning and Student Services Manual



2018-19

JORDAN
SCHOOL DISTRICT



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Attendance Accounting

Regular daily school attendance is an integral component in supporting a student's success in academic and life skills. Utah State Law requires that parents have their minor student (ages 6-17) enrolled in an educational program and attending on a regular basis. Utah law also requires the school to monitor a student's attendance and communicate with the legal custodial parent(s) or guardian(s) when a non-attendance pattern develops (§53G-6-201).

Any time a student misses class it is considered an absence whether excused or unexcused. Students are excused from school attendance for valid and legitimate reasons (§53G-6-201). Each school shall have an attendance policy that includes a plan to monitor and track student attendance with appropriate consequences, interventions and incentives to help students that have attendance issues. Some of the school's responsibilities include:

- Have a school attendance policy in place that follows the Utah Code.
- Accurately record student attendance daily (see Attendance Codes found on Page 6).
- Excuse a student from attendance once the parent or guardian has made contact with the school with a valid and legitimate reason.
- Identify students with attendance issues and maintain earnest and persistent effort to improve student attendance.
- Attendance notifications sent via Skylert to parents/guardians via email, phone message or text daily as attendance is marked.
- Make every effort to communicate and work with parent(s)/guardian(s) and student(s) to promote attendance and resolve attendance problems.
- Once a student becomes habitually truant (5 days unexcused absence or more), use the resources available on the Truancy & Habitual Disruption Resources webpage found on the Planning and Student Services website. <http://planning.jordandistrict.org/truancy/>
- Follow the Elementary and Secondary Compulsory Education Letters process with consistent administrative notification using Skyward and the Attendance Letters available on the Truancy & Habitual Disruption Resources webpage. <http://planning.jordandistrict.org/truancy/>

Attendance Accounting – Elementary

An elementary attendance day consists of two (2) periods. The first half of the day is considered first period and the second half of the day is considered second period. Skyward is the official program for attendance accounting and shall be used for any student enrolled in a Jordan District school. Absences shall be recorded in Skyward as follows:

- Attendance should be recorded in Skyward within the first half hour of the school day.
- If no attendance is entered into Skyward during the day, the student is considered present.
- If the student checks in during the first two (2) hours of the morning, the student is considered tardy.
- If the student checks in after the first two (2) hours of the morning, the student is counted absent for first period.

- If the student checks out after the first two (2) hours of the morning, the student is counted present ½ day (marking an absence for 2nd period).
- If the student checks in during the first two (2) hours of the afternoon, the student is counted present ½ day (marking an absence for 1st period).
- If the student checks in after the first two (2) hours of the afternoon, the student is counted absent all day.
- If the student checks out after the first two (2) hours of the afternoon, the student is counted as present, indicating the reason for leaving in Skyward.
- On short day, adjust the check in and check out hours to fit the shortened day.
- Enter attendance notes in Skyward when necessary in the “Comment” field of the attendance entry.

Attendance Accounting - Secondary

A secondary attendance day may consist of either a seven (7) or eight (8) period day. Skyward is the official program for attendance accounting and shall be used for any student enrolled in a Jordan District school. Absences shall be recorded in Skyward as follows:

- A student is considered present if no attendance is marked for the period. (Some schools use the Skyward positive attendance program which is entered differently.)
- Attendance is entered in Skyward by the end of each period by the classroom teacher.
- A student is considered tardy (t) if the student comes to class after the bell but within the first ten (10) minutes of class.
- If the student comes to class after the first ten (10) minutes of class they are considered “way late” and the attendance code of “w” may be entered in Skyward.
- Schools may set up attendance requirements in Skyward that trigger a “No Grade” in a student’s gradebook for students who have not met attendance requirements. A NG results in a loss of credit for that class.
- Schools may offer Attendance School for students to recover their credits due to absences. Students may be required to attend according to unexcused absent type and charged a fee to attend Attendance School.

Attendance Codes

Code	Description	Explanation	Category	Count in Truancy	Include in Totals
A	Absent	Student was absent and the school received no call or note from the parent or guardian.	Unexcused	Y	Y
B	Absence Made Up	Student has made up seat time for an unexcused absence.	Unexcused	Y	Y
C	Check in/out	Student checked in and then later checked out during the same day with a valid and verified excuse.	Excused	N	Y
D	In-School Susp	Student is in-school suspension.	Other	N	N
E	Verified Ex Abs	Student was absent and is considered excused due to 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.	Excused	N	Y
F	Abs Waived	Student had the make-up absence requirement waived.	Excused	N	Y
G	Guard Knowledge	The student was absent and is excused and verified by a guardian phone call.	Excused	N	Y
H	Home/Hospital	Student is receiving educational services at home due to extended illness, injury or disciplinary placement.	Other	N	N
I	Check In	Student was absent during the beginning of the day or period and checked in with a valid and verified excuse.	Excused	N	Y
J	Testing/SEOP	Student was out of class due to school testing or SEOP.	Other	N	N
K	Detention	Student is being held in a county detention center.	Other	N	N
L	Excused Tardy	Student came to class late or left early with a valid and verified excuse or has made up a tardy.	Tardy	N	Y
N	School Activity	Student is out of class due to a school-sponsored activity.	Other	N	N
O	Check Out	Student was absent during the end of the day or period and checked out with a valid and verified excuse.	Excused	N	Y
Q	Parent 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.	Excused	N	Y
S	Suspension	Student is out of school on suspension.	Other	N	N
T	Unexcused Tardy	Student came late to class 10 minutes or less.	Tardy	N	Y
U	Unexc Check In	Student was absent during the beginning of the day or period and checked in without a valid and verified excuse.	Unexcused	Y	Y
V	Vac/Educ Leave	Student is absent due to a prearranged vacation or education leave.	Excused	N	Y
W	Way Late	Student came to class more than 10 minutes late (secondary only).	Unexcused	Y	Y
X	Counselor Conf	Student is in conference with a counselor or office person.	Other	N	N
Y	Admin Conf	Student is in conference with an administrator or office person.	Other	N	N
Z	Verified Truant	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.	Unexcused	Y	Y

Education/Vacation Leave

A student may be excused for up to a maximum of ten (10) days for education/vacation leave provided prior arrangements have been made with the school for the student to make up his/her homework. (A sample Education/Vacation Release form is included in the “School Resources” section.) This procedure allows a student the educational experience of travel without scholastic penalty; however, it does disqualify the student for receipt of any awards associated with attendance (e.g. 100% attendance award, etc.).

Make-up work and timelines should follow each individual teacher’s disclosure statement. If the prior-approved absence will extend beyond the 10 days allowed, the school should follow compulsory education guidelines.

Daily attendance must be marked to indicate the days a student is away from school for Education/Vacation leave (Skyward Attendance Code of ‘v’). The Elementary Pupil Progress Report and the student’s cumulative file should not show the student present on the days they are away from school for vacation/education leave.

End-of-Year Attendance (Entering Attendance the Last Six Days of School)

Daily attendance is recorded every school day until the last day of the school year. Absences should be immediately recorded and Skylert messages sent home to report accurate information as students attend through the end of the year.

Once the final Skylert message has been sent, the “Same-as” utility in Skyward may be applied to the last six days of attendance. This utility allows a “best case scenario” to finalize school attendance reporting to the State for the year. (Typically, the first three days of the last six will have better attendance than the last three of those six days.)

The utility will apply the attendance as follows:

- A student attends all six days; no change in their attendance.
- A student attends the first three days (of the six) and not the last three days; changes their last three days of attendance to present.
- A student does not attend the first three days (of the six) but attends the last three days; no change to the last three days.

Any attendance that shows as present will not be changed. Be sure to run all the end of year reports that reflect attendance before running the utility in order to have accurate accounting of students’ actual attendance.

Release Time From School

Students requesting a partial schedule outside of school (less than half of the day) for credit-bearing academic study will need to complete the “Request for Student Released Time from School Form” (under School Resources) with the student’s counselor and/or administrator. All guidelines stipulated on the form must be met. The student is required to pay full fees, if applicable.

Students requesting a partial schedule outside of school (less than half of the day) for specialized training, medical accommodations, or mitigating circumstances will also need to complete the Request for Student Release Time from School form and obtain all required signatures. All guidelines stipulated on the form must be met. The student is required to pay full fees, if applicable.

A student may be released for one period each day (no form required) 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 as 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; releases for more than one period will result in reduced enrollment funding. The reduced schedule and enrollment percentage must be reflected in the Skyward Student System.

Ten Day Absence / Withdrawal Rule

The date of withdrawal must be the day after the last day of attendance or within 10 days after the last day of attendance, if it is determined that the pupil has left school for one of the following reasons: completion, dismissal, death, transfer or administrative withdrawal. In no case may it be longer than 10 days after the last day of attendance at any time during the year except in a case of sickness, hospitalization, home and hospital services provided according to district policy, any pending court investigation or action, and/or a prior-approved Educational Leave.

Schools shall withdraw students after 10 consecutive days of absence, unless they fit one or more of the exceptions listed above. The school shall send a letter notifying the parents of the pending withdrawal and provide adequate time for a response before withdrawing the student from school. (See sample letter in the "School Resources" section.)

Truancy and Compulsory Education

A truant student is absent for at least five days during the school year without a valid excuse and fails to cooperate with the efforts on the part of the school to resolve the attendance problem (R277-6-1). Truancy only applies to students between the ages of 6 and 14 (first through eighth grades). Students who are age 14 or older may not be referred to court for truancy reasons. Schools must employ their own restorative justice measures (interventions) to provide necessary support to help students improve attendance. Schools are required (§53G-6-202) to demonstrate an earnest and persistent effort to help students attend school.

Students in a court ordered truancy program must not be withdrawn from school. The court process for truancy will continue for students even though a guardian may withdraw them from school in the meantime. The court process will continue even if they are in Home School.

Truancy and Compulsory Education resources may be found on the Planning and Student Services website at <http://planning.jordandistrict.org/truancy/>.

Enrollment

Birth Certificate Information

Students enrolling for the first time in a Jordan School District school are required to provide an original or certified* birth certificate issued by the Bureau of Vital Statistics at the time of registration. If a birth certificate is not available at the time of enrollment, a 30-day grace period is available to allow the custodial legal parent(s) or guardian(s) time to obtain the birth certificate.

A certified birth certificate 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 (§53G-6-603, Jordan School District policy AS63-Student Eligibility to Attend School).

In rare cases, when an official birth certificate cannot be obtained, other reliable documents may be provided to the school as proof of birth such as: taxes, a midwife certificate, religious blessing or baptismal records, affidavits from government officials, etc. all of which can provide proof of the student's name and age. When a document other than the birth certificate is provided, an affidavit must be included explaining the inability to produce a copy of the birth certificate. Passports and visas may not be accepted as proof of birth.

In these rare cases the school should:

- Inform the legal custodial parent(s) or guardian(s) enrolling the student that a certified copy of the student's birth certificate or other reliable proof must be provided within 30 days.
 - Fill out and send the Birth Certificate Requirement 30-Day Grace Period letter found in the "School Resources" section of this manual. Retain a copy at the school.
 - Enroll the student. There is no need to send the legal custodial parent(s) or guardian(s) registering a kindergarten student without a birth certificate to Planning and Student Services prior to enrolling the student.
- If the legal custodial parent(s) or guardian(s) enrolling the student provides a certified copy of the birth certificate within 30 days, compliance has been achieved.
- If the legal custodial parent(s) or guardian(s) enrolling the kindergarten student provides "other reliable proof":
 - They must be referred to Planning and Student Services (District policy AS63 & AA400).
 - The "other reliable proof" must provide reliable confirmation of the student's identity and age.
 - An Affidavit of Birth should be filled out by the guardian explaining the inability to produce a copy of the birth certificate (found under School Resources).
 - If the reliable proof is not sufficient, the school will proceed with the 10-Day Letter and all subsequent steps.
- If the legal custodial parent or guardian enrolling the student fails to provide the required documents within the 30-day grace period, 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. The school shall keep the student enrolled.
 - Complete the Birth Certificate 10-Day letter (<http://planning.jordandistrict.org/resources/school/>) and send it to the legal custodial parent or guardian who enrolled the student.
 - Retain a copy 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. (See sample letter under School Resources.)

Parent(s) or guardian(s) who are on welfare and cannot afford to pay for a birth certificate may go to their welfare assistance office and ask for a Form 125 - Verification of Birth. The parent may then take the form to the Bureau of Vital Statistics where they will complete the Verification of Birth at no cost to the parent. This form from the Bureau of Vital Statics is acceptable in lieu of a birth certificate.

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

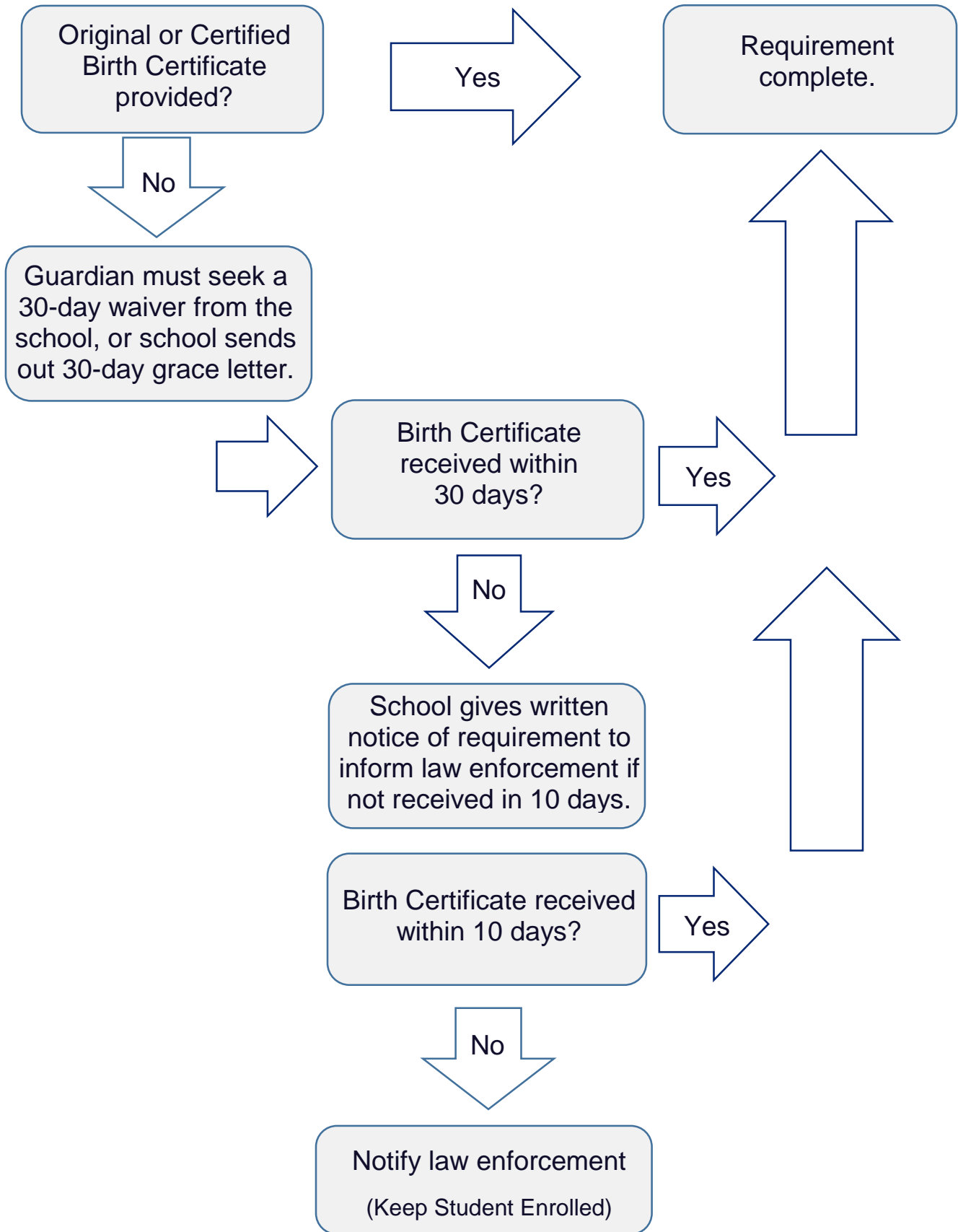
The full legal name as it appears (first, middle, and last) on the birth certificate shall be entered in its entirety in the Skyward Student System, including the full middle name. All permanent records, membership reports and transcripts must reflect the student's full legal name. If a student wishes to use a nickname or a 'preferred name', enter the nickname in the "Other Name" or "Preferred Name" field in the Profile screen in Skyward. A teacher can then set their Skyward gradebook to display the "other name" or "preferred name". Many of the Skyward reports will print using this setting.

If a birth certificate does not designate which name is the first, middle or last, the rule is:

- 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
When the last name is commonly two parts, include both parts, ie. Van Horten, San Mateo
- Middle name = Everything between the first name and last name
John Jacob Jingle-Heimer Smith, Jacob Jingle-Heimer is the middle name
Eva Maria Gonzales-Espinosa Del Pino San Marco, Maria Gonzales-Espinoza Del Pino is the middle name.

If a student's name is added incorrectly, edit the profile screen and correct the name information. This will update all the necessary systems associated with that name. If a student record has been duplicated because of incorrectly added birth certificate information, contact Information Systems to merge the duplicate data. A student name change should not take place in Skyward without verification from an original or certified copy of the birth certificate or court documentation.

Birth Certificate Requirement Flowchart



Boundaries and Bus Stops

Boundaries are determined using comprehensive demographic planning software built on GIS technology which has been specifically developed for the needs of school districts, along with input from various local sources such as the Board of Education, city leaders, district administrators, and patrons. Information about upcoming boundary changes or the building of new schools is usually posted on the Jordan District website. Parents who are involved in boundary changes are often notified in advance of boundary changes and may even be asked to participate in a survey.

Patrons may locate their boundary school and bus stop on the Planning and Student Services webpage on Jordan School District's website. Once on the Jordan District website, click "Parents & Students" and then "Boundaries & Bus Stops" (<http://planning.jordandistrict.org/boundaries/>). Jordan School District standardizes addresses with the county, therefore, only county recognized addresses are accepted in Skyward. When entering an address, be sure to include a directional such as N, S, E and W.

If there are questions regarding school boundaries, please contact Planning and Student Services. For questions regarding whether or not a student is bused, or what bus a student would ride, call the Department of Transportation at 801.567.8840.

Charter Schools / Extra-Curricular or Co-Curricular Fees

A student cannot enroll 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 register for any classes in a Jordan District school.

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 but only if the charter school pays the activity fee associated with the extra-curricular activity **and** releases part of the FTE for the required class. (See the Extra/Co-Curricular Fee Schedule in the "School Resources" section.)

Cohorts and Dropouts (9th through 12th grade)

To comply with federal and state law (No Child Left Behind and Utah State Board of Education Board Rule R277-419-6), once a student enters ninth grade they are assigned to a graduating cohort (a group of students who graduate in the same school year) with the expectation of graduating within the next four years. Once a student completes their expected graduation school year, they are considered either a graduate, a non-graduate, or excluded from the graduating cohort due to various reasons, such as a transfer out of state, transfer to private school, death, or medical withdraw.

A high school completion code and/or the type of withdrawal code entered in the Skyward Student system indicates whether or not a particular student of a cohort graduated. These codes are transmitted to the Utah State Board of Education's "UTREX" system nightly. The last school that enrolled the student gets credited with the student's graduation status and will also get credited for any student who is considered a drop-out.

Each year the State compiles a cohort report that divides non-graduates into three subgroups: Drop-outs, Continuing Students, and Other Completers (Aged out of Special Ed, Completion Certificate or GED). If a student's graduation status is unknown the student will be considered a drop-out. "Unknown" status includes (but is not limited to):

- A student who is reported as transferred to another school within the state if no subsequent enrollment is reported. (A written request for transfer of records is required.)
- A student who finishes 11th grade with a YE (year-end) exit code, if they do not show up the next year in a Utah public school.

- A student who 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/or 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.
- A student who was not temporarily excused due to suspension, court action, illness, or other extenuating circumstances beyond the control of the student.
- A student who did not complete the previous year and has unexcused absences of ten (10) consecutive days or more prior to and including October 1st is counted as a dropout the previous year.
- A “summer dropout” or “fall no show” is one who has completed the previous school year, but does not return to school the following school year. The student counts as a dropout for the year and grade for which the student fails to report.

Dropout Reporting

In an effort to improve Jordan School District’s dropout statistics at the State Board of Education, it is important each student has an accurate accounting of their enrollment. Each year Planning and Student Services sends secondary schools a “drop-out” report to review the records of students who did not complete the prior school year and determine whether or not an existing dropout exit code can be changed (thus lowering the dropout rate). All corrections made on this report will be reflected in the State system.

Common issues to watch for:

- Student transfers to another public school but is still showing on your school’s report. Check that the student actually transferred to a public school and not a private school, home school, or out of state. Then update the code accordingly.
- Student is showing in a different cohort than when they student graduated or will graduate. The grade may have previously been entered incorrectly, or the student repeated a grade. Correct the student’s grade.
- Student is showing up as a dropout for your school, but you are sure they graduated from another school in the state. Most likely the student was assigned two different SSIDs. Submit a request to get the SSIDs merged in UTREX.
- An exit code was updated in a school’s SIS system but not in UTREX. A special request must be made to the State to correct errors. This can be noted on the drop-out report.

Ways to assist in resolving issues:

- The Data Gateway in the UTREX system (If you don’t have access to UTREX, the principal may request access by emailing a request to Information Systems.)
- Permanent record’s requests from schools
- The Quarterly Exit List
- Demographic information from siblings, family and previous emergency contacts
- Southpointe Adult High School’s list of graduates

Dual Enrollment Guidelines

Dual enrollment applies to home school or private school students wishing to participate in their boundary school program(s) only. Students enrolled in any public school (including online public schools) are not eligible for “dual enrollment”.

A “Dual Enrollment Student” is:

- **A student who is enrolled simultaneously in either a private school or home school, and a public school:** The purpose of this rule is to provide consistent statewide procedures and criteria for a home school and private school student’s participation in a public school course, co-curricular activity, or program (R277-438.2 and Utah Code Section 53G-6-702.5).
- **Not enrolled in any public school including online schools that access public school funding:** 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 K-8 or K-12 online schools through Alpine, Davis, Tooele, Provo, Washington and other districts are public schools that get their funding from the WPU (weighted pupil unit). 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.) **A student who is enrolled in these schools may not dual enroll in the boundary school.**

- **Enrolled in their boundary school for less than half-time (0.499):** 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 should be enrolled as part-time in the computer system, pay full fees and follow all public school rules and guidelines.
- **Students enrolled in a private school who wish to enroll in up to three (3) periods** (less than half-time) in the student’s Jordan School District boundary school are required show verification of private school enrollment status. They should be enrolled part time in the computer system, pay full fees and follow all public school rules and guidelines.
- **Students enrolled in a Jordan School District high school who require a class** or classes from another Jordan District high school may be accepted as a courtesy and with the approval of the administrators of both schools. The class requested must not be offered at the high school of their enrollment. The counseling center or registrar should track the attendance and grade from the teacher and report it to the high school of enrollment. Class and/or book fees will be charged, if applicable.
- **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 due to the differences in credit requirements and funding support. (Credit Guidelines Booklet, page 7, Section I.D.5)
- **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.
- **Students who leave the regular public high school and enter an adult education program** shall not be allowed to return to a Jordan School District high school due to the differences in credit requirements and funding support.

First Through Twelfth Grade Enrollment

Students enrolling for the first time in a Jordan School District school in grades one through twelve are required to provide an original or certified* birth certificate issued by the Bureau of Vital Statistics at the time of registration. If a birth certificate is not available at the time of enrollment, a 30-day grace period is available to allow the custodial legal parent(s) or guardian(s) time to obtain the birth certificate. A certified birth certificate means a birth certificate issued by the Bureau of Vital Statistics. It will have a raised seal or a colored, embossed seal (§53G-6-603, Jordan School District policy AS63-Student Eligibility to Attend School).

In rare cases, when an official birth certificate cannot be obtained, other reliable documents may be provided to the school as proof of birth such as: taxes, a midwife certificate, religious blessing or baptismal records, affidavits from government officials, etc. all of which can provide proof of the student's name and age. When a document other than the birth certificate is provided, an affidavit must be included explaining the inability to produce a copy of the birth certificate. Passports and visas may not be accepted as proof of birth. (See Birth Certificate Information on pg. 9-10.)

At the legal custodial parent(s) or guardian(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 2nd 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 (District policy AS63-Student Eligibility to Attend School). It is the responsibility of the legal custodial parent(s) or guardian(s) to provide such evidence.

Students moving with a custodial guardian or legal guardian will need a withdrawal from their previous school of attendance, immunization records, and copies of any academic records that could assist in placing the student in appropriate classes. The previous school will send official school records to the new school once the student has officially enrolled. Additional immunization information for Jordan School District can be found at: <http://edsupport.jordandistrict.org/nursing/immunization/>

If a student is returning to a Jordan District school from a Utah public charter school, they should give notice to the Jordan District school on or before June 30th. If notice is not given, the student may still be enrolled provided the school has adequate capacity in the student's grade level or required core classes (§53G-6-503). If the school doesn't have the necessary capacity, as a courtesy the school may refer the parent/guardian to another school with the capacity, or refer the parent/guardian to Planning and Student Services for assistance.

If the student will be enrolling with someone other than the legal guardian, a "Verification of Enrollment" form is required from the Department of Planning and Student Services. (See the "Custodial, Guardian and Parent Information" section in this manual under "Procedures".)

If a student is attending another public school, charter or online school accessing public funds, they may not enroll in Jordan School District schools. Charter and online school students are eligible to participate in extra-curricular activities at their Jordan District boundary school provided the extra-curricular activity is not offered by the student's charter or online school and provided they meet all other requirements as outlined in Utah Code §53G-6-702 and R277-494-3-5. (See the "Dual Enrollment" section in this manual under "Enrollment".)

Students who are homeless are allowed immediate enrollment in their proper grade, and are not excluded based on their ability to present the necessary documentation. (See additional information for McKinney Vento in this manual under "Procedures".)

Foreign Exchange Student Registration

All foreign exchange students must be approved by Planning and Student services **prior** to registration. Exchange student placements should be arranged at least five weeks in advance of the student's departure from their native country. The students are placed in the grade level in which they would be placed had they not left their country. Foreign exchange students who have previously graduated from high school or equivalent, or whose class has graduated, will not be eligible for enrollment.

It is not the intent nor is it financially possible to extend ESL services to foreign exchange students. If foreign exchange students are having difficulty speaking or understanding the English language, they may be placed in courses that do not require as much language proficiency. Foreign exchange students are not eligible to participate in ESL services

The Jordan Board of Education establishes quotas regarding the number of foreign students a secondary school may accept. The quota may change from year to year as needed. The Utah State Office of Education sets a cap on the number of foreign exchange students each district may accept. If the cap on foreign exchange students has been reached, the district may accept one-for-one exchange students who use the same exchange agency.

Foreign Exchange Student Visas

A "J-1 foreign exchange student":

- Is a foreign national secondary student issued a J-1 Visa from immigration 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. These students are placed with a Utah family who serves as the host family during the period of sponsorship by an exchange program.
- Is not required to pay tuition to Jordan School District however, foreign exchange students are required to pay school registration fees. J-1 foreign exchange students do not qualify for a diploma and do not participate in graduation exercises; however, principals are encouraged to recognize them.
- Is not qualified to take the Driver's Education course. The foreign exchange students sign a document stating that they understand this when they register with the district.
- Must maintain a minimum of 2.0 GPA and pass all their classes. 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.
- May change host families and schools during the school year provided approval is obtained by the representative of the agency and from Planning and Student Services.

Jordan School District accepts foreign exchange students from the Council on Standards for International Educational Travel (CSIET) only. The State Office of Education establishes quotas regarding the number of foreign students each secondary school may accept. CSIET organizations submit student applications to Planning and Student Services. When an application is accepted the student is placed in a host family's boundary school (or permit if approved by the school). Applications are accepted from host families that reside in Jordan School District only.

Jordan School District is not a designated district in the State of Utah to issue I-20's (F-1 visa) and does not place F-1 foreign exchange students.

Grade Accelerations and/or Retentions

Each acceleration/retention request should follow the same process as a 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 should evaluate each requested acceleration/retention. Research indicates that careful consideration should be given, as inappropriate acceleration/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. The decision to retain a student is the responsibility of the evaluation team under the direction of a school administrator.

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.

Retention Data Collection Guidelines

Grades K-6:

- 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.
- 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.
- 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.
- Children with learning disabilities or intellectual handicaps should not be considered for retention.
- Evaluation should include the degree of parental support.

Grades 7-9:

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

Grades 10-12:

- Retention in grade 10-12 should only be considered in **extreme** cases.
- If circumstances warrant retention consideration, guidelines A-E listed under Grades K-6 should be followed.
- There is no provision for additional years of athletic eligibility after three consecutive years.
- 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.

Acceleration Data Collection Guidelines

- 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.
- 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.**

- 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.**
- The student should be in the **top 3% of his/her class** (grade at school) academically and intellectually to be considered for acceleration.
- 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.
- Evaluation should include the degree of parental support.

If the decision of the school team is contrary to the requested action, the parent/legal guardian may appeal the decision by writing a letter of appeal and submitting it (by mail or e-mail) to the Administrator for Planning and Student Services. Appeal letters should include the background, circumstances and reasons for the requested action.

Completed accelerations and/or retentions should be submitted to the appropriate Administrator of Schools. The form ("Individual Report of Retention or Acceleration") is available at Planning and Student Services.

Grade Placement

When a student enrolls in Jordan School District, they should be placed according to their age (see the Age Chart found on Page 19). Exceptions include:

- **A military child who does not meet the deadline but has previously attended kindergarten or a higher grade as a resident in another state.** "Military child" means a child enrolled in kindergarten through grade twelve 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 (53G-4-402 and 53E-3-902).
- **A student who was accelerated or retained in a previous school or district.** Jordan School District schools will honor the acceleration or retention and continue to place the student in the next consecutive grade. Students will be enrolled in the next consecutive grade rather than repeating or accelerating a grade in the absence of adequate documentation of acceleration and/or retention. The legal custodial parent or guardian may request acceleration or retention testing to place the student in the grade they would have been in had they not been accelerated or retained previously.
- **A student who was home schooled:** The student attended public school in the 7th grade but was in home school for 8th grade. The parent requests placement in the 8th grade. The student is registered based on the parent's request. If acceleration/retention testing will be conducted to determine academic ability, the legal custodial parent(s) or guardian(s) and the school then determine who is to perform the testing. If the legal custodial parent(s) or guardian(s) requests an outside testing source, it shall be at their own expense. Any acceleration/retention testing should be completed within 30 days. Appropriate grade placement shall be determined once the testing is complete. See the "Grade Placement of a Student Returning from Home School" form found in the "School Resources" section.
- **A student who attended public school in 7th grade, and was home schooled for 8th.** The legal custodial parent(s) or guardian(s) states that the student completed both 8th and 9th grade during the past school year, and requests placement in the 10th grade. The student is registered based on the legal custodial parent(s) or guardian(s) request. Acceleration/retention testing will be conducted to determine

academic ability (the legal custodial parent(s) or guardian(s) and the school determine who is to perform the testing). If the legal custodial parent(s) or guardian(s) requests an outside testing source, it shall be at their own expense. Any acceleration/retention testing should be completed within 30 days. Appropriate grade placement shall be determined once the testing is complete. See the "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. Placing students in grades other than their age-appropriate placement to compensate for any educational (including language) advancement or deficit shall be avoided. In such cases acceleration/retention testing may be completed to address such concerns (§53G-7-706).
- **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 legal custodial parent(s) or guardian(s) communicate disagreement with this, or if the school sees obvious indicators that the student has been misplaced, acceleration/retention 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 states that no student may be in school unless they were 5 years old before September 2nd of the year they will be entering school (R277-419-2).
 - 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 legal custodial parent(s) or guardian(s) shall provide a statement from the previous school that addresses the student's successful completion 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.

AGE CHART FOR THE 2018-19 SCHOOL YEAR

Grade	Month/Year Born	5 Years Old by	School Year
K	Sept. 2, 2012-Sept. 1, 2013	Sept. 1, 2018	2018-19
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

AGE CHART FOR THE 2019-20 SCHOOL YEAR

Grade	Month/Year Born	5 Years Old by	School Year
K	Sept. 2, 2013-Sept. 1, 2014	Sept. 1, 2019	2019-20
1	Sept. 2, 2012-Sept. 1, 2013	Sept. 1, 2018	2019-20
2	Sept. 2, 2011-Sept. 1, 2012	Sept. 1, 2017	2019-20
3	Sept. 2, 2010-Sept. 1, 2011	Sept. 1, 2016	2019-20
4	Sept. 2, 2009-Sept. 1, 2010	Sept. 1, 2015	2019-20
5	Sept. 2, 2008-Sept. 1, 2009	Sept. 1, 2014	2019-20
6	Sept. 2, 2007-Sept. 1, 2008	Sept. 1, 2013	2019-20
7	Sept. 2, 2006-Sept. 1, 2007	Sept. 1, 2012	2019-20
8	Sept. 2, 2005-Sept. 1, 2006	Sept. 1, 2011	2019-20
9	Sept. 2, 2004-Sept. 1, 2005	Sept. 1, 2010	2019-20
10	Sept. 2, 2003-Sept. 1, 2004	Sept. 1, 2009	2019-20
11	Sept. 2, 2002-Sept. 1, 2003	Sept. 1, 2008	2019-20
12	Sept. 2, 2001-Sept. 1, 2002	Sept. 1, 2007	2019-20

Kindergarten Enrollment

Children seeking to enter school must be five (5) years of age **before** September 2nd of the year admission is sought. 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 twelve 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 53G-4-402 and 53E-3-903).

An original or certified copy of a birth certificate issued by the Bureau of Vital Statistics is required for entrance into kindergarten (District policy AS63 & AA400). However, there may be limited times when the legal custodial parent(s) or guardian(s) do not have an official birth certificate. Regarding such limited times State Code 53G-4-402 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.

In these rare cases the school should:

- Inform the legal custodial parent(s) or guardian(s) enrolling the student that a certified copy of the student's birth certificate or other reliable proof must be provided within 30 days.
 - Fill out and send the Birth Certificate Requirement 30-Day Grace Period letter found in the "School Resources" section of this manual. Retain a copy at the school.
 - Enroll the student. There is no need to send the legal custodial parent(s) or guardian(s) registering a kindergarten student without a birth certificate to Planning and Student Services prior to enrolling the student.
- If the legal custodial parent(s) or guardian(s) enrolling the student provides a certified copy of the birth certificate within 30 days, compliance has been achieved.
- If the legal custodial parent(s) or guardian(s) enrolling the kindergarten student provides "other reliable proof":
 - They must be referred to Planning and Student Services (District Policy AS63 & AA400).
 - The "other reliable proof" must provide reliable confirmation of the student's identity and age.
 - An Affidavit of Birth should be filled out by the guardian explaining the inability to produce a copy of the birth certificate (found under "School Resources").
 - If the reliable proof is not sufficient, the school will proceed with the 10-Day Letter and all subsequent steps.
- If the legal custodial parent or guardian enrolling the student fails to provide the required documents within the 30-day grace period, 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. The school shall keep the student enrolled.
 - Complete the Birth Certificate 10-Day letter (<http://planning.jordandistrict.org/resources/school/>) and send it to the legal custodial parent or guardian who enrolled the student.
 - Retain a copy 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. (See sample referral letter under School Resources.)

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

Legal custodial parent(s) or guardian(s) who are on welfare assistance 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 legal custodial parent(s) or guardian(s) then takes the Form 125 to the Bureau of Vital Statistics and they will complete the Verification of Birth at no cost. This is not an official birth certificate but a verification of birth and will be accepted.

Immunizations that are required for school entry must be on file. A variance has been given for military children (Utah Code §53G-9-303 and JSD Policy AS87).

If the legal custodial parent(s) or guardian(s) 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 shall be enrolled in kindergarten. Evaluation of students for placement in first grade prior to their actual enrollment in kindergarten shall be considered following District policy AS64 - Student Retention and Acceleration. District guidelines for acceleration of students must be followed in these cases. (See the "Enrollment" section for more information on grade accelerations or retentions.)

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 legal custodial parent(s) or guardian(s) may keep the child home and enroll them in kindergarten the following year.

At the legal custodial parent(s) or guardian(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 2nd 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 (District Policy AS63-Student Eligibility to Attend School). It is the responsibility of the legal custodial parent(s) or guardian(s) to provide such evidence.

Open Enrollment/School Choice – Permits

Students who wish to attend a school other than the resident school may submit a "Standard Open Enrollment Application" form (a permit) to transfer to a school they desire to attend (District policy AS93-Open Enrollment/School Choice and §53G-6-402-407). Decisions regarding the acceptance of permits are made at the local school.

The following guidelines shall be followed:

- Applications are available at the local school.
- Applications are submitted to the local school.
- Applications are considered in the order in which they are received.
- The school shall keep a waiting list for permit requests.
- Students accepted on permit are obligated to remain at the requested school through the end of the requested school year.
- Parent(s)/guardian(s) are responsible for the student's transportation to and from the requested school.

The school administrator of the requested school shall accept the transferring student subject to the following:

- Space, staff and program(s) (students with disabilities, see below) have space available to accommodate the student.
- The student has not committed a serious infraction of the law or school rules, including rules of the requested school/district.
- The student has not had chronic misbehavior which would, if it were to continue after the student was admitted, endanger the persons or property, cause serious disruptions to the school, or place an

unreasonable burden on school staff.

- The administrator may allow provisional enrollment of a non-resident student with prior behavior problems when conditions have been set under which the student would be permitted to enroll or continue (behavior contract).

Early Enrollment Period:

- Early enrollment period transfer applications are submitted between December 1 and the third Friday in February in order to transfer the following year. These permits are granted based on building capacity, staff and as programs allow.
- The school shall notify the student's parents of acceptance or rejection within six (6) weeks of receipt of the application, or by March 31st, whichever is later. Notifications may be delayed due to circumstances affecting the board's ability to determine the enrollment capacity of a school.

Late Enrollment Period:

- Late enrollment period transfer applications are submitted before December 1 or after the third Friday in February for the following year, or a permit request for the current calendar year. These permits are granted based on the staffing and program teacher to student ratio.
- The school shall notify the student's parents of acceptance or rejection within two (2) weeks of receipt of the application, or by the Friday before the new school year begins, whichever is later. If the application is for the current school year, the school shall notify the parent(s) within two (2) weeks of receipt of the application. Notifications may be delayed due to circumstances affecting the board's ability to determine the enrollment capacity of a school.

Students who are granted school choice transfer requests shall be permitted to remain enrolled in a school subject to the same rules and standards as resident students, without renewed applications in subsequent years unless one of the following occurs:

- The student graduates;
- The student is no longer a Utah resident;
- The student is suspended or expelled from school;
- The district determines that enrollment within the school will exceed the school's open enrollment threshold.

The current space available for **students with disabilities** will be determined through the following process:

- The special education team at the school the enrollment is being requested will have the parents sign a "Request for Permanent Records from Previous School" form (available at Planning and Student Services) from the school the student is currently attending.
- The school will request the student's current Individual Education Plan (IEP) and his/her previous IEP.
- Upon receiving the IEPs, the special education team will review the goals, placement, and current services provided under the student's current IEP. If the student's current IEP has been in place for less than 90 school days, his/her previous IEP will also be reviewed.
- Upon review of the appropriate IEPs, the special education team at the receiving school will determine how the student should be served at his/her school based on the goals, placement and services identified through the review.
- A student with disabilities may be considered for enrollment if all of the following criteria are met:
 - The student can be served on the current staffing pattern in the Special Education Department without the addition of staff or services.
 - The addition does not exceed the school's existing caseload capacity.
 - Space is available at the school.
 - Space is available at the student's grade level at the school.
 - Once a transfer request is granted, the student may continue to attend the school until completion.
 - Transfer requests are granted on an individual basis, although the school/administration shall take into consideration the fact that an applicant's brother or sister is attending the school or another school within the District, an enrollment guarantee for siblings is not implied.

Pre-Enrolling a Student

Pre-enrolled students are “brand-new” students enrolling at the school next year who are not “promoted” or “pre-transferred” from another school. When pre-enrolling a new student mark these fields as follows:

- Current status – Inactive
- Next Year status – Active
- Use their current year grade (i.e. P4 for kindergarten).
(Skyward automatically figures the grade level by the student’s birthdate.)
- Enrollment Date
 - Traditional schools – Use the first day of school enrollment; not the first day of student attendance.
 - Year-round schools – Use the first day of A Track for next year’s calendar. (The actual track is assigned during the track scheduling process.)

Preschool Students (elementary) Do not pre-enroll students who are currently active at school 800. The system will automatically pre-transfer these students to their boundary school or the Preschool will flag them to the appropriate school.

Pre-enrolled Kindergarten (elementary) The entire registration process should be done at the entity the kindergarten student will attend or through New Student Online Enrollment. If you wish to enroll a kindergartener who is already showing a pre-enroll record at a another school, let the school know you are enrolling the student, and then that school should contact Information Systems to delete the current pre-enroll record.

Proof of Residency Proof of residency is not required when pre-enrolling a student, but is required once the new school year begins. This is the law. A proof of residency is required on all address changes.

900 Schools’ Students Do not pre-enroll students who are currently active at 900 schools. Student Services will promote (pre-transfer) the student to your school. Call Student Services when necessary.

Best Practice It would be wise to do a district search for the student at 000 to see if the student is already in the Skyward system. It is very important to use student numbers that have already been assigned to students.

NOTE: Pre-enrolled students cannot be “promoted” or “pre-transferred” to another school.

Residency Determinations

Prior to enrolling in school, a student’s custodial parent(s) or legal guardian(s) must provide evidence to establish residency. Recent updates to Utah law found in §53G-6-302 (enacted May 2017) clarify how a student’s district of residency is to be determined by schools.

Student residency eligibility is based on where the custodial parent(s) or legal guardian(s) resides **OR where the student resides** using the following criteria/guidelines:

The school district of residence of a student whose custodial parent(s) or legal guardian(s) resides within Utah is:

- Where the custodial parent or legal guardian resides; OR
- The school district where the student resides;
 - While under custody or supervision of a Utah state agency or approved placement service.
 - While living with a responsible adult resident of the district; IF
 - The student’s physical, mental, moral, or emotional health will be best served by considering them a resident for school purposes.

A student whose custodial parent(s) or legal guardian(s) does not reside in Utah is considered to be a resident of the district in which the student lives, IF:

- The student resides with a responsible adult resident of the district (R277-621) who is designated as the student's legal guardian (durable power of attorney or guardianship); OR
- The student lives with a responsible adult who is a resident of the district and is the child's noncustodial parent, grandparent, brother, sister, uncle, or aunt.
- The student's presence in the district is NOT for the primary purpose of attending public schools.
- The student's physical, mental, moral, or emotional health will be best served by considering them a resident for school purposes.
- The student is prepared to abide by the laws and policies of the school and school district.

A student's custodial parent(s) or legal guardian(s) may request a determination that the student's district of residency is a district other than where they reside by filing a written request.

- If the request is approved, the alternative district shall assume responsibility for providing educational services and shall enroll immediately (R277-621).

Students whose primary purpose for residing in the district is only to attend school, do not meet the criteria listed above and are subject to Open Enrollment and permits (§53G-6-401 and 402) and/or out of state tuition (if applicable).

When residency is determined using **where the student resides**, they are:

- Enrolled using legal guardianship or a durable power of attorney. A power of attorney does not confer legal guardianship.
- Are not enrolled using the McKinney-Vento Homeless Assistance Act. The custodial parent(s) or legal guardian(s) enrolling the student are responsible to pay any fees that may be associated with registration and/or participation.
- Exigent circumstances must exist that don't allow the situation to be appropriately addressed under regular guidelines of Open Enrollment, permits or out-of-state tuition (§53G-6-401 & 402).

Student Visa Status

In most cases, a non-immigrant visitor minor child is eligible to apply for a dependent visa to either accompany or join the principal visa holder in the United States and is usually allowed to attend a K-12 school. These students must still abide by the rules governing their visa status, and may not extend their stay for the purpose of finishing a school year or program.

If the Non-immigrant Status is:		Child may attend K-12 schools
A-1, A-2 or A-3	Foreign govt. officials	Yes
B-1	Visitor for business	Limited
B-2	Visitor for pleasure	Limited
C-1 to C-4	Aliens in transit	No
D-1 to D-2	Crewmen	No
E-1	Treaty trader	Yes
E-2	Treaty investor	Yes
F-1	Academic student	Yes (not in JSD)
G-1 to G-5	Representative to International Org.	Yes
H-1B	Specialty worker or fashion model	Yes
H-1C	Nurses	Yes
H-2A	Agricultural worker	Yes
H-3	Trainee	Yes
I	Foreign media representative	Yes
J-1	Exchange visitor	Yes (through Student Services)
K-1	Fiancé(e) of U.S. Citizen	Yes
K-3	Spouse of U.S. Citizen	Yes
L-1A, L-1B	Intra-company transferee	Yes
M-1	Vocational or language student	Yes
N-8, SK-1, SK-2 or SK-4	Special immigrant	Yes
NATO-1 to NATO-7	North Atlantic Treaty Organization	Yes
O-1	Worker with extraordinary abilities	Yes
O-2	Alien's support accompanying O-1	Yes
P-1, P-2 or P-3	Athlete, artist or entertainer	Yes
Q-1	Cultural exchange visitor	No
Q-2	Irish Peace Process (Walsh Visas)	Yes
R-1	Religious worker	Yes
S5 or S6	Witness or informant	Yes
T-1	Victim of trafficking	Yes
TN	North American Free Trade (NAFTA)	Yes
TWOV (C4)	Transit without visa	No
U-1	Victim of certain criminal activity	Yes
V-1	Spouse of LPR	Yes
V-2	Child of LPR	Yes

Entries, Exits and Membership

10-Day Accounting, First Ten Days of School

If a student enrolls any day within the first ten (10) days of school, and has not attended another school since the start of the year, the membership may be claimed at your school 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. Absences would need to be entered as if the student had enrolled and attended since the first day of school up to the actual day of enrollment.

10-Day Accounting and “No-showing” a Student

If a student is a No Show to a school/entity **within the District**. If a Jordan School District student notifies you of their intent to go to a different Jordan District school before the first day of school or the during first ten days of school (and they never actually attend a class), no-show the student with a Skyward Exit Code of “TD”.

If a student is a No Show “withdraw” to a school/entity **outside Jordan School District**. If a Jordan School District student notifies you of their intent to go to another entity outside Jordan School District (before the first day of school and they never actually attend a class), withdraw the student with an exit date as of the 2nd day of school. If a student notifies you of their intent to go somewhere outside the district during the first 10 days of school, and you have been marking the student absent, you may also withdraw the student on the day after you found out they were no longer coming (with the proper withdrawal code), thus eliminating the need to remove any absence codes. (If a student has been marked with ten days of absences, you may use day eleven as the withdrawal date.)

Entry/Exit Codes

ENTRY	DESCRIPTION	
XX	GENERAL ENTRY	
WITHDRAW	DESCRIPTION	(Use Skyward Comment Field When Possible)
11	EARLY GRAD JUNIOR YR	
AE	TRANSFERRED TO ADULT EDUCATION	
DE	DEATH	(Call IS to turn off Family Access)
DO	DROP OUT	
FE	FOREIGN EXCHANGE	
GED	GED	(Earned by Year End)
HE	TRANSFER TO HIGHER ED	
OG	OTHER GRADUATE	
Q1	EARLY GRAD QTR 1 SENIOR YR	
Q2	EARLY GRAD QTR 2 SENIOR YR	
Q3	EARLY GRAD QTR 3 SENIOR YR	
Q4	EARLY GRAD QTR 4 SENIOR YR	
TC	TRANSFER OUT OF COUNTRY	(Documentation Required)
TD	TRANSFER IN DISTRICT	(In Jordan District Schools Only)
TH	TRANSFER TO HOME SCHOOL	(Signed Affidavit Required)
TN	TRANSFER TO SCHOOL UNDER NCLB	
TO	TRANSFER OUT OF STATE	
TP	TRANSFER TO PRIVATE SCHOOL	(Includes Clearfield Job Corps)
TR	TRANSFER TO CHARTER SCHOOL	
TS	TRANSFER IN STATE	(Includes Weber Job Corps)
TT	TRANSFER TO ANOTHER TRACK	(Use for Status Changes)
UC	TRANSFER TO UTAH COL APP TEC	
UN	UNKNOWN	
WD	DUE TO ILLNESS	
WM	WITHDRAW MEDICAL (No Ed Services)	(Documentation Required)
WP	WITHDRAW FROM PRESCHOOL	

Graduation and Diploma Status

To obtain a Utah High School Diploma a student must successfully complete the required academic credits, or in some cases, is awarded a Certificate of Completion or a differentiated diploma that is consistent with state laws and the student's individualized Education Plan or Section 504. Regardless, all seniors who either completed the school year, exited, or aged out, need to have a final status reported to the State.

This is done in the Skyward system on the Student Profile screen and the Entry/Withdraw tab. All exiting seniors need a diploma status, a graduation date and when necessary, an exit code entered in Skyward at the end of each school year. A memo is sent out near the end of the year as a guide with any new information, deadlines and the codes that are used. In general:

- Students who receive a regular graduation status at the end of the year; the exit code can be left blank and the diploma status, the graduation date and the exit code will be automatically entered in Skyward. The diploma status codes include:
 - GR – Graduate; those who have passed the civics test
 - GP – Graduation Pending; those who have not passed the civics test
 - GQ – Graduate with additional mathematics competency
- Students who remain at the school until the end of the year, but do not receive a regular graduation status; the diploma status, graduation date, and exit code (if necessary) shall be entered **by the school**. The diploma status codes include:
 - AO – those who aged out of Special Education
 - CT – those who were awarded a Certificate of Completion
 - DO – No graduation codes apply even though the senior finished the school year
 - G3 – those who obtained a basic diploma and whose IEP team has determined that the student's participating in statewide assessment is through the UAA
 - GC – those who obtained a Carnegie Diploma
 - GG – those who will obtain a GED before the completion of the school year
 - GM – those who obtained a basis diploma and satisfied criteria for military children
 - GP – those who will continue their education in Special Education
 - RT – those who are a Retained Senior (special education students only)

Membership/Enrollment Accounting Guidelines

Membership and enrollment records are submitted for each student via "UTREX" (an electronic file system) to the Utah State Board of Education. Funds for the school district are allocated through formulas that are based on membership and average daily attendance. Therefore, it is extremely important that student attendance and membership data is entered accurately. Therefore:

Every student who attends school will be registered on the Skyward computer system:

- Date of entry is the first day the student will be in class.
- A running list of entries (per quarter) shall be kept on a "Quarterly Entries" form provided by Planning and Student Services (located in the "School Resources" section of this manual).

Withdraw a student the day after their last day of attendance

- Make the computer entry part of your checkout procedure.
- Use the proper exit code.
- A running list of exits (by quarter) shall be kept on a "Quarterly Exits" form provided in the "School Resources" section of this manual.

Print a Membership report at least one time per quarter.

- 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.
- 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.
- Withdraw any student who has attended but has exited by drawing a line through the name and make the appropriate Skyward entry.
- Watch for duplicate information.
- Days belonging are figured automatically based upon the entry and exit dates. If you find anyone that has zero membership, call Information Systems (Ext. 88737).
- Accuracy is important, so please check all information on the Membership Report.
- Send a quarterly statement to Student Services verifying that membership has been checked and all corrections have been made. It is not necessary to send the report to Student Services.

Procedures

Child Abuse and Neglect

School employees are in a position of trust and as such, are statutorily required reporters. If a school employee knows or reasonably suspects that a child is being abused or neglected (which can be physical, emotional, or sexual), the employee shall immediately make an oral report to the school principal or his/her designee (District policy AS70 Child Abuse-Neglect Reporting by School Personnel, Board Rule R277-401 and §62A-4a-403)

When any school personnel know or reasonably suspects any form of child abuse, neglect or dependency of a child (which can be physical, emotional, or sexual) they shall:

Report a suspected case to DCFS/CPS in a timely manner. Both an oral **AND** written report shall be completed for each agency that received a report.

- A **verbal report** shall be *immediately* reported to DCFS/CPS (who will contact law enforcement) with any knowledge of, or suspicion of neglect.
 - *Immediately* inform a school administrator or designee.
 - Together, the school employee and school administrator or designee shall *immediately* report to DCFS/CPS.
 - The report may be made to a peace officer or local law enforcement agency *in addition* to DCFS/CPS.
 - The report shall be made by the person who reasonably suspects abuse, neglect or dependency; or to whom the student directly reported.
 - Upon concluding the verbal report, *immediately* complete the Report of Child Abuse-Neglect Form.
- A **written report** shall be sent to DCFS/CPS (or other agency) within 24 hours of the verbal report.
 - The Report of Child Abuse-Neglect Form shall serve as the written report.
 - Complete the Jordan District Report of Child Abuse-Neglect Form accurately and completely.
 - A school administrator or designee shall sign the form.
 - Mail a copy to DCFS/CPS or any other agency that was notified of the suspected case.
 - Mail a copy to Planning and Student Services.

Place of copy in a file at the school (NOT the student's cumulative folder).

If the incident is reported to more than one agency, each agency that is notified shall receive both the written and the verbal reports.

Those who report the suspected abuse are immune from civil/criminal liability when reporting in good faith suspected child abuse or neglect and may remain anonymous (R277-401-3).

DCFS/DPS contact information is:

Make the **verbal** report to:

1-855-323-3237

This number is reserved for Professionals Reporting Suspected Abuse.

Mail the **written** report to:

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

Planning and Student services will manage Child Abuse and Neglect Reporting in the District, which include:

- Providing an annual in-service training for school administrators on the subject of identifying and reporting children suspected of being abused or neglected.
 - District Policy (AS 70) on Child Abuse-Neglect Reporting can be found online at the Jordan School District's website at www.jordandistrict.org under Resources, then Policy Manual (<http://policy.jordandistrict.org/as070/>).
- Provide reporting forms and other materials to schools as requested.
 - Forms may be found online at <http://planning.jordandistrict.org/resources/school/>.

Cooperating with DCFS, Law Enforcement and Subpoenas (Confidential Information)

Investigations

Utah law provides that law enforcement or DCFS are responsible for child abuse and neglect investigations, and school officials have a statutory duty to cooperate with duly authorized investigators. When an investigator comes to a school to investigate child abuse or neglect (as instructed by the Utah State Office of Education), please do the following:

- Make sure 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. Make a photocopy/electronic copy of the investigator credentials. Keep this copy with the notice of investigation form(s).
- 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 the child, the parents, and any other persons involved." Some schools have the investigator sign a statement assuming those responsibilities.
- Refrain from contacting parents, do not ask 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. (Do not let yourself become vulnerable to liability which would not otherwise exist.)
- 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.

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

Subpoenas

On occasion, a school administrator or teacher may receive a subpoena for records and/or testimony. In these rare circumstances the administrator or teacher should contact your Administrator of Schools and/or Planning and Student Services for guidance on how to proceed.

Records: When a record is subpoenaed, only provide what already exists. Documents are never "created" nor are opinions given nor are sides taken in favor of one party over another.

Custodial, Guardian and Parent Information

Divorce decrees are a dissolution of a marriage contract between the petitioner and respondent and set forth the conditions of the dissolution and guardianship of minor children and **are not binding** upon schools unless specifically stated in statute (§30-3-1).

“Any parental rights not specifically addressed by the court order may be exercised by the parent having physical custody of the child the majority of the time. Rights not specifically addressed would include such things as parent-teacher conferences, right to be included on the locator card, email access to teachers through Skyward Access, teacher conferences, etc. in fact, except access to written records (see FERPA law).” §30-3-10.3(4)

If written consent from the custodial parent is obtained, the school may give the non-custodial parent equal access in the situations listed above, but the school is not required to do so. This written consent should be signed and placed in the student’s cumulative folder, along with the divorce decree. Where the divorce is not amicable, the school may not want to get in the middle of the fray.

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 school 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:

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:
 - The visit shall take place at the discretion of the principal or principal’s designee.
 - 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.
 - The principal will determine, in private, if the minor child is willing to speak with the non-custodial parent.
 - The child shall not be forced to speak with the non-custodial parent if he/she expresses a desire not to do so.
 - The conversation shall take place within the sight of an administrator or teacher and in a manner that will not disrupt class instruction.

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 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.
- 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.

- 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.
- 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.

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 new records request form must be completed for each request. Education records do not include police records maintained by the school resource officer.
- 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 legally 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 includes electronic access to academic and attendance records unless court documents indicate otherwise.

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** (but are not required) do so with written permission from the custodial parent.

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.

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 withdraw the student (Family 1 in Skyward).

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.

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 (usually Family #1 in Skyward, but there are exceptions).

Contact a police officer or DCFS when the parties are in conflict and cannot agree upon whom the student should be released. 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 §53G-8-603). The principal should notify the person in writing of his or her decision about their access.

Step-Parents

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 step-parent 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, step-parents have the same rights under FERPA as do natural parents. Conversely, a step-parent 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. There are not rights for the non-custodial step-parent. Family Policy Compliance Office (FPCO August 20, 2004).

Parent and Non-Custodial Parent Notifications

Notification to the parent of an injured or sick child: 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:

- The injury or illness requires treatment at a hospital, doctor's office, or other medical facility not located on the school premises;
- The school has received a current telephone number for the party it is required to notify or make reasonable efforts to notify.

This requirement does not apply to a non-custodial parent forbidden to have contact with the student under a court order or similar procedure. The custodial parent is responsible for providing the school with the non-custodial parent's status (53G-9-202).

Suspension and expulsion procedures: A school shall notify the custodial parent, and if requested in writing, by a noncustodial parent the procedures for the suspension, expulsion or denial of a student's admission, if:

- It does not apply to that portion of school records which would disclose any information protected under a court order. (The custodial parent is responsible for providing to the school a certified copy of the court order.)
- It is consistent with due process and other provisions of law.

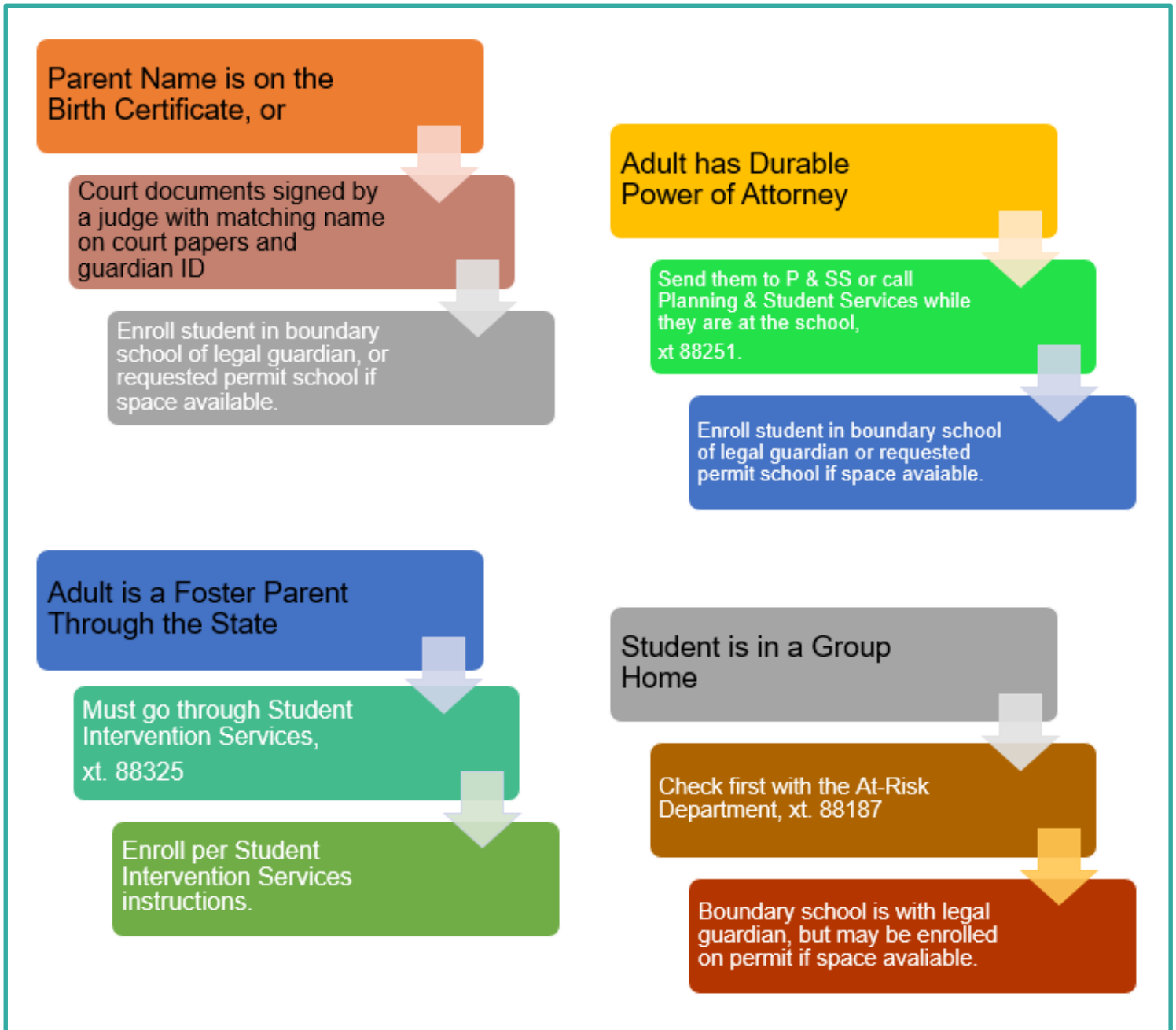
The law also requires that each student is provided a copy of a school's discipline and conduct policy, and if there is any significant change in the conduct and discipline policy, the changes shall be distributed to the students and posted in a prominent location (53G-8-204).

Guardianship, Durable Power of Attorney (DPA)

A student may be enrolled only by the legal custodial parent(s) or guardian(s) having physical custody through the courts. The school of residence is determined by the domicile of the student's legal custodial parent(s) or guardian(s) or a non-custodial parent, if the parent having physical custody signs a Durable Power of Attorney, which allows the non-custodial parent the right to enroll the child at their local school. A Durable Power of Attorney signed by anyone other than the student's legal parents or guardians does not determine the school of residence.

When a divorce decree and Durable Power of Attorney are provided to the school and the parents agree with the placement of the student, a permit will not be required and the school may enroll the student based on the non-custodial parent's residence.

Below are some examples of guardianship and student enrollment:



Family Educational Rights and Privacy Act (FERPA)

FERPA is the federal law which provides equal access to written student records. FERPA applies to any record about the student that is maintained by the school. A note in the corner of a planner to refresh memory is not a record that is maintained by the school. If that information becomes incorporated into the student's record, it then becomes accessible by both parents.

The records of a police officer (SRO) that is working in your school are considered to be maintained by the police department and as such are not covered by FERPA. Parents wanting to access those records would need to make that request from the law enforcement agency.

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 a 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 (a copy of notice is found in the "Resources" section). 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, 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 in their registration packet. Merely marking a box on a PTA survey or on a school directory form does not constitute "written consent or notification." 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.

Home School Registration Process

A student should register for home school **prior** to being withdrawn from the boundary school. Students may be withdrawn from the boundary school for home school when the school receives the notarized and stamped home school paperwork from Planning and Student Services.

To enroll in home school, the custodial legal parent(s) or guardian(s):

- Complete the Home School Affidavit (in the “Resources” section) or by using the on-line form <http://planning.jordandistrict.org/resources/parents/>).
- Notarize the Home School Affidavit. Planning & Student Services will notarize home school forms at no charge. Parents may choose to have them notarized and sent to Student Services.
- Provide the boundary school with a copy of the notarized affidavit and withdraw their student from school (if applicable).
- Will receive a Certificate of Exemption within 30 days after filing the home school affidavit with Planning and Student Services.

Home school students who enroll in public school more than half-time shall render their Home School Affidavit and home school status null and void. To re-enroll in home school a new Home School Affidavit should be completed using the steps above.

To attend home school, the student must be withdrawn from public school. When enrolling in Skyward as a dual enrollment student, the Skyward codes are as follows: “Current Status” is “Active”, “Student Type” is “HT” (Home Taught), “Status” is “Part-time” and “% Enrolled” is noted on the Entry/Withdraw tab. (For grade placement information, see the “Grade Placement” section, found under “Enrollment”).

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 half time or more. K-12 online schools such as those through Alpine, Tooele, Provo, Davis, Uintah, Washington, My Tech High or the Utah Virtual Academy Charter are public schools accessing public school funding and are not home schools. Students may not be enrolled in these schools and in their boundary school simultaneously.

Students in public school more than half time who want to be have less than half time at home (or other location) for schooling a Release Form may be completed at the school. A Home School Affidavit is not required for released time.

Home school curriculum is the sole responsibility of the custodial legal parent(s) or guardian(s). Curriculum information is available online.

Home School students who want to participate in UHSSA activities may do so at their boundary school (per the Utah High Schools Athletic Association.)

Hospitalized Student Facilities

Students in freestanding hospitals are exited out of our district if their program is 10 days or more. Many freestanding hospitals are accredited. (The education staff at the hospital teach the student.) The following school districts have agreed to allow students to register in 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.

Granite School District
Alpine School District

Provo School District
Salt Lake School District

Nebo School District
Davis School District

Murray

Below is a list of accredited facilities that students are placed in from our district. Students in these facilities shall be withdrawn from Jordan School District.

- ARTEC, Valley Behavioral Health, Kearns, UT 801-963-4396
- Copper Hills Youth Center, West Jordan 801-776-7116
- Youth Educational Support School, Salt Lake City, 385-646-4680
- Wasatch Canyons Behavioral Health, Taylorsville 801-313-7770
- Turnabout/Stillwater Academy, S. Jordan, 801-359-4600
- U of U Institute of Neuro Psychiatry, Salt Lake City, 801-583-2500
- Valley Mental Health, Murray, 801-263-7225
- West Ridge Academy, West Jordan, 801-282-1000
- Youth Care, Draper, 801-396-5391

McKinney Vento

The McKinney-Vento Act, which became part of the No Child Left Behind Act (NCLB), mandates protections and services for children and youth who are homeless. Some examples of homeless would include:

- Sharing the housing of others due to lack of housing, economic hardship, or similar reason.
- Living in motels, hotels, trailer parks, camping grounds, due to lack of adequate alternative accommodations.
- Living in emergency or transitional shelters.
- Abandoned in hospitals.
- Awaiting foster care placement.
- Living in a public or private place not designed for humans to live.

Students who enroll under McKinney Vento shall be enrolled immediately without proof of residency, immunizations, school records, or other documents. They may enroll at the boundary school they are currently living, the school they attended before they lost their housing, or the school where they were last enrolled.

It is imperative that the Homeless Liaison and Nutrition Services is contacted immediately so that they can provide services the student may need.

Residency Questionnaire

The Student/Family Residency Questionnaire has been developed to assist with 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 “School Resources” 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 which indicate a temporary residence, please forward the forms immediately to the Jordan School District Homeless Liaison in Alternative Language Services or call the liaison directly.

Skyward Instructions for entering McKinney Vento Relationships in the Family Tab:

When entering the student into Skyward and the caregiver does not have Durable Power of Attorney:

- Family #1 is the student. The relationship in Skyward is “McKinney Vento” using the current address of where they are residing.
- Family #2 is the child’s legal guardian. Choose the appropriate relationship using their address and contact information if it is available.
- Family #3 is the caregiver. The relationship is McKinney Vento using their address and contact information. Once a Durable Power of Attorney is obtained, move the caregiver to Family #1 in place of the student.

When entering a student into Skyward with a caregiver who has a Durable Power of Attorney:

- Family #1 is the caregiver. The relationship is McKinney Vento using their address and contact information.
- Family #2 is the legal guardian. Choose the appropriate relationship using their address and contact information if it is available.

If legal guardianship is awarded through the courts, this determines who is placed in the Family #1 position.

School Path and Pre-transfers

A “pre-transfer” is a utility which “transfers” a student enrollment record from one school to another for the next school year. Each year the pre-transfer utility becomes available around the first of January.

The school a student is currently attending is responsible for enrollment records, therefore, responsible for changing the School Path tab in the Skyward Student Profile screen to reflect the receiving (next year’s) school. This may happen when a "requesting" school calls with a permit, a parent produces paper permit, or Student Services sends a paper permit. The school path tab should be changed only when a permit is produced, although there are some exceptions that are done on a case-by-case basis.

If a student plans to move during the summer to another school in the district, change the student’s address after the last day of school (and before the 4th of July). The student's record will automatically pre-transfer to the new school. Do not change a student’s address before the last day of school. If an address is outside the school boundary at any time during the school year, a permit is required.

Student Services keeps track of most Jordan District students in Skyward who attend schools outside our boundaries (including on-line) schools at the entity in Skyward named 904 (Out of District). Notify Student Services when a student is coming to your school from a charter or out of district. They can either pre-transfer or withdraw the student. This allows the student to enroll with an accurate student and SSID number.

If a student plans to attend a 904 (Out of District) school next year, the current school shall change the School Path screen to reflect that. Enter a "manual override" and the actual school number of the charter school (or school outside the district) the student plans to attend on the School Path tab. Many parents will tell you that they are going to charter or private schools, but unless they are truly accepted, don’t do the pre-transfer. There may be a waiting list, and sometimes charter “lotteries”; parents don’t always know for sure if the student is truly accepted.

Records Retention and Audits

Audits

There are five documents that most likely will be used for the annual audit of regular grades K-12 membership.

The online registration report. This report needs to be printed the first week of school. It is a one-page per student report and lists all of the student's demographic and emergency information. This report 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 who enrolled the student. The auditors will ask for this report and it must be printed the first week of school and updated each time a student enrolls or withdraws.

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 ran at the end of each quarter. 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 and Student Services office.

The Daily Absence Report The report is a listing of students, alphabetically by grade. In addition, the column showing consecutive absences flags potential students for verification of the correct application of the 10-day membership rule (e.g., those with 10 or more consecutive absences).

Individual Student Attendance Record The attendance screen in Skyward 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.

Student Enrollment by Entity This report can be run using detailed student information or a summary of totals. This report is the official report for determining student enrollment. Additionally, special education student counts display on this report.

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 attendance reports and check-in/check-out forms, to the individual student attendance record.

Cumulative Permanent Record Guidelines

The Cumulative Permanent Record contains information on students attending school in the Jordan School District. They document student performance and are used for reference purposes.

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

The following should remain in the file:

- Demographic (Directory) Information

- Achievement test scores (Individual psychological testing requires a signed release.)
- Copies of report cards with attendance records
- Health records
- Pertinent information concerning the student
- Complete the outside of the file with necessary information

Elementary School Cumulative Files

- The permanent record should show the legal name. The legal name of a student is the name appearing on the birth certificate on file at the Bureau of Vital Statistics.
- Copy any pertinent information from other districts and include in the file.
- The standard phrase for the elementary section is “Grade Completed” or “Advanced” if the student has not completed grade level.
- When preparing for transferring of 6th grade files to middle school, discard duplicate and non-essential materials.
- Retain until student either promotes to the boundary middle school or withdraws and the file is requested by the receiving elementary.

Middle School Cumulative Files

- Copy any pertinent information from other districts and include in the file.
- When preparing for transferring of 9th grade files to high school, discard duplicate and non-essential materials.
- Retain until student leaves school and then transfer to high school or to receiving middle school.

High School Cumulative Files

- Copy any pertinent information from other districts and include in the file.
- Retain in office for 3 years after graduation and then destroy.
- **Retain the Transcript indefinitely.**

Additional Cumulative File Information

Non-transferred student cumulative/permanent records (Dead Files) of students in grades kindergarten through 8th shall be held in that school until the student’s grade level is advanced to the next school level. (i.e., 6th grade records are sent to the feeder middle school and 9th grade records are sent to the feeder high school each June). 9th grade transcripts should also be forwarded to the feeder high school.

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 30th, then sent to the State Records Center and retained for 17 years, and then transferred to the State Archives permanently.

A written release is needed when an outside agency requests to see or copy the record, and if it contains individual testing or confidential material. For permanent record transfer information, see the section named “Permanent Record Transfer”.

Emailing Student Education Records

Student records may be sent via Jordan School District's secure e-mail service (MoveIt) only. This e-mail service provides the encryption necessary to ensure the security and privacy of student information. Student records or any personally identifiable information shall not be sent via any other e-mail service (Gmail, Outlook, Hotmail, Yahoo, etc.).

Emailing student records is not recommended.

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 form can be found in the "School Resources" section.)
- 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 printouts 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).

Permanent Record Transfer

Permanent records for students leaving the school (either a boundary change or 6th and 9th grade advancement) need to be delivered in person to the appropriate school by the sending schools staff. The receiving school will need to check the student list against each permanent record to assure all permanent records were received. Each bundle must be accompanied by two (2) alphabetized lists which includes the name of the sending school and receiving school. Computer lists (the "Students Not Returning report" or PDM's may be used. Dead files should be provided to receiving schools separately in their own box.

- A parent release is not required when transferring student records from one school to another. 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.
- Any school receiving a written request to forward a copy of a transferring student's record to the new school shall comply within 30 days of the request, and within 10 days of the request for a military child's records, unless the record has been flagged as a "Missing child," in which case the copy may not be forwarded and the requested school shall notify the police department.

- Transfer the **ORIGINAL** records for students in grades K through 8.
- A **CERTIFIED COPY** of the cumulative/permanent record along with the original health record (Utah School Immunization Record) of students in grades 9 through 12 shall be transferred to requesting schools outside of Jordan School District. The **ORIGINAL RECORDS** and a copy of the health record of students in grades 9 through 12 shall be archived at the Jordan District high school.
- Maintain a record of the date the record transfer request was received and the date and school where the record was sent.

Records Access Requests

Utah law only allows parents access to a student's records. The school will release records to the legal custodial parent/guardian or non-custodial parent/guardian, unless a court order restricts a non-custodial parent/guardian and the school has a record of such. In addition to Utah statutes (§53G-7-204), the federal Family Educational Rights and Privacy Act (FERPA) makes students' school records confidential and lays out the requirements for student records requests.

Students who have 1) graduated or 2) turn 18 (whichever occurs last) or are 3) emancipated (eligible student) become the custodian of their own educational records. Parents/guardians do not have access to these students' records without a written request of records authorized by the student.

A school that receives a request for educational records shall:

Obtain a written "Request for Educational Records" for each instance of a records request. Written consent includes all of the following:

- Signature of the eligible student or the parent of a non-eligible student consenting to allow another person to see the education record(s);
- Date that the consent was signed;
- Name of the person(s) who may see the education record(s);
- Description of the education record(s) that may be disclosed (or the information from the education record(s) that may be disclosed); and
- The reason for allowing the person or party to see the education record(s).

Verify that the requestor has a right to the educational record.

- Verify identification (Picture ID and Skyward Family tab, Families 1 & 2)
- If a non-custodial parent, consult the most recent legal document, and provide a courtesy call to the custodial parent/guardian prior to fulfilling the records request to determine if you have the most recent legal document.

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, and can take a few hours or even a day, as long as the requested records are provided in a timely manner. Under FERPA, the school is required to make records ready for review by the parent or eligible student within 45 days of a request. If the parent is 50 miles or more away, the school can mail or fax the records with proof of identification.

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.

Lunch records are considered a school record. The Skyward Gradebook is a school record; both the custodial and the noncustodial parent may have access to the student's gradebook if the court orders allows or the custodial parent approves it in writing.

While everyone has a right to be free from unreasonable intrusions into personal matters, this protection is lessened for students in a school setting. For the most part, a student's privacy rights only extend to admissions information, education records, and conduct reports, making any disclosure of a student's personal information to an unauthorized third party without his or her consent illegal. However, a school administrators' right to know and control the school environment where the safety of other students and members of the community is at stake, is protected.

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.

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. The following page is a condensed list of the records and how long each should be retained. It is abbreviated from the original State retention schedule. Call Planning and Student Services for any additional clarification if there is a question on how long to retain a document. It is wise to err on the side of longer retention of records.

Records must be packaged in a specific manner in order to store them at the State Records Retention Center, away from your school site, or to be sent to State Archives for permanent storage, 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

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

School Memorabilia, etc.

Activities report files.....	Permanent, may be transferred to State Archives
Graduation Programs.....	Permanent, may be transferred to State Archives
Literary Publications and Newspapers.....	Permanent, may be transferred to State Archives
Scrapbooks / Photo Albums.....	Permanent, may be transferred to State Archives
Student Council Minutes.....	Permanent, may be transferred to State Archives
Yearbooks.....	Permanent, may be transferred to State Archives

For a more detailed description of the document, please go to <http://archives.utah.gov>

School Resources - Click on Title to View Document

Affidavit of Birth - pg. 48

Affidavit of Rental - pg. 49

Affidavit of Occupancy - pg. 50

Age Chart for Enrollment - pg. 51

Birth Certificate Requirement 10-Day Grace Letter - pg. 52

Birth Certificate Requirement 30-Day Grace Letter - pg. 54

Birth Certificate Sample Letter Referral to Law Enforcement Child - pg.56

Abuse/Neglect Report – [Available at Student Services](#) - pg. 57

Compulsory Education Information Letter - pg. 58

Durable Power of Attorney - pg. 59

Education/Vacation Leave - pg. 60

Educational Record Request w/Notary - pg. 62

Elementary Registration Card - [Available at Student Services](#) - pg. 63

Extra/Co-Curricular Fee Schedule - pg. 64

Faxing Consent Form - pg. 65

FERPA Annual Notification - pg. 66

FERPA Disclosure of Information - pg. 68

Home School Affidavit - pg. 69

Home School Law - pg. 70

Home School Registration Information - pg. 71

Home School Return to School Grade Placement - pg. 72

Home School Non-Renewal -pg. 73

Individual Report of Retention or Acceleration – [Available at Student Services](#) - pg. 74

Permanent Record (Cumulative) Folders – [Available at Student Services](#) - pg. 75

Proof of Residency – Model Procedures - pg. 76

Protection of Pupil Rights Notification and Consent/Opt-Out - pg. 78

Provisional School Choice Student Contract - pg. 79

Quarterly Entries – Excel Version Available - pg. 80

Quarterly Exits – Excel Version Available - pg. 81

Quarterly Reports - pg. 82

Report of Retentions, Accelerations and Non-Graduating Seniors - pg. 83

Report of Student Death - pg. 84

Request for Permanent Records from Previous School – [Available at Student Services](#) - pg. 85

Request for Student Release Time from School - pg. 86

Revoked School Choice (Permit) – [Available at Student Services](#) - pg. 88

Secondary Registration Cards – [Available at Student Services](#) - pg. 89

Standard Open Enrollment Application (Permit) – [Available at Student Services](#) - 90

Student Behavior Contract (General) - pg. 91

Student/Family Residency Questionnaire - pg. 92

Ten-Day Consecutive Absences Withdrawal Letter - pg. 94

These and additional school resources can be found on the Planning and Student Services

website at: <http://planning.jordandistrict.org/resources/school/>

AFFIDAVIT OF BIRTH

STUDENT INFORMATION

Student Last Name (Please Print)

Student First

Student Middle

Student Date of Birth

Student City and State of Birth

Mother's Full Name

Father's Full Name

In lieu of the required birth certificate, I am providing the following acceptable items:

_____ Non-certified Birth Certificate

_____ Baptismal or Blessing Record

_____ Court Record

_____ Doctor or Hospital Record

_____ Sworn Government Record

_____ Certified Citizenship Paper

_____ Midwife Certificate

_____ Taxes

_____ Other (Must be approved by Planning and Student Services)

I do swear and affirm that I am the father, mother, or guardian of said student and that I am unable to furnish a certified copy of the student's birth certificate at this time for the following reason(s):

Signature of Parent or Guardian

Subscribed and sworn to before me by _____ this _____ day of _____, 20____

State of: _____

County of: _____

My Commission Expires: _____ Notary Public: _____

Affidavit of Rental

I, _____, do hereby attest that the property located
(Landlord/Owner)
at _____, is being rented to the following
(Property Address)
tenant(s) _____ as of the _____ day of _____
(Tenant(s) Name) (Day) (Month)
in the year of _____.
(Year)

Landlord/Owner Contact Information:

Name: _____

Mailing Address: _____

Phone Number: _____

Landlord/Owner Signature: _____ Date: _____

State of Utah

County of Salt Lake

Subscribed and sworn to before me on this _____ day of _____, in the year
20____, by _____.
(Landlord/Owner)

(Notary Public)

(Seal)

Affidavit of Occupancy

I, _____, do hereby attest that the property located
(Primary Resident/Owner)
at _____, is being jointly occupied by
(Property Address)
_____ as of the _____ day of _____
(Co-occupant) (Day) (Month)
in the year of _____. I further certify that I have sought no monetary payment from
(Year)
the co-occupant as part of this arrangement.

Primary Resident/Owner Contact Information:

Name: _____
Mailing Address: _____
Phone Number: _____
Relationship to Co-occupant: _____

Primary Resident/Owner Signature: _____ Date: _____

State of Utah
County of Salt Lake

Subscribed and sworn to before me on this _____ day of _____, in the year
20____, by _____.
(Primary Resident/Owner)

(Notary Public)

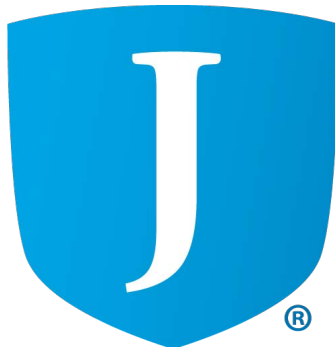
(Seal)

AGE CHART FOR THE 2018-19 SCHOOL YEAR

Grade	Month/Year Born	5 Years Old by	School Year
K	Sept. 2, 2012-Sept. 1, 2013	Sept. 1, 2018	2018-19
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

AGE CHART FOR THE 2019-20 SCHOOL YEAR

Grade	Month/Year Born	5 Years Old by	School Year
K	Sept. 2, 2013-Sept. 1, 2014	Sept. 1, 2019	2019-20
1	Sept. 2, 2012-Sept. 1, 2013	Sept. 1, 2018	2019-20
2	Sept. 2, 2011-Sept. 1, 2012	Sept. 1, 2017	2019-20
3	Sept. 2, 2010-Sept. 1, 2011	Sept. 1, 2016	2019-20
4	Sept. 2, 2009-Sept. 1, 2010	Sept. 1, 2015	2019-20
5	Sept. 2, 2008-Sept. 1, 2009	Sept. 1, 2014	2019-20
6	Sept. 2, 2007-Sept. 1, 2008	Sept. 1, 2013	2019-20
7	Sept. 2, 2006-Sept. 1, 2007	Sept. 1, 2012	2019-20
8	Sept. 2, 2005-Sept. 1, 2006	Sept. 1, 2011	2019-20
9	Sept. 2, 2004-Sept. 1, 2005	Sept. 1, 2010	2019-20
10	Sept. 2, 2003-Sept. 1, 2004	Sept. 1, 2009	2019-20
11	Sept. 2, 2002-Sept. 1, 2003	Sept. 1, 2008	2019-20
12	Sept. 2, 2001-Sept. 1, 2002	Sept. 1, 2007	2019-20



(School Letterhead)

Sample Letter

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

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 within 30 days when registering for the first time within a particular school. If we do not receive this legal identification, 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 53G-6-603 states that parents are to be given thirty (30) days to provide the school with a certified copy of the child'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. Your thirty-day grace period has now passed. If we do not have reliable proof of your child's identity and age within ten (10) 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

For School Use

Birth Certificate has been provided

The following documents (both are required) have been received and approved for the above student in lieu of a birth certificate:

_____ (name of document), showing **Age, Identity, and Birth Date.**

An affidavit (available at Planning & Student Services) explaining the inability to produce a certified copy of the birth certificate.

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 nuestro 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 53G-6-603 declara que se debe dar a los padres 30 días para presentar a la escuela una copia certificada de la partida de nacimiento, 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. Sus 30 días de periodo de gracia ha terminado. Si no tenemos evidencia acreditada de la identidad y edad dentro de diez (10) 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,

Principal's Signature

Firma del director/a

For School Use

Birth Certificate has been provided.

The following documents (both are required) have been received and approved for the above student in lieu of a birth certificate:

_____ (name of document), showing **age, identity, and birth date.**

An affidavit (available at Planning & Student Services) explaining the inability to produce a certified copy of the birth certificate.

**(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 Utah 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. (§53G-6-603)

Within 30 days of the date listed above, please provide 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.

The school will keep this letter on file until we receive a certified copy of your student's birth certificate or other reliable proof of identity, age and affidavit. If this requirement is not met, we are required by law to refer this matter to the local law enforcement authority for investigation.

Sincerely,

Principal's signature

For School Use

- Birth Certificate has been provided.

The following documents (both are required) have been received and approved for the above student in lieu of a birth certificate:

- _____ (name of document), showing **age, identity, and birth date.**
- An affidavit (available at Planning & Student Services) explaining the inability to produce a certified copy of the birth certificate.

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. (§53G-6-603)

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

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. 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.

Sinceramente,

Principal's signature

Firma del director/a

For School Use

- Birth Certificate has been provided.

The following documents (both are required) have been received and approved for the above student in lieu of a birth certificate:

- _____ (name of document), showing **age, identity, and birth date.**
- An affidavit (available at Planning & Student Services) explaining the inability to produce a certified copy of the birth certificate.

Sample letter for referring to law enforcement
(Place on School Letterhead)

Date:

Police Department City of (City)

Chief of Police

Address

City, State Zip

Re: Parents Not Providing a Birth Certificate

Dear Mr. (Chief of Police Name),

Pursuant to Utah Code §53G-6-603, I am writing this letter to report that we have made several attempts to obtain an original birth certificate, certified birth certificate, or other reliable proof of identity from a parent or guardian for the following student:

Name of Student: _____

Parent(s) or Guardian(s): _____

Address: _____

Phone: _____

Date of last request: _____

Receipt of Documentation Deadline: _____

Our attempts to obtain this information have included a 30-day grace period notification, and a 10-day additional grace period notification sent by certified letter. We have had no response in these attempts. Therefore, we are referring this matter to our city Police Department for investigation.

Thank you for your time, and we look forward to hearing from you.

Sincerely,

Principal

(Principal's contact information)

DCFS Case # _____

Jordan School District

Student ID/ Grade _____

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
1-855-323-3237**

Signature _____ Date _____ Time _____
Principal

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

Student Name _____ Student ID _____ Grade _____ Date of Birth _____

***** PARENTS – PLEASE READ AND SIGN EACH SECTION *****

Compulsory Education Information Letter

Dear Parent/Guardian:

Because of the school's commitment to quality education, we are concerned when a student misses school for any reason. The Jordan School District requires that all students achieve mastery in the basic skills identified for reading, language arts and mathematics. Absence from school interferes with the student's opportunity to master these skills.

According to the Utah Compulsory Attendance Laws (§53G-6-2), every school age child from six to eighteen years of age must be in school. The parents are responsible for their student's regular school attendance. It is a misdemeanor if you fail to have your student in regular attendance.

Occasionally, a student must be absent from school for reasons which are acceptable to the school as well as the court. Please notify the school every time your student is absent explaining the reason. The school and the court usually require a statement from a doctor regarding extended absences for illness. Your cooperation is needed to help us give your student a quality education.

Please sign below indicating you have read the Compulsory Education Information letter of Jordan School District.

✓ Student Signature _____ Date _____

✓ Parent Signature _____ Date _____

This letter constitutes Administrative Notification #1 (Registration Packet)

Agreement to Information Network Acceptable Use Policy

I have read district policy AA445 – Student Information Network Acceptable Use Policy and agree to abide by its terms and conditions. I understand that violation of the use provisions stated in the policy may result in limitation, suspension or revocation of network privileges and/or other disciplinary action by the school, Jordan School District, or by legal authorities.

✓ Student Signature _____ Date _____

As a parent or legal guardian of this student, I have read and discussed with my child district policy AA445 – Student Information Network Acceptable Use Policy. I understand that this access is designed for educational purposes. I also recognize that access to all controversial materials on a worldwide network cannot be controlled and I will not hold the district responsible for materials acquired on the network. I hereby give my permission for access to electronic information resources for my child.

✓ Parent Signature _____ Date _____

Web Site Release Form

The faculty and administration at your child's school like to recognize students that have excelled in academics, arts, athletics, student government, or other school or community related events. A portion of this recognition may be posted on the school's web site. This includes individual, group or team pictures. Names will only be placed on the web site when a student receives an award. No personal contact information, such as address, phone number, e-mail address or other personal information will be posted on the web site.

I give the school permission to use my child's name and picture on the official school web site.

✓ Parent Signature _____ Date _____

Helpful Resources to Students

We are making every effort to provide helpful resources to students pursuing higher education after high school. Please indicate your highest level of education.

What is the highest level of school completed by parent/guardian 1:

Middle School _____ High School _____ College or beyond _____ Other/unknown _____

What is the highest level of school completed by parent/guardian 2:

Middle School _____ High School _____ College or beyond _____ Other/unknown _____

This is not an authorization to enroll at school. Please return this completed form to the Department of Planning and Student Services at Jordan School District.

DURABLE POWER OF ATTORNEY

The undersigned Grantor(s) (is) (are) the custodial parent(s) or legal guardian(s) of _____ a minor child. Pursuant to Subsection 53G-6-302, Utah Code 1995, Grantor(s) hereby designate _____ as the Custodian(s) of said minor child, and grant to said Custodian(s) a Durable Power of Attorney with full authority to take any action which said Custodian(s) may deem necessary to protect or further said child's health and welfare, including authorization for educational or medical services. Such action shall have the same force and effect, and shall bind the undersigned Grantor(s), their heirs and assigns, to the same degree, as would have been the case had the action been taken by the Grantor(s).

If said minor child attends a Utah public school or school district, Grantor(s) agree(s) to assume full responsibility for payment of any fees or charges relating to the child's education in the district. If payment of fees would be a hardship and if application is made for fee waivers, Grantor(s) also agree(s) to provide all financial information requested by the school district in determining eligibility for waivers.

This Durable Power of Attorney shall not be affected by the disability of the designated custodian and shall terminate on:

- a) The child's 18th birthday, marriage or emancipation.
- b) Termination Date: _____
- c) Revocation of this Durable Power of Attorney by the Grantor(s), the Custodian(s), or a court of law.

GRANTOR(S):

Subscribed and sworn to before me by _____, the Grantor(s), this _____ day of _____, 20____.

State of: _____

County of: _____

My Commission Expires: _____ Notary Public: _____

The undersigned accept(s) the designation as Custodian(s) of _____ a minor child, and agree(s) to take all actions necessary for the health and welfare of said child, including full cooperation with public school authorities in any public school or school district where said child may be enrolled. The undersigned also agree(s) to assume responsibility for any fees or other charges relating to the child's education in the district and if application is made for fee waivers, will provide all financial information requested by the district for purposes of determining eligibility for fee waivers.

CUSTODIAN(S):

Subscribed and sworn to before me by _____, the Custodian(s), this _____ day of _____, 20____.

State of: _____

County of: _____

My Commission Expires: _____ Notary Public: _____

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.

Student signature _____

Parent signature _____

FORMULARIO DE SALIDA DE VACACIONES/ EDUCACIÓN

El Consejo de Educación ha establecido como excusa válida la licencia de vacaciones / educación preaprobada. Se le puede permitir a un estudiante hasta un máximo de diez (10) días (sin un requisito mínimo) para la licencia de educación / vacaciones si se han hecho arreglos previos con la escuela para que el estudiante complete su tarea. El trabajo de recuperación y los plazos deben seguir la declaración de divulgación de cada maestro individual o el código de conducta de la escuela.

Sin embargo, las actividades, discusiones, simulaciones y presentaciones se llevan a cabo todos los días y no se pueden duplicar, ni siquiera mediante la instrucción después de la escuela o el trabajo de recuperación. Por lo tanto, las calificaciones se pueden ver afectadas negativamente tomando una licencia, aunque las tareas escritas se entreguen según sea necesario. Esta ausencia, aunque continua en los registros escolares, se considerará "justificada". Es responsabilidad del alumno completar el trabajo de recuperación asignado según la declaración de divulgación de cada maestro o el código de conducta de la escuela.

Este procedimiento permite a los estudiantes tener la experiencia educativa de viajar con un mínimo de castigo escolar; sin embargo, descalifica a los estudiantes para recibir cualquier premio asociado con la asistencia (es decir, premio de asistencia del 100%, etc.)

Nombre del Estudiante _____ Fecha Completada _____
Recibido en la Oficina: _____

Grado del Estudiante _____ Maestro (a) (si es aplicable) _____

Motivo de la Ausencia _____

Fechas de Ausencia _____

Maestros, indiquen el trabajo que se debe completar y proporcione una fecha de vencimiento para entregar el trabajo de acuerdo con la divulgación de su clase o el código de conducta de la escuela.

Firma del Estudiante _____

Firma de los Padres _____



EDUCATIONAL RECORD REQUEST

Name of School Holding Records _____ Address _____ Date of Request _____

Requestor or Person Making Request (Please Print) _____ Daytime Phone Number _____

Mailing Address _____ City, State, Zip _____

I desire access to student records

I desire copies of student educational records

Student's Name _____ Date of Birth _____ Grade _____

FERPA LAW: (34 CFR § 99)

The annual notification process must ensure that parents of a minor child understand that they have the right to:

- inspect and review their minor child's record;
- seek to amend the record if they believe it to be inaccurate;
- consent (or not) to disclosures of personally identifiable information; and
- file a complaint with the U.S. Department of Education concerning the district's failures to comply with FERPA.

Either parent has the right to review an education record unless there is evidence of a court order or state law revoking or restricting these rights. Parents may access the education records of eligible students if they claim the student as a dependent for income tax purposes. However, agencies may require verification of the requester's relationship with the child before providing access to records. The right of parents to access information is limited to their own child or children who are less than 18 years of age. If the education record includes information about other students, that information must be removed prior to disclosure so that parents do not have access to any other child's records. (34 CFR § 99.12)

When parents of a minor child (or eligible students) request to review their records, the education institution must respond within 45 days, even if these records are kept by an outside party acting for the school. During these 45 days, the education institution cannot destroy any of the requested records.

- Non-custodial parent of a minor child has rights to *written* records.
- Custodial step-parent of a minor child has rights to *written* records.
- Non-custodial step-parent has NO rights to access any information, students or records.
- The records of a police officer (SRO) that is working in your school are considered to be maintained by the police department and as such are not covered by FERPA. Parents wanting to access those records would need to make that request from the law enforcement agency.

This certifies that the person making the request for the student listed above is:

Custodial Parent Non-Custodial Parent Custodial Step-parent Self (Student)

Signature of Person Requesting Records _____ Date _____
(If request is not in person, with picture ID, SIGNATURE MUST BE NOTARIZED.)

State of _____

County of _____

Subscribed and sworn to before me this ____ day of _____, 20____.

SEAL

Notary Public
My commission expires: _____

School/District Office Use Only:
 Attached is a copy of the requesting person's ID to this document for verification. (Driver's License preferred)
 A courtesy phone call was made to the custodial parent to ensure a court order does not exist prohibiting such a request per Utah Code 53G-7-204: Date _____ Time _____
 Placed a copy of the records provided to the Requestor in the student's Permanent Cumulative Folder for reference.

Signature of Receipt of Records (Requestor) _____ Date _____

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 _____

Jordan School District
EXTRA
CO-CURRICULAR
FEE SCHEDULE
2018-19

Charter Pays	Amount
School participation fee (One-time Fee)	\$75.00
Fee Waivers	All waivable fees
Elementary School Student Pays	
	Participation
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		
Middle School Student Pays		Activity (one-time fee)	Participation
			TOTAL
Entry level elective	\$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	
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					
High School Student Pays		Activity (One-time Fee)	Participation	Optional "Spirit Pack" Limits (per student max cost)	Uniform ("up to" amount)	TOTAL
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	

**SAMPLE FAXING CONSENT FORM
(ON SCHOOL LETTERHEAD)**

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.

Student Name

School

Receiving School

Person Receiving Information

Receiving School Phone Number

Receiving School Fax Number

My signature below authorizes school officials to fax my student's educational records to requesting school listed above, if necessary.

Legal Guardian Signature

Date

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

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.

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 ala escuela que corrijan 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 articulativo 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

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, título 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 2016

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT Health or Safety Reason for Disclosure of Information

Student's Name: _____ Date of Birth: _____

(MM/DD/YEAR)

Student's Address: _____

School of Attendance: _____

FERPA 34 CFR § 99.36 states: Disclosure to appropriate officials is valid "If a student poses an articulable and significant threat to the health or safety of the student or other individuals, an educational agency or institution may disclose, without consent, personally identifiable information, from a student's education record, to any official whose knowledge of the information is necessary to protect the health or safety of the student or other individuals.

Educational agencies and institutions shall record the articulable and significant threat that formed the basis for a disclosure under the health or safety emergency, and the parties to whom the information was disclosed."

Name/Title of Person Disclosing Information: _____

Name/Title of Person(s) to Whom Information is Disclosed: _____

Record the articulable and significant threat that formed the basis for disclosure:

Home School Law

53G-6-204 Minors exempt from school attendance.

(1)

- (a) A local school board or charter school governing board may excuse a school-age minor from attendance for any of the following reasons:
- (i) a school-age minor over age 16 may receive a partial release from school to enter employment, or attend a trade school, if the school-age minor has completed the eighth grade; or
 - (ii) on an annual basis, a school-age minor may receive a full release from attending a public, regularly established private, or part-time school or class if:
 - (A) the school-age minor has already completed the work required for graduation from high school, or has demonstrated mastery of required skills and competencies in accordance with Subsection 53F-2-501(1);
 - (B) the school-age minor is in a physical or mental condition, certified by a competent physician if required by the local school board or charter school governing board, which renders attendance inexpedient and impracticable;
 - (C) proper influences and adequate opportunities for education are provided in connection with the school-age minor's employment; or
 - (D) the district superintendent or charter school governing board has determined that a school-age minor over the age of 16 is unable to profit from attendance at school because of inability or a continuing negative attitude toward school regulations and discipline.
- (b) A school-age minor receiving a partial release from school under Subsection (1)(a)(i) is required to attend:
- (i) school part time as prescribed by the local school board or charter school governing board; or
 - (ii) a home school part time.
 - (c) In each case, evidence of reasons for granting an exemption under Subsection (1) must be sufficient to satisfy the local school board or charter school governing board.
 - (d) A local school board or charter school governing board that excuses a school-age minor from attendance as provided by this Subsection (1) shall issue a certificate that the minor is excused from attendance during the time specified on the certificate.

(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 53G-6-302, that:
- (i) 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 53G-6-702.
- (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 a 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 specified 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
 - (ii) 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 53G-6202(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.

Effective 1/24/2018

Home School Registration Information

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.advanc-ed.org>. 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. The Jordan District Research and Accountability Department may 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: <https://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. 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.*

Grade Placement of a Student Returning from Home School

Utah Code §53G-6-706

(This form is to be completed by the parent and school administrator.)

Name of School

Today's Date

Student Name

Parent Name

DOB

Age-Appropriate Grade

Grade Desired by Parent

Parent: Please attach any documentation, assessments given, or educational data which will help support the decision you have requested.

Final Deadline for Student Assessments: _____

Summary of decision to be completed by parent and school administrator: (What is the basis for the grade placement? What consultation took place with school administration in making this decision?)

Does the school agree with the grade placement? Yes No

Effective 1/24/2018

53G-6-706 Placement of a home school student who transfers to a public school.

- (1) For the purposes of this section:
 - (a) "Home school student" means a student who attends a home school pursuant to Section 53G-6-204.
 - (b) "Parent" means the same as that term is defined in Section 53G-6-201.
- (2) When a home school student transfers from a home school to a public school, the public school shall place the student in the grade levels, classes, or courses that the student's parent or guardian and in consultation with the school administrator determine are appropriate based on the parent's or guardian's assessment of the student's academic performance.
- (3)
 - (a) Within 30 days of a home school student's placement in a public school grade level, class, or course, either the student's teacher or the student's parent or guardian may request a conference to consider changing the student's placement.
 - (b) If the student's teacher and the student's parent or guardian agree on a placement change, the public school shall place the student in the agreed upon grade level, class, or course.
 - (c) If the student's teacher and the 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 students' subject matter mastery and determine placement; or
 - (ii) having a private entity or individual administer assessments of subject matter mastery to the student at the parent's or guardian's expense.
 - (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.
- (4) This section does not apply to a student who is dual enrolled in a public school and a home school pursuant to Section 53G-6-702.

Final Student Grade Placement: _____ (Attach any appropriate supporting documentation to support the student's placement change.)

Parent/Guardian Signature

Date

Administrator's Signature

Date

Home School Non-Renewal Form

Home School Law 53G-6-204

My student(s) will no longer be home schooled as of _____
 Date

Student Name(s)	Birth Date	Name of Public or Private School

 Signature of Parent/Guardian

 Date

 Parent/Guardian Name (please print)

 Phone Number

 Street Address

 City, State, Zip

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: _____

Available at Student Services

Last Name _____ Middle _____ First _____
 Address _____ Telephone _____
 Student Number _____
 Date of Birth _____ Place of Birth _____ Sex _____

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

The standard phrase for the elementary section is "Grade Completed" or "Advanced" if the student has not completed grade level.

ELEMENTARY SCHOOL RECORD					
Grade	K	1	2	3	4
Year					
Check type of Completion	Grade Advance <input type="checkbox"/> Grade Complete <input type="checkbox"/>	Grade Advance <input type="checkbox"/> Grade Complete <input type="checkbox"/>	Grade Advance <input type="checkbox"/> Grade Complete <input type="checkbox"/>	Grade Advance <input type="checkbox"/> Grade Complete <input type="checkbox"/>	Grade Advance <input type="checkbox"/> Grade Complete <input type="checkbox"/>
Grade	5	6	7	8	
Year					
Check type of Completion	Grade Advance <input type="checkbox"/> Grade Complete <input type="checkbox"/>	Grade Advance <input type="checkbox"/> Grade Complete <input type="checkbox"/>	Grade Advance <input type="checkbox"/> Grade Complete <input type="checkbox"/>	Grade Advance <input type="checkbox"/> Grade Complete <input type="checkbox"/>	Grade Advance <input type="checkbox"/> Grade Complete <input type="checkbox"/>

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 the Planning & Student Services Manual) 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.

Rev. 3.13.2015 A-2989

**UTAH STATE BOARD OF EDUCATION
UTAH PUBLIC SCHOOLS PROOF OF
RESIDENCY MODEL PROCEDURES**

Before a student is enrolled in a Utah public school, the student’s parent(s) or legal guardian(s) must show proof of Utah residency in the school district in which the student desires to enroll.
(UC.A. 53G-6-302)

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>Dated within the past 60 days:</p> <ul style="list-style-type: none"> • Letter from approved government agency, such as assisted housing, food stamps, or unemployment payments • Payroll stub • Bank or credit card statement • Utility bill or work order such as: <ul style="list-style-type: none"> - Gas bill - Electric bill - Home telephone or cell phone bill - Cable bill - Change of address form for U.S. mail • Valid driver license • Current vehicle registration • Valid Utah photo identification card • Valid passport • Voter registration documentation • Church or religious records <p>Dated within the past year:</p> <ul style="list-style-type: none"> • W-2 form • Excise (vehicle) tax bill • Property tax bill
<p>Note: THIS IS A MODEL ONLY. School personnel should determine the forms of documentation necessary to satisfy 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.</p>	
<p>The following do not establish residency:</p>	
<ul style="list-style-type: none"> • Powers of attorney • Letters from friends or relatives 	<ul style="list-style-type: none"> • Property owned in Utah school district boundaries • P.O. box in school district boundaries

THIS PROOF OF RESIDENCY MODEL SHOULD NOT BE USED FOR HOMELESS STUDENTS

Utah State Board of Education
Law and Professional Practices
250 East 500 South
P.O. Box 144200
Salt Lake City, Utah 84114-4200

**PRUEBA DE RESIDENCIA DE LAS ESCUELAS
PUBLICAS DE UTAH MODELO DE PROCEDIMIENTO**

Antes que un estudiante sea inscrito en una escuela pública de Utah, los padres (s) del estudiante o tutor legal (es) deben mostrar prueba de residencia en el distrito escolar que el estudiante desea inscribirse.

(UC.A. 53G-6-302)

Los siguientes documentos se utilizarán en la determinación de la residencia:

Abajo son ejemplos de la documentación que una escuela puede solicitar para mostrar residencia.	
Columna A	Columna B
<p>Copia de la escritura y/p registro del pago mas reciente de la hipoteca; o</p> <p>Copia del contrato de alquiler y registro del pago más reciente del alquiler; o declaración jurada legal del dueño de arrendamiento afirmando y récord del pago más reciente de alquiler si está disponible, o la declaración en el cuerpo de la declaración jurada que la familia está viviendo allí de forma gratuita y durante qué periodo de tiempo; o</p> <p>Otra documentación aceptable por el distrito escolar/ escuela o chárter school que confirma que Utah es la residencia principal del tutor legal; o</p> <p>Si ninguno de los anteriores está disponible: una declaración legal del líder de una unidad reconocida establecida religiosa (barrio, estaca, parroquia, mezquita, sinagoga) afirmando que la familia vive en la dirección designada por el padre / tutor legal.</p>	<p>Con fecha de los últimos 60 días:</p> <ul style="list-style-type: none"> -Carta de la agencia gubernamental aprobados, tales como vivienda asistida, cupones de alimentos, o pagos de desempleo -Talón de nómina -Banco o estado de cuenta de tarjeta de crédito -Recibo de servicios públicos o -Recibo del gas -Recibo de la luz -Recibo del teléfono de casa o celular -Recibo del cable -Cambio de Dirección del correo de USA -Licencia de conducir válida -Registro del vehículo actual -Tarjeta de identificación con foto válida de Utah -Pasaporte válido -Documentación de registro de votantes -Registros religiosos de la iglesia <p>Fecha del último año:</p> <ul style="list-style-type: none"> -formulario W -2 -Cuota de impuesto de vehículo -Impuesto a la propiedad.

Nota: Este es SOLAMENTE un modelo. El personal escolar debe determinar las formas de documentación necesarios para satisfacer los requisitos de residencia para la matrícula escolar pública. No es necesario que el personal de la escuela retenga la documentación proporcionada por el padre (s) del estudiante o tutor (s) una vez que la residencia ha sido confirmada.

Los siguientes no establecen residencia:	
<ul style="list-style-type: none"> - Poder Judicial - Carta de amigos o familiar 	<ul style="list-style-type: none"> - Dueño de propiedad en los linderos del distrito de la escuela - Caja de CORREO en los límites del distrito escolar

**ESTA PRUEBA DE MODELO DE RESIDENCIA NO SE APLICA A ESTUDIANTES
DESAMPARADOS**

Oficina Estatal de Utah de la Ley de la Escuela de

Education y Legislation

250 East 500 South
P.O. Box 144200
Salt Lake City, Utah 84114-4200

Protection of Pupil Rights Notification and Consent/Opt-Out

Jordan School District (JSD) Policy AA441 Privacy Rights – Students and Family, as well as the Protection of Pupil Rights Amendment (PPRA), 20 USC § 1232h, require Jordan School District to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas (“protected information surveys”):

1. Political affiliations or beliefs of the student or student’s parent
2. Mental or psychological problems of the student or student’s family
3. Sex behavior or attitudes
4. Illegal, anti-social, self-incriminating, or demeaning behavior
5. Critical appraisals of others with whom respondents have close family relationships
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers
7. Religious practices, affiliations, or beliefs of the student or student’s parent
8. Income, other than as required by law to determine program eligibility

For surveys and activities during the school year, Jordan School District will provide parents, within a reasonable period of time prior to the administration of the surveys and activities, notification of the surveys and activities and parents will be provided an opportunity to opt their child out, as well as an opportunity to review the surveys.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202

If you wish to review any survey instrument or instructional material used in connection with any protected information, survey, or activity, please submit a request to your school principal. Your Principal will notify you of the time and place where you may review these materials. You have the right to review a survey and/or instructional materials before the survey or activity is administered to a student.

Consent: A parent must sign and return the consent form below so that your child may participate in this activity.

I, _____, parent, give my consent for my child, _____, to participate in the _____ (activity) _____ on or about _____ (date).

Parent’s signature

Please return this form no later than _____ to your school principal.

Provisional School Choice Student Behavior Contract

_____ has applied for the Open Enrollment / School Choice option to attend _____ School. Utah Code 53G-6-403 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

Jordan School District
Planning & Student Services

QUARTERLY ENTRIES

Students Name	Student Number	Added Skyward	to Grade	School Received from	Date Requested	Records Date Received	Records

QUARTERLY EXITS

Student's Name	Withdrawn date in Skyward	Grade	Exit Code	School Moved to	Date Records Requested	Date Records Sent	Modified Exit Code in Skyward

Quarterly Reports – Review for Accuracy

		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr
1	Pupil Data Master (PDM) – Student/Demographic Information report. (Skyward) Student Management/Students/Data Mining/PDM (Edit ranges if necessary.) KEEP PERMANENTLY	Run the Last day of School			
2	Membership Report – (Skyward) Student Management/Federal/State Reporting/Reports/Monthly Membership Report. Print last day of the quarter or first day of the next quarter. KEEP PERMANENTLY				
3	Monthly/Quarterly Attendance – Days available and percent of school attendance. (Skyward) Student Management/Office/Attendance/Reports/Monthly-Quarterly Report. KEEP PERMANENTLY				
4	Boundary Exception Report – Students attending your school with out of boundary address. (Skyward) Student Management/Students/Reports/Student Enrollment-Boundary Report. USE UNTIL END OF YEAR				
5	Student Injury Reports - Utah Dept. of Health Website - Reports kept online indefinitely. (Online) https://sir.health.utah.gov KEEP SEVEN (7) YEARS	Complete as Needed Update Quarterly			
6	100% Attendance Report – (Skyward) Student Management/Office/Attendance/Reports/Absence Occurrence Report KEEP THREE (3) YEARS	Print at End of Year			
7	Valley Referral List – <u>Secondary only</u> – Report of students who transferred from your school to attend Valley High School. (Excel or Word document list.) KEEP THREE (3) YEARS				
8	Suspension List – Can use the Suspension forms and/or the Attendance & Discipline Suspension Audit. (Skyward) Student Management/Office/Attendance/Reports/Verification Reports/Suspension-Expulsion and Attendance Audit Report KEEP THREE (3) YEARS				
9	Home & Hospital List – Can use Home & Hospital signed documentation and/or the Accumulative Absences Report. (Skyward) Student Management/Office/Attendance/Reports/Accumulative Absences Report (“H” for Absence Type.) KEEP THREE (3) YEARS				
10	Permits to and from – The School Choice forms guardians fill out. KEEP THREE (3) YEARS				
11	Medication Authorization Form and Student Medication Record – Keep each student’s Jordan School District Nursing Services forms. KEEP THREE (3) YEARS				
12	Student Health Report (for First Aid) – Allows the school to administer first aid. (Skyward) Student Management/Families/Jordan Programs/Registration Reports/Student Health Report. KEEP THREE (3) YEARS				
13	Entries and Withdrawals – (Skyward) Student Management/Students/Reports/Entry-Withdrawal Report. Run first for entries and then again for withdrawals. Also keep Quarterly Entry and Exit lists. KEEP TWO (2) YEARS				
14	Registration Report - 1 page per student report - must be printed the 1st week of school. (Skyward) Student Management/Families/Jordan Programs/Registration Reports/Registration Card Report. Run for “Active” students. Report MUST stay current; either 1) Ran quarterly with daily updating, or 2) ran each time a new student enrolls/withdraws. This file may be stored electronically on a separate hard or flash drive in lieu of a printed report provided it adheres to either #1 or #2 AND a procedure is in place to access the data in case of an emergency and/or an evacuation. KEEP TWO (2) YEARS	Run the First Week of School and update/run each time a new student enrolls.			

Audit Reports – Auditors may ask for

Audit Report	Registration Report – See report #14. (Skyward) Student Management /Families/Jordan Programs/Registration Reports/ Registration Card Report. Run the report for “Active” and “Inactive” students. KEEP TWO (2) YEARS.				
Audit Report	Membership Report – See report #2. (Skyward) Student Management/Federal/State Reporting/Reports/Monthly Membership Report. Run the report for both “Active” and “Inactive” students. PRINT DAY OF AUDIT.				
Audit Report	Daily Absence Report – (Skyward) Student Management/Office/Attendance/Reports/Day Summary. PRINT DAY OF AUDIT AND KEEP UNTIL SUBSEQUENT AUDIT (USUALLY ONE (1) YEAR).				
Audit Report	Individual Student Attendance Record – (Skyward) Student Management/Students/Student Profile/Attendance. Shows individual attendance detail by student on an “as needed” basis. MAY EXPORT TO EXCEL.				
Audit Report	Current Student Enrollment Count – (Skyward) Student Management/Students/Jordan Programs/Entity Reports/Student Enrollment Count by Entity. Run with requested “Enrollment As Of” date. KEEP ONE (1) YEAR or UNTIL SUBSEQUENT AUDIT.				
Audit Report	Vocational Attendance Report (CTE) – <u>Secondary Only</u> - (Skyward) Student Management/ Office/ Attendance/Reports/Teacher-Class Rollbook Report. Maintain daily attendance for each student who attends a vocational class. May also run the Teacher/Class Rollbook report. KEEP PERMANENTLY.				



Keep Permanently



Keep Two (2) Years



Keep Three (3) Years



Keep Seven (7) Years

Contact Planning & Student Services at the end of each quarter at 801-567-8183 and let us know you have ran your quarterly reports and reviewed them for accuracy.

It is not necessary to send any hard copy quarterly reports to Planning & Student Services.

JORDAN SCHOOL DISTRICT
Planning and Student Services

School _____ Date _____ School Year _____

REPORT OF RETENTIONS & NON-GRADUATING SENIORS

List retained students below, or check here if no retentions.

List non-graduating seniors below or attach the Skyward printout of non-graduating seniors.

Grade	Student	Student #	Comments

REPORT OF ACCELERATIONS & EARLY GRADUATES

List accelerated students below, or check here if no accelerations.

List early graduates below, or attach the Skyward printout listing early graduates.

Grade	Student	Student #	Comments



Planning and Student Services

REPORT OF STUDENT DEATH

Date of Death:		School:	
Student Name:	Student ID:	Grade:	
Address:			
Cause of Death:			

Please send to Student Services as needed throughout the year. If there are no student deaths to report at year-end, please complete this form with just your school information, write "NONE" across the form and return to Planning and Student Services. Thank you.

_____ Form Filled Out By (Employee Name)	_____ Position
--	--------------------------

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.

- Special Education Records
- Psychological Reports
- Other as indicated _____

PLEASE FORWARD SCHOOL RECORDS TO:

_____	_____
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

STUDENT RELEASE FROM SCHOOL REQUEST

ACADEMIC RELEASE – Form A

NON-ACADEMIC RELEASE – Form B

(Specialized training, medical accommodations, mitigating circumstances, etc.)

School: _____

Date: _____

Grade: _____

Graduation Year: _____

Student Information

_____	_____	_____	_____	_____
Last Name	First Name	Middle Initial	Date of Birth	Student Number
_____	_____	_____	_____	_____
Address	City	State	Zip Code	
_____	_____			_____
Parent(s)/Guardian(s)			Phone Number(s)	

Release Information – Form A & B

Release Begins: _____
Date (DD/MM/YYYY)

Release Ends: _____
Date (DD/MM/YYYY)

Reason for Request:

Subject(s) and/or Courses Missed

Minutes PER-DAY Released

	Monday	Tuesday	Wednesday	Thursday	Friday	TOTAL

Courses Taken Outside of School - Academic Release - Form A **ONLY**

Course/Program	Location	Allowable HS Credit
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Student Currently Has Released Time:

(Work release, Seminary, etc.)

Yes

No

Type of

Release: _____

Time Released: _____

Notes/Comments:

PLANNING AND STUDENT SERVICES ONLY:

RELEASED TIME CALCULATION

Total Time Released Per DAY.

Total HOURS Per WEEK.

Total of **PERCENTAGE OF TIME** enrolled at school.

Minutes

Percentage

Guidelines

- Secondary students who need 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, or electronic on-line schools, the school(s) must be **accredited** from AdvancEd (www.advanc-ed.org) or another national accrediting body recognized by the Utah State Office of Education. Parent(s)/Guardian(s) are responsible to ensure this occurs.
- Parent(s)/Guardian(s) assume full responsibility for the student’s transportation and safety as they leave or return from their release time.
- During release time from school, students are not allowed on campus for any reason without prior administrative approval.
- **PARENT(S)/GUARDIAN(S) & STUDENT(S)** assume all responsibility for the student’s progress for completing courses taken at locations other than the regular school, particularly if the courses taken are for **academic** credit. Student(s) and parent(s)/guardian(s) are also responsible for reporting earned grades and credits to the school by submitting official school documents for recording on high school transcripts and tracking for graduation requirements. The school is NOT responsible for any financial compensation for instruction or services provided to the student who is released based on this agreement.
- **If this Student Release Form is for NON-ACADEMIC reasons, 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. The school is NOT responsible for any financial compensation for instruction provided to the student who is released based on this agreement.
- Coordination and communication between the home and school to ensure quality instruction is expected when a student is on a release time program.
- If concerns or problems become apparent or exist regarding the progress and adjustment of the student in the program, it may be necessary to further evaluate, modify, or terminate the student’s release time program.
- Parent(s)/Guardian(s) agree to allow the school to conduct evaluations or testing to monitor the progress of the student as they remain in the program.
- Elementary teacher(s) and/or secondary counselor(s) and parent(s)/guardian(s) determine any IEP¹/PCCR²/SEP³ revisions to assure the student’s educational needs are met. The PCCR also aids in determination of the percent of enrollment. **If a secondary student (grades 7-12) elects to discontinue the partial day schedule and re-enroll at the school, they may only do so at the beginning of the next quarter.**
- The student will not be released from school until this document is completed with all required signatures. After the completion of this document, the student’s schedule will be adjusted to reflect the amount of time enrolled at the school.

I have read the guidelines stated above and understand my obligations and agree to and will abide by the guidelines established herein as the custodial legal parent or guardian of the student listed.

IEP/PCCR/SEP Reviewed/Discussed/Revised on:

DATE: _____

Parent/Guardian Signature

Student Signature

Elementary Teacher/Secondary Counselor Signature

Principal

Administrator of Schools

Consultant, Planning and Student Services

Student Release Process

- Parent and student complete the application form with the input from appropriate school personnel.
- Elementary teacher/secondary counselor and parent review application and make adjustments as needed to ensure the educational needs of the student are in agreement with district and school policy.
- Submit application to school administrator for signature.
- Submit application to appropriate Administrator of Schools.
- Submit application to Planning and Student Services for signature and processing.

ORIGINAL: Student’s Cumulative File

COPIES: Parent/Student
Planning & Student Services

¹ IEP – Individual Education Plan
² PCCR – Plan for College and Career Readiness
³ SEP – Student Education Plan

Available at Student Services

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

Available at Student Services

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 _____ Grade _____ Sex: M F
(Last) (First)
 Student's Home Address _____ City _____ Zip _____
 Guardianship: Both Parents Mother Father Other
 Father _____ Employer _____ Phone _____ Cell _____
 Mother _____ Employer _____ Phone _____ Cell _____
 Guardian _____ Employer _____ Phone _____ Cell _____
(If different than parent)
 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.

Available at Student Services

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:

- Early Enrollment Period Transfer Application**
 Submitted between December 1 and the third Friday in February in order to transfer the following school year.
- Year requested, 20_____

Please check appropriate box:

- Late Enrollment Period Transfer Application**
 Submitted outside of the early enrollment period.
 Please check one and indicate the year requested.
- Current year, 20_____ 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

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

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 are 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 1st 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
----------------	-----------------	--------------

Person completing this form: <ul style="list-style-type: none"> <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.)
---	---

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*

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 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)
---	---	--	---

Padre(s) Apoderado (s) o Estudiante

- ✓ Please notify the school if your living status changes.
- ✓ If your student qualifies for the services under the McKinney Vento Act they have the right to additional services and support that may include placement in the school, academic material, interventions, etc.
- ✓ Please call the Liaison of the Unaccompanied Minors 801-567-8308 if you have any questions.

Personal de la Escuela

- ✓ Please return this form to SKYWARD for the purposes of identification for the Liaison of Unaccompanied Minors of the Jordan School District and for the Service of Alternative Language located in the Auxiliary Building or call 801-567-8308 for questions.

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

(On school letterhead; send by certified mail)

(Date)

(Parent/Guardian Name)

(Parent/Guardian Address)

(City, State, Zip)

To the parent/guardian of (Student Name):

Our school records indicate that your student, (Student Name), has 10 consecutive unexcused days of absences without parent/guardian communication with the school.

In accordance with Utah Administrative Code R277-419-1, your student will be withdrawn on (Date).

Utah Code §53G-6-202 states that the parent of a school-age minor shall enroll and send the school-age minor to a public or regularly established private school and the parent of a school-age minor shall cooperate with school boards and charter school boards to secure regular attendance at school by the school-aged minor for whom they are responsible (R277-607-5).

Your student's re-enrollment would be welcomed, so please contact the school immediately at (School phone number) to re-enroll your student. If your student is enrolled in another educational institution, please provide our school with verifying documentation indicating the date your student was enrolled at another school.

Sincerely,

(School Administrator's Name)

(School Administrator's Contact Number)

cc: Permanent File