


# Intradistrict Communication

DATE: June 26, 2019  
TO: Elementary School Principals  
FROM: Michael Anderson, Administrator of Schools   
SUBJECT: Elementary Fee Waiver Materials 2019-20

Beginning with school year 2019-2020 the Certificate of Compliance form will be due **October 31, August 1** of each year the Local Board Chair, District Superintendent and each Principal will receive an email containing their individual URL to complete the Certificate of Compliance. 90 days will be given to complete the survey.

To help you complete the online Certificate of Compliance you can find the following forms in the June 27<sup>th</sup> edition of JAM: [Jordan Admin Memo](#) they are also available at <https://schools.utah.gov/schoolfees>.

- Elementary Fee Schedule
- JSD Fee Waiver Guidelines
- Sample survey, printed from the USBE website
- Standard Fee Waiver Application (English/Spanish) **REVISED MAY 2019**
- School Fees Notice for Families of Children in grades K-6 (English/Spanish)
- Fee Waiver Decision and Appeal Form (English/Spanish)
- Fee Waiver Posters (English/Spanish)  
-Please include, on the line provided on the poster, your school phone number and contact.

**Attention:** *Students who previously showed verification of eligibility do not need to resubmit documentation. It may be necessary for the principal (or designee) to contact the previous school of transferring students for verification of fee waiver status. Kindergarten students coming into the school, new students to the District, and students with extenuating circumstances will still be required to submit documentation.*

**Please discard all Fee Waiver Application forms from previous years as there are significant changes for Income Eligibility Guidelines.**