

Intradistrict Communication

DATE: April 23, 2020

TO: Principals
Administrative Assistants

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

SUBJECT: End-of-Year Reports for Planning & Enrollment

The following is a friendly reminder about the end-of-year reports, tasks and due dates required by Planning & Enrollment for traditional elementary, middle, high and special schools (TRAD) as well as year-round elementary schools (YRE). All forms may be found on the Planning & Services website: <http://planning.jordandistrict.org/resources/school/>.

| REPORT | DUE DATE |
|--|---|
| <u>Records Retentions and Accelerations</u> | TRAD: June 5, 2020 YRE: June 30, 2020 |
| <ol style="list-style-type: none">1. A form for each Individual Retention or Acceleration should be completed and sent to your Administrator of Schools at the time is processed at your school.2. Record each acceleration or retention on Skyward at year's end.3. Complete <u>Report of Retentions & Non-graduating Seniors and Report of Acceleration & Early Graduates</u> Form | |
| <u>Report of Student Deaths</u> | TRAD: June 19, 2020 YRE: June 30, 2020 |
| <u>Fourth Quarter Reports</u> Check membership report carefully for entry and exit date errors. Make corrections on Skyward and notify Planning & Enrollment when complete. <u>Do not send a copy.</u> (See the required reports list in the Planning and Student Services Manual) | TRAD: June 5, 2020 YRE: June 30, 2020 |
| <u>School's End-of-Year PDM</u> Run the School's end-of-year PDM and retain at school <u>permanently</u> . (Do not send a copy to Planning & Enrollment) | TRAD: June 5, 2020 YRE: June 30, 2020 |
| <u>Permanent Record Retention</u> Permanent records for students leaving the school (boundary change or 6 th and 9 th grade advancement, where applicable) are delivered in person to the appropriate school by the staff of the sending school . The receiving school will need to check the student list against each permanent record to assure all permanent records were | TRAD: June 12, 2020 YRE: July 8, 2020 |

received. Each bundle must be accompanied by TWO (2) alphabetized lists, which need to include the name of the sending school **and** the receiving school. Computer lists, PDM's and the Skyward Students Not Returning report may be used. Dead files should be sent to the receiving school in a separate box.

2020-21 FTE Staffing Worksheet

Using the appropriate worksheet for your school (Trad. Elem, MTS Elem, Title I Elem, MTS/Title I Elem, Middle, or High) enter the amount of 0050 FTE you have or will have hired by the first day of school. Please do **NOT** include any teachers hired using alternate funding (BTS, Land Trust, etc.) – only those teachers funded by 0050 (whole or part of their contract) should be entered. Title I schools will enter the teachers funded (whole or part) by Title I funds in the appropriate cells. The schools FTE version 2.0 must be entered in the appropriate box(es) for the worksheet to calculate correctly. You do not need to enter any enrollment at this point. However, it is encouraged that you use these sheets throughout the year to accurately account and track your FTE and enrollment. The FTE Staffing Worksheet is not required for any Special School. For any questions about the FTE Staffing Worksheet please contact Travis directly at 801.567.8251.

TRAD: June 12, 2020
YRE: June 30, 2020

Thank you and please direct any questions to Caleb (801-567-8251) in Planning and Enrollment