

Intradistrict Communication

DATE: April 10, 2019

TO: Principals
Administrative Assistants

FROM: Administrator of Schools
Dr. Anthony Godfrey, Associate Superintendent
Travis Hamblin, Planning & Student Services

SUBJECT: **End of the Year Procedures**

The following is a friendly reminder about the end-of-year reports, tasks and due dates required by Planning & Student Services 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/forms/>.

Records Retentions and Accelerations

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 *Report of Retentions & Non-graduating Seniors* and *Report of Acceleration & Early Graduates* Form•

DATE DUE:	TRAD.	JUNE 3, 2019
	YRE.	JUNE 28, 2019

Report of Student Deaths•

DATE DUE:	TRAD.	JUNE 3, 2019
	YRE.	JUNE 28, 2019

Fourth Quarter Reports

Check membership report carefully for entry and exit date errors. Make corrections on Skyward and notify Planning & Student Services when complete. Do not send a copy. (See the required reports list in the Planning and Student Services Manual)

DATE DUE:	TRAD.	JUNE 3, 2019
	YRE.	JUNE 28, 2019

School's End-of-Year PDM

Run the School's end-of-year PDM and retain at school **permanently**. (Do not send a copy to Planning & Student Services)

DATE DUE:	TRAD.	JUNE 3, 2019
	YRE.	JUNE 28, 2019

Permanent Record Retention

Permanent records for students leaving the school (boundary change or 6th and 9th 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 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. This should be signed by both the sending and 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..

DATE DUE:	TRAD	JUNE 7, 2019
	YRE	JULY 9, 2019

2018-19 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.

DATE DUE:	TRAD	JUNE 5, 2019
	YRE	JUNE 5, 2019

Thank you and please direct any questions to Carmen (801.567.8183) in Planning and Student Services.