

Intradistrict Communication

DATE: July 29, 2021

TO: Principals
Assistant Principals
Elementary Administrative Assistants
Secondary Registrars
School Counselors

FROM: Michael Anderson, Associate Superintendent
Travis Hamblin, Director of Student Services
Stacee Worthen, Consultant, School Counseling
Caleb Olson, Consultant, Planning & Enrollment

SUBJECT: Enrolling Students at Part-Time

Each student must have an enrollment percentage in Skyward that matches the number of courses they are enrolled in during the day. If a student is part-time, they must not be given a full-time, 100% enrolled schedule using filler classes such as "Ed Release" or similar.

When a student switches from full-time to part-time enrollment, the appropriate school staff member (a principal or administrative assistant at elementary; a school counselor at secondary) must complete the [Student Release Form](#) and have it signed by a parent (the form should print double-sided or as two pages). This form ensures that the parent is aware of and approves of the change and understands their obligations for having the student leave or return to campus. Parents must also understand that a reduced schedule at the secondary level will leave the student credit deficient and at risk of not graduating.

When signed, the form can be processed by the appropriate school staff member (typically an elementary administrative assistant or secondary registrar) and the enrollment percentage changed to the percentage given on the form (rounded to the nearest whole number). Information Systems has prepared documentation on changing a student's enrollment percentage in Skyward. That documentation can be found [at this link](#). The original form is placed in the student's cumulative folder; copies are given to the parent and sent to Planning & Enrollment at the District Office.

At the secondary level, the student should only be enrolled in the number of classes recorded on the form. If the student will not be instructed by a Jordan District teacher for one or more periods, they should not have a class on their schedule for those periods. "Ed Release" or similar courses may only be used as temporary placeholders while SEATS courses are processed and added to the student's schedule; they may not be used long-term or to keep a student enrolled at 100%. For secondary students, one period per day (or per A/B cycle) of religious release time may be counted towards school enrollment.

The form remains in effect until superseded. "Superseded" will mean at the end date listed on the Student Release Form, the next school year (when the student would likely return to full-time status), or when a new form further adjusting enrollment is completed. The copy of the Student Release Form in the cumulative folder may be destroyed when it has been superseded.

Please contact Planning & Enrollment with questions or concerns (x88183).