

Intradistrict Communication

DATE: July 6, 2016

TO: All Principals
Elementary Head Secretaries
Registrars
Attendance Secretaries

FROM: Administrators of Schools
Dr. Anthony Godfrey, Associate Superintendent of Schools
Luann Leavitt, Consultant of Planning and Student Services

SUBJECT: Enrollment 2016-17

This memo is a reminder of the issues you may face when enrolling students for the upcoming school year. This should help when assisting patrons in enrollment.

Kindergarten: The student must be at least 5 years of age on or before September 1, 2016 to enroll in Kindergarten. Utah State Law 53A-3-402 which states: (6) Except as provided in Section 53A-1-1001, a board may enroll children in school who are at least five years of age before September 2 of the year in which admission is sought. Active military children are an exception. Contact Planning & Student Services with questions.

Legal Guardians: Please make sure the child is enrolling with their Legal Guardian. Check the birth certificate and Identification to make sure the enrolling adult belongs to the enrolling child. If they are not their legal guardian, either a Durable Power of Attorney needs to accompany the paperwork or legal guardianship through the courts. Contact Planning & Student Services with these questions at 801-567-8251.

Custodial Parents: Please make sure you obtain legal documentation (signed by a judge) in divorce situations when necessary. The Court orders parents' behavior in their enrollment decisions, not schools. If you have questions or need help interpreting court documents, contact Luann in Planning & Student Services at 801-567-8251 for assistance.

Foreign Exchange: Students coming from other countries without a legal guardian need to be referred to the Planning & Student Services Department for enrollment. Contact Shelly at 801-567-8183.

Please be consistent in your enrollment process with all students. Ask questions to determine individual situations, show patience and understanding and contact Planning & Student Services for any issues you may need help in resolving. We know this is a busy time for you and we are here ready to help with individual situations. Thank you.