

Intradistrict Communication

DATE: July 15, 2017

TO: All Principals
Elementary Administrative Assistants
Registrars
Attendance Secretaries

FROM: Administrators of Schools
Anthony Godfrey, Associate Superintendent
Travis Hamblin, Planning and Student Services

SUBJECT: Enrollment 2017-18

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, 2017 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.

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.

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.

Foreign Exchange: Students coming from other countries without a legal guardian need to be referred to the Planning & Student Services Department for enrollment.

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.