

# Intradistrict Communication

DATE: March 11, 2019

TO: High School Principals  
Middle School Principals

FROM: C. Brad Sorensen, Administrator of Schools  
Michael V. Anderson, Administrator of Schools

SUBJECT: Fee Schedule Preparation for 2019-20 School Year

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The Board of Education is required to approve all charged fees and has requested all schools to list every fee charged to students (both required and optional) which will be posted on the website and included on the 2019-20 Fee Schedule. Fees may not be charged unless they are on the approved fee schedule. Each secondary school has compiled a list of proposed fees. Please review your list of proposed fees and consider the following:

- Review all items listed on [fees.jordandistrict.org](https://fees.jordandistrict.org) to ensure everything is included.
- Identify and label items considered “optional” for each listed program. (these items may have been previously identified as “spirit pack” items)
- List every item on the fee schedule that will be receipted in the main office.
- Confirm the cost of the cap and gown with Jostens for accuracy. (HS Only)
- Every fee requested must be submitted to, and approved by, the principal on the fee approval form with detailed information and kept on file for auditing purposes.
- Overnight Travel and Camps & Clinics are identified on the district fee schedule and do not need to be listed under the individual group category. These functions have guidelines and rules that each group must adhere to in order to travel or run a Camp & Clinic activity.
- Any additions or changes need to be submitted to Brad Sorensen/Cari Minnesota or Mike Anderson/Nadine Page no later than **April 12, 2019**.
- The Board of Education is planning to officially review the school fee proposal on April 23, 2019.
- If something is not listed, you must request a change through an individual fee approval process by submitting your request to the Administrator of Schools. The individual request will be reviewed by cabinet and submitted to the Board of Education for final approval before the fee may be charged.