

Intradistrict Communication

DATE: May 7, 2019

TO: All Principals

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

SUBJECT: Final Approved Fee Schedule for 2019-20 School Year

The Board of Education has approved the 2019-20 fee schedule which can be found on the district website under the following link fees.jordandistrict.org. Because it is required by the Board of Education to approve all fees charged at schools, only fees listed on the website may be charged for the 2019-2020 school year. Please make sure that every fee charged at your school appears on the approved website. If it is not on the website, do not charge the fee.

We need each school to do the following prior to the beginning of the 2019-20 school year:

- Place a link of the fee website (fees.jordandistrict.org) on your own school's website
- Make sure the website link (fees.jordandistrict.org) is included in all of your registration information and is sent out to your community
- Encourage each of your teachers/coaches/advisors to include this information at parent meetings and in their disclosure statements
- Have copies of all approved fee forms on file for review and available for an annual audit which will be done by the appropriate Administrator of Schools

Additionally, in the event a fee was overlooked or not submitted prior to the Board approved fee schedule and you want to appeal for it to be added to the website, the following process has been put in place:

1. Require a written request from your teacher/advisor/coach explaining the need for a fee
2. Evaluate your school finances to determine if it can be covered at the school level
3. Talk with and submit a written request to your Administrator of Schools for consideration
4. Administrator of Schools will appeal fee request to Cabinet
5. If approved, the requested fee will be submitted on the Board of Education's consent agenda
6. The website will be adjusted and the new fee will be reflected on the school's fee schedule