

Date: March 14, 2019

To: Principals
 2019 Graduating Interns

From: June LeMaster, Ph.D., Human Resource Administrator
 Anthony Godfrey, Ed.D., Associate Superintendent

Subject: Intern Graduations 2019

It is a long-standing practice in Jordan School District to allow full time, in state partnership university teacher interns to take one (1) day leave to attend either their own university commencement or convocation, without penalty. This year, this practice is expanded to allow all full time university interns including teacher interns, school psychologists and counselor interns, etc., the same privilege. Interns attending both in state and out of state university commencement ceremonies are allowed one (1) day; therefore, some interns may need to choose between commencement and convocation.

If a substitute is needed for coverage, the intern is responsible for requesting a substitute through Frontline (formerly known as AESOP). The absence reason entered should be “other” and in the blue “notes to administrator box”, the intern should add the following information “District excused 0050 - personal graduation”. For additional assistance, please contact Juli Martin at 801-567-8219.

Below are the dates for the in state 2019 University Commencement and Convocation Ceremonies:

<u>University – In State</u>	<u>Commencement Dates</u>	<u>Convocation Dates</u>
BYU	April 25, 2019	April 25 or 26, 2019
BYU – Idaho	April 12, 2019	April 12, 2019
Dixie State University	May 3, 2019	
University of Phoenix	May 10, 2019	
University of Utah	May 2, 2019	May 2 or 3, 2019
Utah State University	May 2 or 3, 2019	
Utah Valley University	May 2, 2019	May 3, 2019
Weber State University	May 11, 2019	
Western Governors University	August 3, 2019	
Weber State University	April 4, 2019	