

Intradistrict Communication

DATE: March 12, 2020

TO: All Principals
2020 Graduating Interns

FROM: June LeMaster, Ph.D., Administrator, Human Resources
Brad Sorensen, Administrator of Schools
Laura Finlinson, Administrator of Schools

SUBJECT: Intern Graduations 2020

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 psychologist 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 Absence Management (formerly 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 2020 University Commencement and Convocation Ceremonies:

University – In State	Commencement Dates	Convocation Dates
BYU	April 23, 2020	April 23 or 24, 2020
BYU – Idaho	April 9, 2020	April 9, 2020
Dixie State University	May 1, 2020	
University of Phoenix	May 9, 2020 (AZ – out of state)	
University of Utah	April 30, 2020	April 30 or May 1, 2020
Utah State University	April 30, 2020	
Utah Valley University	April 30, 2020	May 1, 2020
Weber State University	April 24, 2020	
Western Governors University	Not in Utah	
Weber State University	April 24, 2020	

JL/am