

# Intradistrict Communication

DATE: August 3, 2023

TO: School Administrators  
Elementary Administrative Assistants  
Secondary Attendance Secretaries  
Secondary Registrars

FROM: Michael Anderson, Associate Superintendent  
Travis Hamblin, Director, Student Services  
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SUBJECT: New Student Grade Level Placement

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When a student enrolls in Jordan School District they should be placed according to their age (see "[Appropriate Age Chart](#)" in online [Planning & Enrollment Manual](#)). This would include students that enroll from another state or country. Exceptions include:

- A military child who does not meet the deadline but has previously attended kindergarten or a higher grade as a resident in another state. ([53G-4-402](#) and [53E-3-902](#))
- A student who was accelerated or retained in a previous school or district within the state of Utah. Jordan District will honor the acceleration or retention and continue to place the student in the next consecutive grade.
- A student who was home schooled should be placed based on the parent's request. Examples include, but are not limited to:
  - The student attended a public school in the 7<sup>th</sup> grade but was in home school for the 8<sup>th</sup> grade. The parent(s) or guardian(s) requests placement in the 8<sup>th</sup> grade. The school would place the student according to the request.
  - The student attended public school in the 7<sup>th</sup> grade but was in home school for the 8<sup>th</sup> grade. The parent(s) or guardian(s) states that the student completed both the 8<sup>th</sup> and 9<sup>th</sup> grade during the past school year, and requests placement in the 10<sup>th</sup> grade. The school would place the student according to the request.
- A student who has never been in an educational setting should be placed according to their age.
- A student may be enrolled in the first grade even though the child did not meet the entry date for kindergarten the previous year, provided a full year of kindergarten was successfully completed in another state or private school (not daycare or preschool). The parent(s) or guardian(s) shall provide convincing evidence that the child has the academic, social and emotional skills necessary to succeed in first grade AND provide a statement from the previous school that verifies the student's successful completion of the kindergarten curriculum.

Jordan School District does **NOT** enroll:

- Any student who has previously received a diploma.
- Any student who is not five (5) years of age before September 2<sup>nd</sup> of the year they will be entering school ([R277-419-2](#)).

If the parent(s) or guardian(s) disagree with the student's placement they may request acceleration or retention testing. Acceleration and/or retention testing is conducted to determine academic ability (see "[Accelerations and Retentions](#)" in online [Planning & Enrollment Manual](#)).

Please contact Planning & Enrollment (801-567-8183) with any questions you may have.