

JORDAN SCHOOL DISTRICT
Patrice A. Johnson, Ed.D., Superintendent of Schools
West Jordan, Utah

Intradistrict Communication

DATE: September 19, 2016

TO: Secondary School Principals
Secondary School Registrar Secretaries

FROM: John Larsen, Business Administrator
Luann Leavitt, Consultant of Planning and Student Services
Daniel Ellis, Accountant/Internal Auditor

SUBJECT: **October 1 Head Count Reports**

As October 1 approaches we wanted to remind schools of the report which should be used by the auditors for the headcount. The report is titled Student Enrollment Count by Entity, and can be found in Skyward Student under: Students, Jordan Programs, Entity Reports. See attached documentation for Instructions on running the report.

This report should be used to ensure the numbers the auditors use to count match the student count numbers Luann Leavitt sends to the State. If there are questions on how to run the report please contact Denise Smith at (801)567-8258.

Thank you.