

Intradistrict Communication

DATE: December 17, 2020

TO: Principals
Assistant Principals
Administrative Assistants
Secondary Registrars
Secondary Attendance Secretaries

FROM: Michael Anderson, Associate Superintendent
Travis Hamblin, Director of Student Services
Caleb Olson, Consultant, Planning & Enrollment

SUBJECT: School Choice Permit Allocations and Tiers

In 2018, as part of the transition to the PowerSchool permit process and in preparation for the “MOAB” boundary changes, the Board authorized lottery priorities and a three-level permit tier system. The permit tiers control a school’s ability to grant permit seats when projected enrollment is above 90% of building’s capacity.

As a reminder, all schools are required by Utah law (53G-6-402) to accept permit seats when projected enrollment is under 90% of the building’s capacity. Seats from 90% of capacity to 100% of capacity may be offered, following the approvals below, at the principal’s discretion. Schools will not typically offer permit seats when projected enrollment exceeds 100% of capacity. Building capacity is determined by Planning & Enrollment and includes all spaces (including portables, regardless of current use) at a location that are being used or could be used for student instruction. The number of portables at a location, regardless of usage, determines the permit tier for that building.

Tier	Number of Portables	Approval Required to Accept Permits Above 90% of Building Capacity
1	0	- Approval from Administrator of Schools
2	1-6	- Approval from Administrator of Schools - Notification to Board of school’s intent to offer permit seats above 90% of capacity
3	More than 6	- Approval from Cabinet - Discussion/approval by Board of school’s intent to offer permit seats above 90% of capacity

Schools can access their current permit tier, number of seats required to be accepted, and potential number of seats available beyond 90% of building capacity on their Enrollment Dashboard (in the “Permits” section).

For questions related to permits please contact Student Services (801.567.8259) or Caleb Olsen (801.567.8251).