JORDAN SCHOOL DISTRICT
Anthony Godfrey, Ed.D., Superintendent of Schools
West Jordan, Utah

Intradistrict Communication

DATE: November 19, 2026

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

FROM: Michael Anderson, Associate Superintendent
Buddy Alger, Director of Student Services
Scott Festin, Planning Consultant, Student Services

SUBJECT: School Choice Permit Allocations and Procedures

Where to Find Your Seat Calculation

- **2027-28 tab of your Enrollment Dashboard**
  - **Elementary:** Row 158
  - **Middle and High:** Row 93

- **PowerSchool:** Look in the **2027-28 School Choice Workspace**.

Key Dates & Action Items

Date / Timing	What You Need to Do
Now (Ongoing)	**Keep verifying 2026-27 applications** regularly and move them to the waitlist.
By Dec 11, 2026	**ACTION REQUIRED:** Check the "Permit" section (Elementary: Row 143, Middle: Row 77, High: Row 75) on your dashboard and make sure staff permissions are accurate. Planning & Enrollment relies on this list when approving seat requests.
Before Winter Recess	**Verify all outstanding 2027-28 applications** so nothing is sitting unreviewed over the break.
Jan 4, 2027 (Morning)	**Verify any remaining applications** submitted through Dec 31 (not the end of the break) as early as possible. The lottery runs that afternoon.
Jan 4, 2027 (Afternoon)	**Start offering available seats** as soon as the lottery finishes.
By Jan 22, 2027	**Aim to have your initial permits seated** by this date so FTE authorizations can go out as early as possible. *(Note: You can still seat students who apply between Jan 22 and Feb 5).*

Date / Timing	What You Need to Do
Weekly (Post-Lottery)	**Verify new 2027-28 applications** at least once a week so they can be processed and added to the waitlist.

Rules for Offering Seats

- **Strictly adhere to the waitlist order:** You must offer seats in the exact order generated by the lottery. Do **not** bump students up the list just because they marked your school as their "first choice."

- **Give parents two weeks to accept:** If a parent hasn't accepted a seat after two weeks, try reaching out to them first. If they still don't respond, remove the offer and move on to the next student on the waitlist.

- **You must fill open seats:** During the early enrollment window (through **Feb 5, 2027**), if you have open permit seats, you are required to offer them.

Requesting Additional Seats

- **Through Feb 5, 2027 (Early Window):** Seat totals are strictly based on **building capacity** (fuller schools get fewer seats). Adding seats requires working with your Administrator of Schools and following the Board's tier rules.

- **After Feb 5, 2027 (Late Window):** After FTE authorizations have been issued, you must request additional seats through your Administrator of Schools based on **grade-level space** in your teacher allocation.

Additional Information

- More information can be found under Permits on the Planning and Enrollment website.