



Intradistrict Communication

DATE: December 20, 2017

TO: Principals
Administrative Assistants, ALL

FROM: Administrator of Schools
Dr. Anthony Godfrey, Associate Superintendent of Schools 
Travis Hamblin, Consultant, Planning & Student Services 

SUBJECT: Permit Data and Codes

Tracking student permits is a vital part of accurately accounting for student enrollment and projections. Each fall schools report their permit information. It is recommended that permit data be tracked by "permit window" for ease of reporting. As a reminder, the following data needs to be tracked for both the early and late enrollment permit window(s):

- The number of (both early and late window(s)):
 - Permits Requested
 - Permits Approved
 - Permits Denied

Beginning January 1, 2018 there have been two (2) small changes to permit codes/descriptions which will enable increased analysis and tracking. The following changes have been made:

1. A new permit code of "S" has been added and is to be used for any Dual Immersion Sibling.
2. "District Assigned" has been added to the description of permit code "H" – Court Order.

Permit documentation has been updated to reflect these changes and an updated copy has been placed in the Skyward Documentation Shared Google Drive.

Please share this information with all individuals in your school working with permits.

Should you have any questions regarding permits please call Student Services at extension 88183.

Thank you for your continued efforts tracking permits.