



Intradistrict Communication

DATE: December 15, 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 Input Dates

The window for the school choice Early Enrollment Period closes on Friday, February 16, 2018. The law requires that parents receive written notice from the school by March 31, 2018. The parent's copy of the permit application serves as their written notice.

At principals' requests, FTE Version 2.0 is scheduled to come out approximately February 12, 2018. This accelerated timeline for Version 2.0 will require expedited processing of permit information. In order to facilitate this accelerated timeline, permit information will need to be processed a full month earlier than in the past in the following manner:

1. All permits received by the school are entered in Skyward **on or before January 26, 2017.**
2. Using the number of permits currently at your school and the number of requested permits as of January 26, 2017, develop an estimate of anticipated permits for the remaining three (3) weeks of the Open/Early Enrollment window. (how many permits you estimate you will receive in the next three (3) weeks)
Please work with Travis (801.567.825) closely as you develop this estimate.

Please share this information with all individuals in your school helping with the permits. Permit information is vital to an accurate Version 2.0 which will enable you to accurately and adequately staff your school.

If you have concerns about entering your permits or developing estimates, please call Travis at 88251.

Thank you for your help with this process.