

# Intradistrict Communication

DATE: October 13, 2022

TO: In-Person Elementary, Middle, High School Principals

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

SUBJECT: Preparation for Permits 2023-24

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Utah Code 53G-6-402 (which governs the out-of-boundary permit process) was amended in the 2022 Legislative Session. The major change is a shift in dates for the permit windows, as outlined below:

Window	Description	Old Dates	New Dates
Open Enrollment	Permits awarded by Board lottery priority; seats available based on school capacity.	December 1 to third Friday in February	November 15 to first Friday in February
Late Enrollment	Permits awarded first-come, first served; seats available based on 2.0 FTE allocation space.	Third Friday in February through June of the next year.	First Friday in February through June of the next year.

In preparation for the opening of the permit window, the following items must be completed by the building principal no later than November 1, 2022:

1. Access your school's enrollment dashboard. There is a new tab for the 2023-24 school year. In the permit section, enter the names and authorizations of all individuals who should be allowed to process permits at your school for the 2023-24 school year. Names have not been copied from previous years due to high turnover at many schools.
  - o Elementary permit information begins on row 124
  - o Middle permit information begins on row 170
  - o High permit information begins on row 198
2. When permit names and authorizations have been updated, click the checkbox to the right side of the permit section to signal your school's completion.
3. Review your school's anticipated open enrollment permit seat total, shown just below the permit staff names and authorization section. These are anticipated numbers and are subject to change until they receive final authorization by the Jordan Board of Education.

If your school has new staff responsible for permit processing or there are administrators new to the process who need training or review, please communicate the following training information to them:

Permit Trainings

When: Wednesday, November 2, 2022

Where: District Office, room 129

Times: 9:00 AM-11:00 AM or 12:30 PM-2:30 PM

Who: Staff new to the permit process and any staff/administrators who need refresher training.

Attendance is NOT mandatory this year; only those who need training must attend.

Seating is limited to 30 per session. Please sign up using the link below. If both sessions fill, additional sessions will be added.

Link:

<https://docs.google.com/spreadsheets/d/1KI30LsZkkR1DwNpwVRSXJ4K3z6gYWkihjQieoJ3uVdw/edit?usp=sharing>