

Intradistrict Communication

DATE: April 27, 2023

TO: Building Administrators
Elementary Administrative Assistants
Secondary Attendance Secretaries
Secondary Registrars

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

SUBJECT: Utah's "Safe at Home" Program & School Enrollment

The State of Utah has created a confidential address program for victims of abuse, domestic violence, human trafficking, stalking, or sexual assault. The program, now called "Safe at Home," is authorized by [Utah Code 77-38](#).

Participants in the program are issued a legal substitute address that they may use for any purpose, including receiving mail and school registration, to keep their actual address confidential. The substitute address is the address of a state office building and includes an "apartment number" unique to each participant. It is anticipated that this program will begin in late summer or fall of 2023.

Participants in the program are issued an authorization card that will include their name, substitute address, and contact information for the Safe at Home program. Schools are required under Utah Code 77-38-611 to accept this address and use it for school enrollment. When presented with a card, school staff should call the number of the Safe at Home program on the card. Program staffers will verify for the school that the individual lives within the boundaries of the school but will not release the actual address. School staff should then enter the substitute address as the legal address for the family in Skyward. It will likely be necessary for schools to manually add the "H" permit code to the student's record to avoid Skyward flagging the student as living outside the school's boundary. School staff **MAY NOT** ask or require the program participant to reveal their actual address.

At enrollment, schools may ask if the family lives in the bus eligible areas of the school boundary, when applicable. If the family is bus eligible, the school may assist the family in identifying nearby bus stops, either using a map of current bus stops or by identifying stops by a landmark or other location in the vicinity of the family's address.

Schools may not see large numbers of participants in the program, but should prepare all those who process new enrollments to be aware of the program so they can respond appropriately. Additional information on Safe at Home can be found at <https://crimevictim.utah.gov/safe-at-home/>