

Jordan School District  
SCHOOL FEES REQUIREMENTS FOR SECONDARY SCHOOLS  
**Principal Checklist**

***PLEASE TAKE NOTE: This list and TWO (2) original copies of Secondary School Certificate of Compliance are DUE September 15, 2017***

\_\_\_\_\_  
School

The information below is designed to provide each secondary school principal with a checklist of activities that must be completed in order to be in compliance with the Court Order issued in the Third Judicial District Court regarding SCHOOL FEES.

Date Accomplished

- \_\_\_\_\_ A. Previously received and have on file the following documents:  
1. The School Fees/Fee Waiver Policy for Jordan School District  
2. The School Fee Schedule approved by the Board of Education
- \_\_\_\_\_ B. Received and read the following documents:  
1. School Fees Notice for Families of Students in Grades 7-12  
2. Standard Fee Waiver Application (Grades 7-12)  
3. Fee Waiver Decision and Appeal Form  
4. Secondary School Certification of Compliance
- \_\_\_\_\_ C. Discussed school fees and fee waivers, the fee schedule approved by the District's Board of Education, and the terms of the Certification of Compliance form with my faculty and advised them they must fully comply with all laws and policies governing school fees and fee waivers, and that NO FEE may be charged which is not listed on the Board approved fee schedule.
- \_\_\_\_\_ D. Provided a copy of the School Fees Notice for Families of Children in Grades 7-12 to each member of the faculty.
- \_\_\_\_\_ E. Advised the faculty that no unapproved fees may be charged in connection with any class, program, or activity that occurs during the regular school day in grades 7-12.

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- \_\_\_\_\_ F. Have posted in the locations specified, two copies of the Grades 7-12 Poster.
- \_\_\_\_\_ G. Distributed, prior to the time when fees become due but not on the same day fees were due, a copy of the Superintendent's Letter of Direction for Verification of Eligibility, School Fees Notice for Families of Children in Grades 7-12, and the Fee Waiver Application was given to the parent or guardian of each student attending, scheduled to attend, or applying to attend the school.
- \_\_\_\_\_ H. Prepared sufficient copies of the Fee Waiver Decision and Appeal Form to respond to requests for fee waivers where fees are authorized for activities occurring outside the regular school day. Destroyed or returned all eligibility documentation to the fee waiver applicant parent or guardian.
- \_\_\_\_\_ I. Submit by **September 15, 2017, two (2)** completed signed copies of the Secondary School Certification of Compliance to Michael Anderson, Administrator of Schools.

\_\_\_\_\_  
Principal's Signature