

Intradistrict Communication

DATE: December 4, 2018

TO: Principals
Assistant Principals
Registrars
Counselors
Administrative Assistants

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

SUBJECT: Student Release Time from School Requests

The Student Release Form has been updated and may be accessed by using the following link:

<http://planning.jordandistrict.org/resources/school>

As a reminder, the Student Release Form (Form A and Form B) has been merged into one document and entitled "Student Release Form from School Request." There are several formatting changes and one calculation change on the updated form. Time calculations on the new form are to be calculated by class periods or hours rather than minutes. This change was made in an effort to reduce confusion and improve ease of use. A copy of the form is included with this memo.

It is essential that the form be completed in its entirety, including all pertinent information in the calculation of time, reason for request, dates, etc., in order to expedite the request process.

All old forms should be destroyed. Any incomplete or old forms will be returned for resubmission on the correct form or for necessary corrections.

Should you have any questions or require assistance please contact Planning and Student Services at 801.567.8259.