

JORDAN SCHOOL DISTRICT
Patrice A. Johnson, Ed.D., Superintendent of Schools
West Jordan, Utah

Intradistrict Communication

DATE: December 6, 2018
TO: All Principals
FROM: Cheryl Matson, Director of Insurance Services
SUBJECT: Volunteer Hours

Volunteer reports need to be submitted to Insurance Services.

Workers' Compensation insurance costs are based on numbers submitted by schools. It is important that this information be accurate and complete.

PTA figures **must be** separate from other volunteer hours.

Attached is a copy of the Volunteer Report for the period from August 1, 2018 to November 30, 2018.

**Please complete this form and return it to
Cheryl Matson, Director of Insurance Services by
December 21, 2018.**