

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

Intradistrict Communication

DATE: April 1, 2017
TO: All Principals
FROM: Laura Finlinson, Administrator of Curriculum and Staff Development
Nancy Ward, Coordinator of Educational Support Services
SUBJECT: Volunteer Hours

Volunteer reports need to be submitted to Educational Support Services.

Workman's 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 December 2016 to March 31, 2017.

**Please complete this form and return it to
Nancy Ward, Coordinator of Educational Support Services by
April 18, 2017.**