

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

Intradistrict Communication

DATE: April 1, 2016

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.

Workmans 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 the beginning of the 2015 school year to March 31, 2016.

**Please complete this form and return it to
Nancy Ward, Coordinator of Educational Support Services by
May 2, 2016.**