School Choice Application

Jordan School District
2019-20
The School Choice Permit

Apply

- Parents may apply online at http://planning.jordandistrict.org/enrollment/schoolchoice/
- After submitting an application, parent receives confirmation from PowerSchool.
- Schools must verify, approve and waitlist all applications, even if not accepting permits.

Import

- School logs in to https://secure.infosnap.com/admin/login/login.rails
- School imports waiting submissions.

Verify

- During December lottery, schools verify all category and priority fields.
- After the Lottery, schools may "N/A" the application fields that apply to priorities.
- At all times, the school must enter the Skyward student number in each student record.
- Duplicate records must be resolved. May discard unnecessary applications.

Approve

- Once the application data is validated and verified, the application may be approved.
- May add any additional notes, or print the application.
- An application may be put on Administrative Follow-up which holds the record; does not go to waitlist.

Process

- After December deadline, Planning and Enrollment runs the lottery which places students on the waitlist according to priorities set forth by the Board of Education.
- January and thereafter, Planning and Enrollment runs the process which places students on the waitlist in the first-come, first-served order.

Waitlist

- All results notifications are sent out manually, by email or letter.
- May change the order of the waitlist to place students; BE CAUTIOUS.
- Results notifications tell parents where they are on waitlist; even when order changes.
- Permits may be removed from waitlist; parents get notified when results are sent out.

Seat

- Student is offered a seat. All notifications are sent manually by the school.
- May offer a deadline for acceptance of the seat.
- Parents accept the seat.
- Once a seat is accepted, the student is removed from all schools lists.
- Denied permits can go to removed list; recommended that parents are notified first.

Upload

- Permits are uploaded in Skyward for the CURRENT school year by Planning and Enrollment after summer rollover until pre-transfers in January.
- Permits are uploaded in Skyward for NEXT school year by Planning and Enrollment after the pre-transfers in January until school ends.
- Any codes entered in School Path "History" must be added by hand.

Verify

- Verify all permit information uploaded in the Skyward School Path Screen.
- Change permit codes in Skyward as needed for out of boundary program students.
- Run permit report (Boundary Exception Report) often for verification.
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Directing a Guardian to the Permit Portal and Other Useful Permit Information

Students who wish to attend a school other than their resident boundary school may request an “Open Enrollment Transfer” (permit) at the school they desire to attend. Permits are considered on a first-come, first-served basis as a school’s capacity allows beginning December 1st, and ending the third week in February (unless there is a lottery). Permits accepted at this time are “Open Enrollment” permits, “Choice” permits or “Early” permits. When a permit is accepted, a student is allowed to attend the accepting school for the duration of the student's enrollment at that school unless any of the following occurs: the student is suspended or expelled, the student is no longer a resident of Utah, the student graduates, or the district determines that enrollment will exceed the school’s threshold for open enrollment.

After the third week in February, permit approvals are based on a school’s adjusted capacity (staffing ratios) and space available. These permits are called “Late” permits. They also allow a student to remain at the permitted school for the duration of enrollment at that school and are subject to the same compliance as the choice permits. (See District Policy AS93 - Open Enrollment/School Choice.)

Parents/guardians may apply for a permit on the Planning and Student Services website (http://planning.jordandistrict.org) under “Register/Enroll” or on the “Open Enrollment/School Choice” webpage.

The Registration & Enrollment webpage:

School Choice Permit

Students who wish to attend a school other than their resident school may file a request for a School Choice permit at the school they desire to attend. Applications are submitted online through the District website.

Beginning the first of December through the third Friday in February, permit requests are considered on a first-come, first-served basis as the school’s capacity allows. After the third week in February, permit requests are considered based on staffing ratios. For questions regarding out-of-boundary school attendance, or additional permit information, visit our Open Enrollment/School Choice page.

- School Choice Application (English)
- School Choice Application (Spanish)

The Open Enrollment/School Choice webpage:

Open Enrollment / School Choice

“The Board subscribes to the philosophy of educational choice and enrollment options for Jordan District students within the limits of classroom space and staff availability. The Board recognizes that providing options for children and families optimizes student learning. Therefore, the Board delegates to the Administration responsibility for developing policy for management of a school choice program.” (JSO Policy AS93)

Apply for a School Choice Permit

- School Choice Application (English)
- School Choice Application (Spanish)

Beginning the first of December until the third Friday in February, permit requests are considered on a first-come, first-served basis as the school’s capacity allows. After the third Friday in February, permit requests are considered based on staffing ratios.
The Permit Application

✓ It is not necessary for parents to create a PowerSchool account to apply for a permit.
✓ The Application is “mobile-friendly”. Or if family has no computer, invite them to your school.
✓ Applicants must have an email. Do not use the student’s email.
✓ Parents may apply for up to three schools. The boundary school should NOT be a choice.
✓ The application may be filled out in English or Spanish by choosing the Globe (top right corner of the page.)
✓ Some required fields such as date and year must be filled out with an exact format.
✓ Once an application is submitted, it may be edited only by “School Choice #1”.
✓ All of the information entered on the application must be verified by the school (current grade, boundary school, promote grade, address, etc.)
✓ PowerSchool has a “Help” button (top right of application) and Customer Support number (866-434-6267), for technical and web-based questions. PowerSchool is available 8am to 7pm, Monday - Friday, Central Time. Any JSD questions should be addressed by the school or district.
✓ Once the application is submitted, parents receive an email from PowerSchool verifying the submission (Sometimes these emails go to SPAM mail.) All future email correspondence for the online application will come from a “no-reply” at PowerSchool, and not through the Jordan School District email program.
Current Grade (The grade your student is currently in.) [required]
-Select-

Apply Grade (The grade your student will be in NEXT school year.) [required]
-Select-

What school does this student currently attend? [required]
-Select-

2019-2020 Boundary School (The school boundary your student will be living in NEXT school year.) [required]
-Select-

Student Address

Address [required]

Apt/Suite
-Select-

#

City [required]

State [required]
-Select-

Zip [required]

XXXXXX
School Choice Selection

Only one school choice selection is required.

First Choice School
-Select-

Second Choice School
-Select-

Third Choice School
-Select-

Reason for Request
(required)

Characters Remaining: 250

Applicant Information

Does the applicant have any siblings currently enrolled in the district? (required)
-Select-

Parent/Legal Guardian Information

Parent/Legal Guardian 1

This parent/guardian will be contacted to communicate lottery results.
First Name (required)

Last Name (required)

Does the parent/legal guardian reside with the student? (required)

-Select-

Primary Phone (required)

XXX-XXX-XXXX

Secondary Phone

XXX-XXX-XXXX

The below email will be used for communication purposes.

Email (required)

Note: Email address will be used for communication and lottery status notification.


Does the student have a parent/guardian employed by a school in the district? (required)

-Select-

Provisional Enrollment

A student may be denied an open enrollment opportunity if the student has been suspended or expelled from a public school consistent with 53G-6-402(4)(c).

Has the student ever been suspended or expelled from a public school? (required)

-Select-

A student with prior behavioral problems may be granted provisional enrollment provided the student and parent sign an agreement with the school or the school district (1) establishing the conditions of continued enrollment and (2) notifying the parents/student that the student will be excluded from the school if the agreement is violated. The school or school district is responsible for the agreement as allowed under Section 53G-6-403(3)(d).
Agreements

I understand that all transfer requests are contingent on early enrollment school capacity ("maximum capacity") or late enrollment school capacity ("adjusted capacity"), special program limitations, staff availability, and/or circumstances under Section 53G-6-403(3)(d). If this request is granted, I agree that my child must remain at the requested school through the end of the requested school year. I understand that I, as parent or guardian, am responsible for transportation of my student to and from school. I understand that a student's acceptance into a school or school district does not establish UHSAA (student athletic or activity) eligibility.

An enrolled nonresident student shall be permitted to remain enrolled, subject to the same rules and standards as resident students, without renewed applications in subsequent years unless any of the following occurs:

- the student moves from elementary to middle school, middle to high school, graduates, or is no longer a Utah resident
- the student is suspended or expelled from school
- the district determines that school enrollment will exceed the open enrollment threshold

Parent/Legal Guardian Signature

The District treats the following signature like a signature on a paper form.

I verify the above information to be correct, and I understand that completion of this form does not guarantee placement in a school. I further understand that I cannot register my child without appropriate address documentation and that only one application can be submitted per child.

I understand that a child admitted under false information is illegally enrolled and could result in disenrollment upon discovery. I further understand that it is my responsibility as the Parent/Legal Guardian to immediately inform the District of any changes to the information provided.

I agree [required]

-Select-

Electronic Signature [required]

type name of Parent/Legal Guardian

Date [required]

mm/dd/yyyy

Submit
Student Information

First Name
Middle Name
Last Name
Suffix
Date of Birth

Current Grade (The grade your student is currently in.)
Apply Grade (The grade your student will be in NEXT school year.)

What school does this student currently attend?
2019-2020 Boundary School (The school boundary your student will be living in NEXT school year).

Student Address

Address
Apt/Suite#
City
State
Zip

School Choice Selection

Only one school choice selection is required.

First Choice School
Second Choice School
Third Choice School

Reason for Request

Applicant Information

Does the applicant have any siblings currently enrolled in the district?

Parent/Legal Guardian Information

Parent/Legal Guardian 1

This parent/guardian will be contacted to communicate lottery results.

First Name
Last Name

Does the parent/legal guardian reside with the student?

Primary Phone
Secondary Phone

The below email will be used for communication purposes.

Email

Does the student have a parent/guardian employed by a school in the district?

Provisional Enrollment

A student may be denied an open enrollment opportunity if the student has been suspended or expelled from a public school consistent with 53G-6-402(4)(c).
A student with prior behavioral problems may be granted **provisional enrollment** provided the student and parent sign an agreement with the school or the school district (1) establishing the conditions of continued enrollment and (2) notifying the parents/student that the student will be excluded from the school if the agreement is violated. The school or school district is responsible for the agreement as allowed under Section 53G-6-403(3)(b).

**Agreements**

I understand that all transfer requests are contingent on early enrollment school capacity ("maximum capacity") or late enrollment school capacity ("adjusted capacity"), special program limitations, staff availability, and/or circumstances under Section 53G-6-403(3). If this request is granted, I agree that my child must remain at the requested school through the end of the requested school year. I understand that I, as parent or guardian, am responsible for transportation of my student to and from school. I understand that a student's acceptance into a school or school district does not establish UHSAA (student athletic or activity) eligibility.

An enrolled nonresident student shall be permitted to remain enrolled, subject to the same rules and standards as resident students, without renewed applications in subsequent years unless any of the following occurs:

- the student moves from elementary to middle school, middle to high school, graduates, or is no longer a Utah resident
- the student is suspended or expelled from school
- the district determines that school enrollment will exceed the open enrollment threshold

**Parent/Legal Guardian Signature**

I verify the above information to be correct, and I understand that completion of this form does not guarantee placement in a school. I further understand that I cannot register my child without appropriate address documentation and that only one application can be submitted per child.

I understand that a child admitted under false information is illegally enrolled and could result in disenrollment upon discovery. I further understand that it is my responsibility as the Parent/Legal Guardian to immediately inform the District of any changes to the information provided.

I agree

Electronic Signature  
Date
School Choice Application 2019-2020

Thank You for Submitting Your School Choice Application

Your information has been successfully submitted to Jordan School District. Optionally, you may click this School Choice Application link to print a copy for your records.

Note: Once your School Choice Application has been successfully submitted you may only make changes to your information by contacting Jordan School District directly.

Timeline for Submission

December 1-31, 2018

- Permits submitted during this window will be approved by category according to the permit priorities outlined on http://boundary.jordandistrict.org/files/boundary_1920_final.pdf
- Applications submitted during this window will be processed on or before January 8, 2019.

January 8, 2019 - February 15, 2019

- Permit requests will be considered on a first-come, first-served basis.
- No Board priorities will be considered during this time period.

After February 16, 2019

- Permit requests will be considered based on staffing ratios.

If you do not receive a confirmation email within 24 hours of submittal, please check your spam folder.

Complete School Choice Application for Another Student

If you would like to start another application click here.

Contact Information

Jordan School District
7387 S. Campus View Drive
West Jordan, UT 84084
t: 801-567-8100
Logging in to PowerSchool

Once Planning and Enrollment sets up your account, you receive an email with a link to the PowerSchool Registration page.

https://secure.infosnap.com/admin/login/login.rails

The login is your email address. Once you login and enter the temporary password, you are prompted to enter your own password. If you forget your password, click the “I Forgot My Password” link.
Account Setup

Welcome, Denise. Please complete the following information before proceeding. All information is required.

New Password:
Repeat New Password:
First Name: Denise
Last Name: Smith
Phone Number:
1st Security Question: -- Select --
Answer:
2nd Security Question: -- Select --
Answer:

Update

Return to Sign In

Password Rules

Password must be at least eight characters long and must contain three of the following four criteria types: Upper Case, Lower Case, Numbers, or Special Characters [ ] [ ] ; ; ; ? ! @ # $ % ^ & * ( ) _ - ~ £ . Note - password cannot contain spaces, reserved words, or more than three consecutive characters.

Forgot Password

If you have forgotten your password, enter your email address. We will reset your password and send you an email with your new password.

Email Address: denise.smith@jordandistrict.org

Submit

Return to Sign In
The Dashboard – School Choice Workspace, Imports, Filters and Account Information

- You can manage your Account information and password on the Dashboard; click your name.
- Items on the Dashboard can be “hidden”.
- Import the applications as often as you can. It’s very important to keep the records up to date.
- If you are having trouble finding a record, clear ALL the filters.
- Once a record is discarded it will not show anywhere but in the discarded filter.

The School Choice Application Workspace:

The Import – Check this screen often for imports. At least weekly. Click “Import Submissions”, then “Import”, and “Close”.

The Import Submissions screen shows that 1 new submission(s) are ready to import. The submission(s) will be automatically polished as they are imported.
The Filters:

1. Select a... View:

2. Filter:

3. Tag:
4. Find Records:

Account Information

Click the login at the bottom left-hand side of the screen to access profile information or to change your password. Click the same login to return to the main dashboard, or click “Forms” or “School Choice Application” to enter the permit screen.
The Submission Workspace – Verifying an Application

✓ All permit submissions must first be imported before they can be verified.
✓ School Choice #1 is the only school that will receive the record, and will need to verify the data for their school and the other schools being requested.
✓ During the lottery (Dec 1 – 31) all priorities are verified. After Jan 1, verification can be “N/A”.
✓ Any field with the word “Verified” must be filled in with a value.
✓ All of the application data (each field) must be reviewed or confirmed.
✓ Editing data does not change the submission date or timestamp.
✓ To edit an application, click the pencil/paper icon on the right. For a “quick view” of the application, use the magnifying glass on the right.
✓ If a field is blank with no indication of “Verified” or “N/A” leave it blank, except for the Student ID, which MUST be entered. If no Student ID is available, enter 000. A valid student number is required.
✓ All tags (except “Polished” or “Printed”) must be researched and removed in order to process an application.
✓ Potential duplicate records must be resolved PRIOR to removing the tag.
✓ Once an application is verified (and approved), a copy will remain in Submission Workspace, The record will then move to “School Workspace” to be waitlisted.

1) **Go to “Pending Approval” view.** From the “Dashboard”, click “Submission Workspace”, (under Select a… View: Pending Approval).

![Pending Approval View](image)

2) **Choose a student record to review.** Click the “Edit” icon on the right.

![Edit Icon](image)

3) **Once in the record click the “Edit” icon** (top right) to open all the fields, edit, then “Save All”.

![Edit Icon](image)

Or, click a particular field to enter just to enter data for that field. Enter the data and click the “Save” (disk) icon. The “stop sign” icon will cancel the entry.
4) **To review changes made to a particular field**, click the “Change History” icon.

5) **If necessary, use a Tag or review the existing Tags.**

   - Administrative Follow-up: Use this tag to “lock” a student from being approved.
   - Polished: The system assigns this as it processes for duplicates, etc.
   - Potential Duplicate: The system assigns this when it suspects that there may be two entries for the same student. These must be researched and fixed before approval.
   - Potential Sibling: Indicates there may be a sibling.
   - Printed: Indicates the record has been printed.

6) **Process any additional “Tasks”.**

   - Polish Data: If a field has been edited, it may be necessary to “re-polish” the data.
   - Discard Record: Removes the record from the list, and puts into a discarded file. These records are no longer part of any processing.
   - Print Forms: Prints the application form.
   - Note: It is possible to filter submissions according to Tags.
The Submission Workspace – Approving an Application

✓ All permit submissions must first be imported, reviewed, and verified before they can be approved.
✓ Editing data does not change the submission date or timestamp.
✓ To edit an application, click the pencil/paper icon on the right. For a “quick view” of the application use the magnifying glass on the right.
✓ If a field is blank with no indication of “Verified” or “N/A” (a pull-down menu) leave it blank, except for the Student ID, which MUST be entered. If no Student ID is available, enter 000.
✓ All tags (except “Polished” or “Printed”) must be researched and removed in order to approve an application. Potential duplicate records must be resolved PRIOR to removing the tag.
✓ Once an application is approved, a copy will remain in Submission Workspace; the record will then be processed by Planning and Enrollment and move to “School Workspace” to be waitlisted.

1) Go to “Pending Approval” view. From the Dashboard go to Pending Approval (under Select a... View: Pending Approval).

2) Choose a student record to review. Click the “Edit” icon on the right.

3) Once in the record click the “Edit” icon (top right) to open all the fields, edit, then “Save All”.

Or, click a particular field to enter just to enter data for that field. Enter the data and click the “Save” (disk) icon. The “stop sign” icon will cancel the entry.

4) Approve the Application. Click “Approve & Continue”. The record will change to “Approved” with an audit note of who approved it, and when it was approved.
The School Choice Application - Discard a Record

From the Submission Workspace, select the record you wish to discard. Go to Tasks and choose “Discard”.

A warning will appear. Choose “Selected Only”.

The record will be processed and discarded.

To recover a discarded record, filter records for “Discarded”. Select the record; choose “Recover Discarded Records”.

You can also discard a record in the application itself, with similar steps.
Processing and the Lottery – Dec 1 through Dec 31

✓ When the lottery is ran, students will be placed on the waitlist in the order of priority and school choice.

✓ All permit submissions will be considered equally by category regardless of when the permit request was submitted. See Priority chart below.

✓ Requests from students who qualify for a permit under more than one category will be placed in the highest priority group for which they qualify.

✓ Only approved applications will be part of the lottery. Once you have approved an application, you will not need to do anything else until after the lottery. You will be notified of the last day to approve applications.

✓ ALPS students do not need to apply for a permit (should NOT be a part of the lottery) but will be admitted according to current testing and placement procedures. Siblings of ALPS student can receive a permit to attend an ALPS school for kindergarten, but will need to qualify for SLPS or apply for a permit through the regular process to remain at an ALPS school that is not their boundary school in subsequent years.

✓ DLI applicants do not need to apply for a permit (should NOT be a part of the lottery) but will be placed in DLI according to the following priorities until first-grade classes are filled: 1) Siblings of DLI, 2) Students in the school boundary, 3) Students in the District boundaries, and 4) Students living outside the District boundaries.

✓ Siblings of DLI can receive a permit to attend a DLI school for kindergarten by committing to enroll in the DLI program in first grade. Siblings who do not enroll in DLI can apply for a permit through the regular process.

✓ Schools may begin to notify families regarding the status of their permit request in the first week of January. You will receive an email about when to communicate with parents.

<table>
<thead>
<tr>
<th>High School</th>
<th>Middle School</th>
<th>Elementary School</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. All juniors wishing to remain in their current school as seniors for the 2020-21 school are guaranteed a permit.</td>
<td>1. Children of employees working at the school.</td>
<td>1. Children of employees working at the school are guaranteed a permit.</td>
</tr>
<tr>
<td>2. Children of employees working at the school.</td>
<td>2. 8th grade students wishing to remain in their current school as 9th graders for the 2020-21 school year.</td>
<td>2. Fifth grade students wishing to remain in their current school as 6th graders for the 2020-21 school year.</td>
</tr>
<tr>
<td>3. Sophomores wishing to remain in their current school as juniors.</td>
<td>3. 7th graders wishing to remain in their current school as 8th graders for the 2020-21 school year.</td>
<td>3. Students who live within 1.5 miles (driving) of the school.</td>
</tr>
<tr>
<td>4. Students who live within 2.0 miles (driving) of the school.</td>
<td>4. Students who live within 2.0 miles (driving) of the school.</td>
<td>4. Students currently enrollment at the school where they are seeking a permit.</td>
</tr>
<tr>
<td>5. Students living within the District.</td>
<td>5. Students living within the District.</td>
<td>5. Siblings of students who will be on permit at the school for the 2020-21 school year.</td>
</tr>
<tr>
<td>6. Anyone who does not fall into these categories.</td>
<td>6. Anyone who does not fall into these categories.</td>
<td>6. Students living within the District.</td>
</tr>
<tr>
<td>7. Anyone who does not fall into these categories.</td>
<td></td>
<td>7. Anyone who does not fall into these categories.</td>
</tr>
</tbody>
</table>
The Waitlist

✓ A waitlist is required even if a school is not accepting permits. Verify and approve each submission.

✓ A waitlist is first-come, first served; new “wait-listed” submissions “process” to the bottom.

✓ When mass results emails are sent, all “wait-listed” applicants see what order they are on the waitlist.

✓ It is possible to print a waitlist report or .csv download from the menu at the top of the Workspace.

✓ Click the envelope next to a student record to send an individual waitlist email to a student.

✓ When you move a student back from seated to waitlist, the student is placed at the bottom of the list.

✓ A comment is required when a student is changed or removed from the waitlist.

✓ Employees children may need to moved to the top of the Waitlist in order to seat.

✓ To change the order of the Waitlist, use the green arrows at the top of the list; BE CAUTIOUS!

Once an application is submitted (by the parent), approved (by the school), and processed (by Student Services), the student’s submission is moved to a waitlist. To access the Waitlist from the Dashboard, click “School Choice Workspace”, then click your school name.
Example of a Waitlist Results Letter:

Date: March 13, 2019

Dear Parent/Guardian:

We appreciate your interest in Jordan School District.

Your student, [Student’s Name] has been placed on the permit waitlist. Below are your choices and your student’s placement on each waitlist.

<table>
<thead>
<tr>
<th>School</th>
<th>Waitlist Placement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Butterfield Canyon Elementary</td>
<td>1 of 66</td>
</tr>
</tbody>
</table>

The waitlist will be used to notify parents of available spaces as they become available throughout the school year. If you have any questions, please contact the school(s) listed above.

We regret that we are unable to accept all children who apply.

Sincerely,

Jordan School District
Dear Parent/Guardian:

We appreciate your interest in Jordan School District.

Your student, Test Student, has been placed on the permit waitlist. Below are your choices and your student's placement on each waitlist.

<table>
<thead>
<tr>
<th>School</th>
<th>Waitlist Placement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jordan Hills Elementary</td>
<td>45 of 45</td>
</tr>
</tbody>
</table>

The waitlist will be used to notify parents of available spaces as they become available throughout the school year. If you have any questions, please contact the school(s) listed above.

We regret that we are unable to accept all children who apply.

Sincerely,

Jordan School District
School Choice Application – Remove from Waitlist

It is possible to move a student from the Removed List back to the Waitlist. A note is required, and the student will be placed at the bottom of the Waitlist.

*Cannot seat from “Removed List”. Move to Waitlist and then seat.
*Removing a student from your school will not change the status at another school, but a discarded record may.

It is also possible to move a student to the bottom of another school’s waitlist. This requires a note as well.
**F. School Choice Workspace – The Seated List**

- You will be notified when you are able to begin seating students.
- Once you access the Workspace, you will be able to see the number of seats available.
- You will only be able to seat the number of students you have “seats” for.
- Click the envelope next to a student record to send an individual email to a student.
- When you move a student back from seated to waitlist, the student is placed at the bottom of the list.
- A comment is required when a student is changed or removed from the seated list.
- All communication with parents is done “manually”. No automatic emails are sent.
- Once a seat is accepted, the student is removed from all other waitlists.

Once an application is submitted (by the parent), approved (by the school), and processed (by Student Services), the student’s submission is moved to a waitlist. From the Waitlist, a student may be offered a “seat” (their permit is accepted). To offer a seat, from the Dashboard, click “School Choice Workspace”, then click your school name.

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**School Choice Workspace**

**Dashboard**

**Lottery Summary**

This is a summary of the current state of school choice lottery assignments.
- Total Available Seats: 6255
- Total Submissions Imported: 4662
- Total Students Seated: 2815
- Total Students Waitlisted: 1511
- Total Seat Assignments: 2815
- Total Waitlist Assignments: 2077

**Students**

- All (4653) | Not Processed (15) | Processed (4637)

**School**

- Bastion Elementary (2 Seats) | Seated (0) | Waitlist (21)
- Blackridge Elementary (73 Seats) | Seated (49) | Waitlist (14)
- Bluffdale Elementary (116 Seats) | Seated (115) | Waitlist (25)
- Butterfield Canyon Elementary (4 Seats) | Seated (4) | Waitlist (66)

---

**Waitlist with Seats Available:**
Waitlist with No Seats Available:

From the Waitlist, click the icon with the green arrow to offer a seat.

The student will then show an offered seat on the seated list.

Once the seat has been offered, a results email or letter should be sent. If you are offering multiple seats, a mass results email can be sent by clicking on the “Send Results Email”.

Once the seat is accepted, the green arrow turns gray. The school may “accept” the seat on the parent’s behalf if the parent is unable to. Click the green arrow next to offered.
Dear Parent/Guardian:

Congratulations! A seat has become available for your child, *is*TOKEN:SchoolChoiceStudentName*is*, to attend the following school:

*is*TOKEN:SchoolChoiceSeatAssignment*is*

**NEXT STEP: SEAT ACCEPTANCE**

Please contact the school listed above to accept the seat placement. Only one seat may be accepted. Once a seat is accepted, it cannot be reversed. Please note that if a seat placement is declined, your student's name will be removed from the school's seat placement and waitlist.

Registration information will be provided by the school when the registration process is conducted.

Acceptance of a seat placement indicates you understand that transportation to and from the nonresident school shall be arranged by the parent or legal guardian. Transportation may be provided by the District on an approved route to the school of attendance if District students would be eligible for transportation to the same school from that point on the bus route (§53G-6-405). Space available requests may be submitted to the school in the fall.

Questions regarding permits or registration should be directed to the school.

Please save this letter for your records.

Thank you for your interest in Jordan School District.

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**Waitlist Letter**

Dear Parent/Guardian:

We appreciate your interest in Jordan School District.

Your student, *is*TOKEN:SchoolChoiceStudentName*is*, has been placed on the permit waitlist. Below are your choices and your student's placement on each waitlist:

*is*TOKEN:SchoolChoiceWaitlistAssignmentsAllLevels*is*

The waitlist will be used to notify parents of available spaces as they become available throughout the school year. If you have any questions, please contact the school(s) listed above. We regret that we are unable to accept all children who apply.

Sincerely,

Jordan School District
Dear Parent:

We appreciate your interest in Jordan School District.

However, your child, *is*TOKEN:SchoolChoiceStudentName*is*, has been removed from the following school's permit request due to ineligibility:

*is*TOKEN:SchoolChoiceRemovedAssignmentAllLevels*is*

We regret that not all students who applied were deemed eligible.

Jordan School District

Update Letter – Elementary

Dear Parent/Guardian:

We appreciate your interest in our school.

Your student, *is*TOKEN:SchoolChoiceStudentName*is*, is currently on our school's waitlist. Permits are granted based on the available seats in each grade level. Below are your choice(s) and your student's placement on each waitlist.

*is*TOKEN:SchoolChoiceWaitlistAssignmentsAllLevels*is*

Using the waitlist we will notify you if a seat becomes available for your student. The waitlist will be used to notify you of available seats as they become available throughout the school year. If you have any questions, please contact the school(s) above.

We regret that we are unable to accept all who apply.

Update Letter – Secondary

Dear Parent/Guardian:

We appreciate your interest in our school.

Your student, *is*TOKEN:SchoolChoiceStudentName*is*, is currently on our school's waitlist. Permits are granted based on seat availability in core classes and special programs (if applicable) within each grade level. As a reminder, your school choice(s) and waitlist placement(s) are below:

*is*TOKEN:SchoolChoiceWaitlistAssignmentsAllLevels*is*

Using the waitlist we will notify you if a seat becomes available for your student. The waitlist will be used to notify you of available seats as they become available throughout the school year. If you have any questions, please contact the school(s) above.

We regret that we are unable to accept all who apply.
Email Templates

Applicant Offered a Seat:

Date: "is"TOKEN:CurrentDate"is"

Dear Parent/Guardian:

Congratulations! A seat has become available for your child, "is"TOKEN:SchoolChoiceStudentName"is", to attend the following school: "is"TOKEN:SchoolChoice/SeatAssignment"is"

Please click the following link to see your student’s results and to electronically accept the seat placement if one has been assigned. Please be sure you are accepting the seat at the school you would like your student to attend. Once a seat placement is accepted, it cannot be reversed. If you decide to decline the seat placement, please note that this action will remove your student from the school's seat placement and waitlist. Only one seat may be accepted. Once a seat is accepted, it cannot be reversed.

Please Click Here: School Choice Results

Registration information will be provided by the school when the registration process is conducted.

Acceptance of a seat placement indicates you understand that transportation to and from the nonresident school shall be arranged by the parent or legal guardian. Transportation may be provided by the District on an approved route to the school of attendance if District students would be eligible for transportation to the same school from that point on the bus route (6530-6-405). Space available requests may be submitted to the school in the fall.

Questions regarding permits or registration should be directed to the school.

Please save this email for your records.

Thank you for your interest in Jordan School District.

Applicant on the Waitlist:

Dear Parent:

We appreciate your interest in Jordan School District.

Your child, "is"TOKEN:SchoolChoiceStudentName"is", has been placed on the waiting list. Below are your choices and your child's placement on each waitlist.

"is"TOKEN:SchoolChoice/WaitlistAssignmentsAllLevels"is"

The waitlist will be used to notify parents of available spaces as they become available throughout the school year. If you have any questions, please contact the schools above.

We regret that we are unable to accept all children who apply.

Jordan School District

Applicant removed from the waitlist:

Dear Parent/Guardian:

We appreciate your interest in Jordan School District.

However, your child, "is"TOKEN:SchoolChoiceStudentName"is", has been removed from the following schools permit consideration due to ineligibility:

"is"TOKEN:SchoolChoiceRemovedAssignmentAllLevels"is"

Questions regarding permits or registration should be directed to the school.

We regret that we are unable to accept all who apply.

Thank you for your interest in Jordan School District.

Applicant’s status has changed:

Date: "is"TOKEN:CurrentDate"is"

Dear Parent/Guardian:

Your child, "is"TOKEN:SchoolChoiceStudentName"is", has had a change to their School Choice results status for the 2019-2020 school year. Please use the following link to review this change: "is"TOKEN:SchoolChoiceResultsURL"is"

If you have any questions, please contact the school where you applied for a school choice permit.

"is"TOKEN:SchoolChoiceResultsURL"is"
Results Notification

"is"TOKEN:CurrentDate"is"

To the Parent(s) of "is"TOKEN:SchoolChoiceStudentName"is"

Please click the following link to see your student’s results and to electronically accept the seat placement if one has been assigned. Please be sure you are accepting the seat at the school you would like your student to attend. Once a seat placement is accepted, it cannot be reversed. If you decide to decline the seat placement, please note that this action will remove your student from that school’s seat placement and waitlist.

Please Click Here: School Choice Results

Registration information will be provided by the school when the registration process is conducted.

Acceptance of a seat placement indicates you understand that transportation to and from the nonresident school shall be arranged by the parent or legal guardian. Transportation may be provided by the District on an approved route to the school of attendance if District students would be eligible for transportation to the same school from that point on the bus route ($536-6-405). Space available requests may be submitted to the school in the fall.

Questions regarding permits or registration should be directed to the school.

*Please make sure to save this email for your records.

Thank you for your interest in Jordan School District

Response Confirmation

"is"TOKEN:CurrentDate"is"

To the Parent(s) of "is"stu_FirstName"is" "is"stu_LastName"is".

We have received your response for "is"stu_FirstName"is" "is"stu_LastName"is" for grade "is"stu_Grade"is" in the 2019-2020 school year.

To view your child’s specific confirmation please click here: "is"TOKEN:SchoolChoiceResultURL"is"

Permit Status Update - Elementary

Dear Parent:

We appreciate your interest in our school.

Your student, "is"TOKEN:SchoolChoiceStudentName"is", is currently on our school's waitlist. Permits are granted based on the available seats in each grade level. Below are your choice(s) and your student’s placement on each waitlist.

"is"TOKEN:SchoolChoiceWaitlistAssignmentsAll Levels"is"

Using the waitlist we will notify you if a seat becomes available for your student. The waitlist will be used to notify you of available seats as they become available throughout the school year. If you have any questions, please contact the school(s) above.

We regret that we are unable to accept all who apply.

Permit Status Update - Secondary

Dear Parent:

We appreciate your interest in our school.

Your student, "is"TOKEN:SchoolChoiceStudentName"is", is currently on our school's permit waitlist. Permits are granted based on seat availability in core classes and special programs (if applicable) within each grade level. As a reminder, your school choice(s) and waitlist placement(s) are below.

"is"TOKEN:SchoolChoiceWaitlistAssignmentsAll Levels"is"

Using the waitlist we will notify you if a seat becomes available for your student. The waitlist will be used to notify you of available seats as they become available throughout the school year. If you have any questions, please contact the school(s) above.

We regret that we are unable to accept all who apply.
FAQ’s:

Q. What if our school is not accepting permits?
A. Still must verify, process and approve applications. And send out results emails.

Q. What if our parents don’t have access to a computer?
A. Some schools have workstations for parents to online enroll and do permits.

Q. My parent says they never got a confirmation email when they submitted their application. Where’d it go?
A. It might have ended up in their SPAM folder as junk email. The email is from PowerSchool.

Q. I forgot my password.
A. Click the “I Forgot My Password” link on the login page.

Q. Can I edit the address or student information?
A. Edits done in the Submission Workspace do follow through to the School Choice Workspace, although many fields cannot be edited, such as the school choices and grade levels. Pencil w/red circle and slash? No edits.

Q. How do I answer the “busing” field?
A. If a student lives within the mileage range of each School Choice 1, Choice 2, or Choice 3, (1.5 for elementary, and 2.0 for MS/HS), the answer is “yes” for that particular field. The first school of choice needs to answer the bus distance question for all school choices. Google maps is a good reference. Outside the range? Answer "no" in the field.

Q. Can you explain the “Employee” field?
A. Students that have a parent or guardian who works for Jordan School District, may have priority when applying for a permit.

Q. I’m receiving DLI and ALPs permit requests. What do I do?
A. Only applications of students living outside a school boundary should be in the School Choice permit system, although there are exceptions for siblings of DLI and ALPS. (See Section C – The Lottery) Communicate the difference between DLI or ALPS programs vs. boundary permits, and discard the application if needed.

Q. I cannot find an application in Submission Workspace; maybe I discarded it? How do I find it?
A. The filters. PowerSchool saves the previously used filter every time you log in. If you previously searched for duplicate records, the next time you log in, you will be on the same filtered search, duplicate records. Discarded records will not show under “All Submissions”. They are filtered separately under “Discarded”.

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Q. Can I recover a discarded record?
A. Yes, just make sure your View is set to “Discarded”.

Q. I just can’t get the Approval button to come up in the Submission Workspace.
A. Make sure any field that says “Verified” at the end has a value. “N/A” can be used as necessary to populate the field. Is the record polished? Is there a duplicate that needs to be resolved? Did the record get locked for Administrative Approval?

Q. How do I deny a permit application?
A. There are no automated “denial” emails. You will need to communicate with parents the way you always have, and discard the record. It is best to communicate with the parents before you discard the record. If a mass results email is sent, the parents may get a notification that their application has been removed.

Q. I have a parent who insists that their “situation” warrants a permit above all the others. Can I have the district approve this?
A. “The District” will just send the parent back to the school. We don’t override any school decisions.

Q. How long do we give parents to accept or reject a seat?
A. That is up to the school administrator. When the lottery is ran, it’s best to give parents just 2 weeks to accept a seat (especially if you have others patiently waiting.)

Q. Can the parent/guardian see the notes?
A. The applicant cannot see the notes, but please be professional. These notes can be subpoenaed by the court.

Q. Yikes! Mass emails make me nervous. Do I have to use them?
A. Not at all. There are “single send” message icons next to each student’s record.

Q. The permit approval process has already made it to Skyward, but now the parent doesn’t want the permit. What do I do?
A. If it’s for the current year, use the revoke custom form once a student’s permit has reached the School Path screen. Manually remove the Reason Code (until the process is automated), and offer another seat.
If it’s for next year, just remove the code.