

USE ONLY ONE OPTION BELOW to calculate change in enrollment percentage (either change in periods or change in hours). [Mark student as “Part-Time” in Skyward](#) and enter the enrollment percentage for the calculation method used. **SUBMIT A NEW FORM FOR EVERY CHANGE IN ENROLLMENT PERCENTAGE; DO NOT AVERAGE TOTALS!** If student has already had an enrollment release this year, recalculate the release with current changes, record in Skyward, and resubmit a new form with the total enrollment percentage. Reduction in enrollment at secondary schools requires a corresponding reduction in periods enrolled/attended.

- (1) Regular enrollment includes in-person classes, hybrid/virtual classes offered through the same entity where the student is enrolled, work release, and 1 period (maximum) of religious released time. Virtual classes through JSD virtual entities require a dual enrollment (partial percentage) at both entities.
- (2) Only courses through [authorized SEATS providers](#) may be counted in this column. Enter “ED RELEASE” (or similar) on scheduled until enrollment is finalized.
- (3) **ANY REDUCTION IN ENROLLMENT**, including situations where credit is not required, non-school extra-curriculars, and credit recovery through non-SEATS third parties. **Use 0204X “ED RELEASE” courses for tracking purposes only, not to maintain 100% enrollment.**

If concerns or problems become apparent regarding the progress and adjustment of the student in the program, it may be necessary to further evaluate, modify, or terminate the student's release time program (see reverse side for guidelines). **I have read the guidelines in this document (front and back), understand my obligations and agree to and will abide by the guidelines established herein as the custodial legal parent or guardian of the student listed.**

Utah Code: [R277-419-6-11](#)

Guidelines:

- All enrollments of 50% time or more require the student to register primarily as a Jordan School District student. Enrollments of less than 50% require the student to register primarily as a home school student.
- During release time from school, students are not allowed on campus for any reason without prior administrative approval.
- Parent(s)/guardian(s) assume full responsibility for the student's transportation and safety as they leave or return from their release time.
- The school is not responsible for any financial compensation for instruction or services provided to the student during release time; the student is required to pay full fees, if applicable.
- If the release time is for non-academic reasons, parent(s)/guardian(s) must agree to provide instruction in the curriculum and content areas missed when the student is released from school.
- Parent(s)/guardian(s) and student assume all responsibility for the student's progress for completing courses taken at locations other than the regular school, particularly if the courses taken are for academic credit. The student and the parent(s)/guardian(s) are also responsible for reporting earned grades and credits to the school by submitting official school documents for recording on transcripts and tracking for graduation requirements.
- In order for credit to be granted, the release time schools must be accredited by a nationally accredited body recognized by the Utah State Office of Education. Parent(s)/guardian(s) are responsible to ensure this occurs.
- Coordination and communication between the home and school is expected to ensure quality instruction when a student is on a release time program.
- Schools and parent(s)/guardian(s) need to determine if any IEP¹, SEP², or PCCR³ revisions need to be made to assure the student's educational needs are met. The school is allowed to conduct evaluations or testing to monitor the progress of the student as they remain in the release time program.
- If a secondary student wishes to discontinue release time and return to a full day of school, they may do so only at the beginning of the next quarter.
- If concerns or problems become apparent regarding the progress and adjustment of the student in the program, it may be necessary to further evaluate, modify, or terminate the student's release time program.
- The student will not be released from school until this document is completed with all required signatures. After the completion of this document, the student's schedule will be adjusted to reflect the amount of time enrolled at the school.

Student Release Process		
<div><input type="checkbox"/> Parent/guardian and student complete the application form with the appropriate school personnel. Adjustments are made as needed to ensure the educational needs of the student are in agreement with district and school policy and that the student is on track for graduation.</div> <div><input type="checkbox"/> Submit application to school administrator for signature.</div> <div><input type="checkbox"/> Complete necessary class changes.</div> <div><input type="checkbox"/> Submit application to secondary registrar or elementary administrative assistant (or other principal designee).<div><input type="checkbox"/> Change student status to part-time.</div><div><input type="checkbox"/> Change enrollment percentage.</div></div> <div><input type="checkbox"/> Send copy of form to Planning & Enrollment for verification.</div> <div><input type="checkbox"/> Provide copy of form to parent/guardian.</div> <div><input type="checkbox"/> Place original of form in student cumulative folder. Original may be discarded when superseded by new change or after four years, whichever comes first.</div>		
ORIGINAL: Student Cumulative Folder	Planning and Enrollment:	
COPIES: Parent/Guardian/Student Planning & Enrollment, Student Services Dept.	<input type="checkbox"/> Verified student in Skyward as "part-time" and reduced percentage	
RETENTION: Destroy when superseded or after 4 years.		

¹ IEP - Individual Education Plan

² SEP - Student Education Plan

³ PCCR - Plan for College and Career Readiness