

Permits Types in Jordan School District

Jordan School District uses two types of permits: out-of-boundary permits and program permits.

Out-of-boundary Permits

Out-of-boundary permits are required for any student who desires to attend a traditional public school that is not their boundary school and are governed by Utah law (53G-6-4-401 to 407). Out-of-boundary permits are grouped into two kinds, based on when an application is made: early enrollment out-of-boundary permits and late enrollment out-of-boundary permits.

An out-of-boundary permit may only be provisionally offered to a student with prior behavior problems and should establish the conditions under which the student would be permitted to enroll or continue enrollment. A permit cannot be provisional or expire based on a date or time deadline (for example, until the end of a quarter/school year or an estimated completion date of a home).

Early Enrollment

An out-of-boundary permit is considered “early enrollment” when the parent/guardian applies for the permit between December 1 and the third Friday in February. The number of out-of-boundary permits a school must accept is based solely on whether a school’s projected enrollment is above or below 90% of the building capacity. Schools MUST accept permit applications until their projected enrollment crosses 90%; accepting permits above 90% of building capacity is the decision of the school administrator in accordance with District guidelines, shown below:

- Tier 1: Schools with no portables. School administrator may decide to accept permits up to 100% of capacity after discussion with Administrator of Schools.
- Tier 2: Schools with up to 6 portables. School administrator may request authorization to approve permits up to 100% of capacity plus 6 portables. Administrator of Schools approval and Board of Education notification are required.
- Tier 3: Schools with more than 6 portables. Principal may request authorization to approve permits up to 100% of capacity plus more than 6 portables. Cabinet approval and Board of Education discussion are required.

Jordan School District uses a lottery process for out-of-boundary permits in the month of December. All December applications are given a priority score based on Board priorities and all application with the same priority score have an equal chance at a seat. Information on permit applications in December must be verified by the school so that a correct priority score can be given. The early January lottery fills the waitlist randomly beginning with the highest priority applicants.

The current Board priorities are:

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

During the open enrollment window (December to the third Friday in February), schools should follow the priority order on the waitlist when awarding permits.

Late Enrollment

The third Friday in February through June 30 of the following school year is the late enrollment out-of-boundary permit window. Permit applications during this time should be submitted in PowerSchool. When processed, they are given the lowest priority and are placed at the bottom of the waitlist.

Once the late enrollment window opens, seats are awarded based on staffing ratio and the actual availability of a seat in the building in a particular grade or class. If a seat is only available in a single grade or class, the highest waitlisted student for that grade or class should be offered the seat.

Students on either open enrollment out-of-boundary permits or late enrollment out-of-boundary permits are eligible to remain at the host school until they change levels (moving 6th to 7th or 9th to 10th), until the permit is revoked for disciplinary reasons, or until the parent requests the school revoke the permit. An out-of-boundary permit may also be revoked at District direction for any schools over the 90% enrollment threshold. Students granted out-of-boundary permits do not need to reapply for a permit each year.

After the Skyward pre-transfer in January, out-of-boundary permit applications must be submitted in PowerSchool and manually entered in Skyward by the school when granted. These applications are still "late enrollment" for the current school year despite being made in the "early enrollment" window for the following year.

A student may be offered seats or placed on a waitlist at multiple schools; however, once a seat at any school is accepted, the student is removed from any other pending offers or waitlists.

An out-of-boundary permit may only be provisionally offered to a student with prior behavior problems and should establish the conditions under which the student would be permitted to enroll or continue enrollment.

Program Permits

A program permit is required for any student who is attending a school that is not their boundary school at the direction of the District. A student may have a program permit for any of the following reasons:

- Participation in ALPS
- Participation in a DLI program
- Kindergarten-age sibling of an elementary student in an ALPS or DLI program
- Placement in a Special Education support classroom or alternative school
- Placement at a different school because of appeal hearing decision

Students in these categories should not complete an application for an out-of-boundary permit in PowerSchool. Rather, students in these categories should have a permit manually entered in Skyward with the appropriate reason code.

Students on program permits may only attend the host school that granted the program permit while they remain in the program or until the program ends. Once their participation ends, their permit ends. Students who no longer participate in a District program could apply for an out-of-boundary permit to remain at the host school but would be subject to the same policies and procedures as all other out-of-boundary applicants.

A student in a District program who is required by the host school to complete a PowerSchool out-of-boundary permit application and is granted an out-of-boundary permit is eligible to remain at the school even if they no longer participate in the program. The out-of-boundary permit overrules the program permit.

A District program permit does not allow the student to move host schools at will. For example, a student in an elementary DLI program is expected to attend the middle school DLI program that is the designated feeder school. If they would prefer to participate in the DLI program of a different middle school, they would need to apply for and be granted an out-of-boundary permit prior to enrollment.

Kindergarten siblings of ALPS or DLI participants have a program permit for one year. At the end of kindergarten, the student must either enroll in ALPS or DLI or obtain an out-of-boundary permit to remain at the host school.