

School Choice Application

Jordan School District

2023-24

Table of Contents

Directing a Guardian to the Permit Portal and Other Useful Permit Information	3
The Permit Application	4
Thank you for Submitting Application, Example	7
Logging in to PowerSchool	8
Submission Workspace: Imports and Filters	10
Submission Workspace: Verify an Application	13
Submission Workspace: Approve an Application for Eligibility ...	15
Submission Workspace: Discarding a Record.....	16
Processing and the Lottery.....	17
School Choice Workspace: The Waitlist	18
School Choice Workspace: Remove an Application from Waitlist	20
School Choice Workspace: The Seated List	22
Letter Templates	24
Email Templates	26
Priorities and Their Meanings.....	29

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 November 15, and ending the first week in February (unless there is a lottery, pg. 17). 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 first week in February, permit approvals are based on a school's adjusted capacity (staffing ratios) and space available. These permits are called "Late" permits. Late permits 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" or "Early" permits. (See District Policy AS93 - Open Enrollment/School Choice.)


Students accepted to a program such as Accelerated Learning or Dual Language Immersion do not require a permit as long as they are in the program. Kindergarten siblings of program students may be granted a one-year permit to attend the program school with their sibling, but will need to either enroll in the program or be granted a permit for first grade or beyond.

During the Early Enrollment windows, parents and guardians will be notified of their permit status within six weeks of the end of the window (the 1st Friday in February). During the Late Enrollment window, parents will be notified within two weeks via email from the PowerSchool system.

When an application has been placed on a waiting list, parents and guardians will be notified of their initial placement on the list. Schools will then notify parents if and when a seat is available. The application will remain on the waiting list through the end of the next school year; however, if a parent or guardian accepts any seat offered by a school, all waitlist positions for all schools for their student will be removed.

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

Want to apply for a permit to attend a school other than your boundary school? Have questions regarding permits?

- Visit our [Open Enrollment/School Choice](#)  page.
- ALPS and DLI (Dual-language Immersion) students do not require an out-of-boundary permit to participate in these programs; as long as they are accepted into the program, they may attend the program school.
- Parents/guardians using the Skyward Family Access New Student Online Enrollment system should choose their student's boundary school for initial enrollment, and then apply for a permit to attend a school other than their boundary school.



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 the 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 1st Choice school (current grade, boundary school, promote grade, birth date, address, etc.)
- ✓ Parents receive an email from PowerSchool verifying the submission (These emails may go to "Spam" mail.) Future email correspondence for the online application will come from "no-reply" at PowerSchool, and not through the Jordan School District email program.

Student Information

If your student is interested in attending a school in the Jordan Virtual Learning Academy (Rocky Peak Virtual Elementary, Kelsey Peak Virtual Middle, or Kings Peak High), please visit <http://connect.jordandistrict.org>. This permit application is not necessary for Jordan Virtual Learning Academy schools.

Students participating in a District program (such as ALPS or DLI) do not require an out-of-boundary permit to start a program. If the student withdraws from the program, an out-of-boundary permit would be required to remain enrolled at the school where the program is located if it is not the student's boundary school.

First Name required

Middle Name

Last Name required

Suffix

- Select - 

Date of Birth required
mm/dd/yyyy

Current Grade (The grade your student is currently in.) required

- Select - 


Apply Grade (The grade your student is applying for.) required

- Select - 

Does your student currently attend a JSD school? If so, which one? required

- Select - 

2023-2024 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 required

- 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
NOTE: EACH SIBLING WILL REQUIRE THEIR OWN PERMIT APPLICATION.

- 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 - 

Does your student require any special accommodations? 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(6) and 53G-6-403(3)(b).

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)(c).

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

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

Please Reconfirm Your Email required

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

Date required

mm/dd/yyyy

Submit

School Choice Application 2023-2024

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 the School Choice Application is submitted, parents will receive an email from PowerSchool within 24 hours (check your spam folder) verifying your submission. All future email correspondence for the online application will come from "no-reply@powerschool", and not through the Jordan School District email program.

Timeline for Submission

November 15 - December 31, 2022

- Permits submitted during this window will be approved by category according to the permit priorities outlined on <https://planning.jordandistrict.org/wp-content/uploads/sites/22/Permit-Priority-Documents.pdf>
- Applications submitted during this window will be processed on or before January 7, 2023.

January 1, 2023 - February 3, 2023

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

After February 3, 2023

- 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

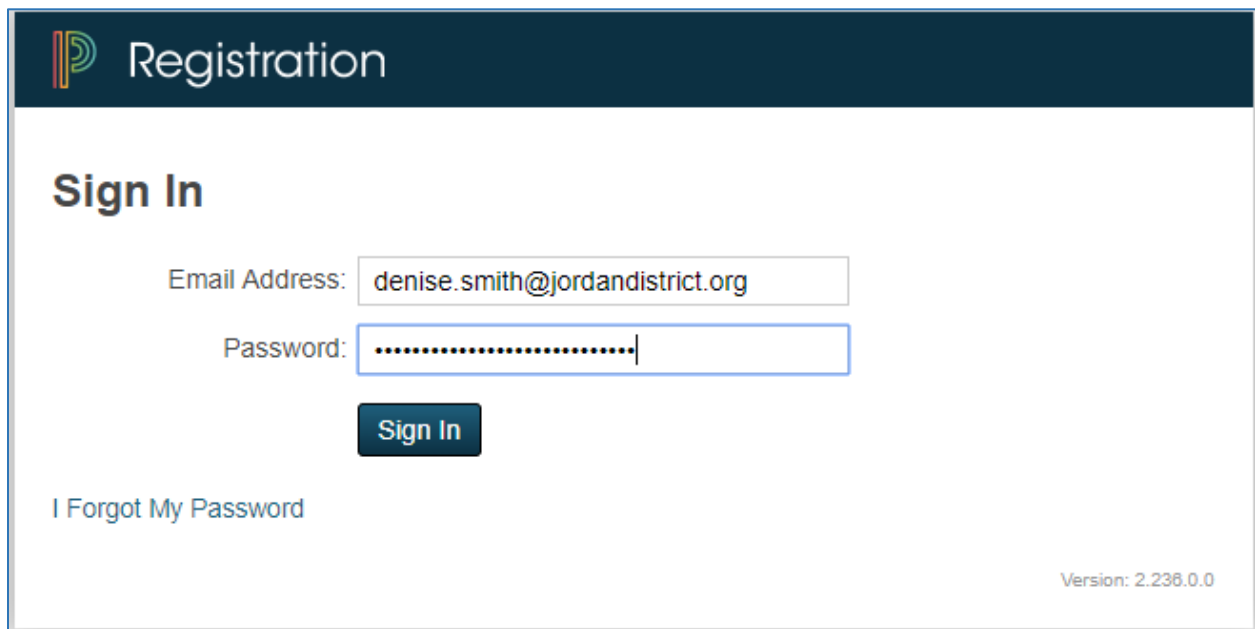
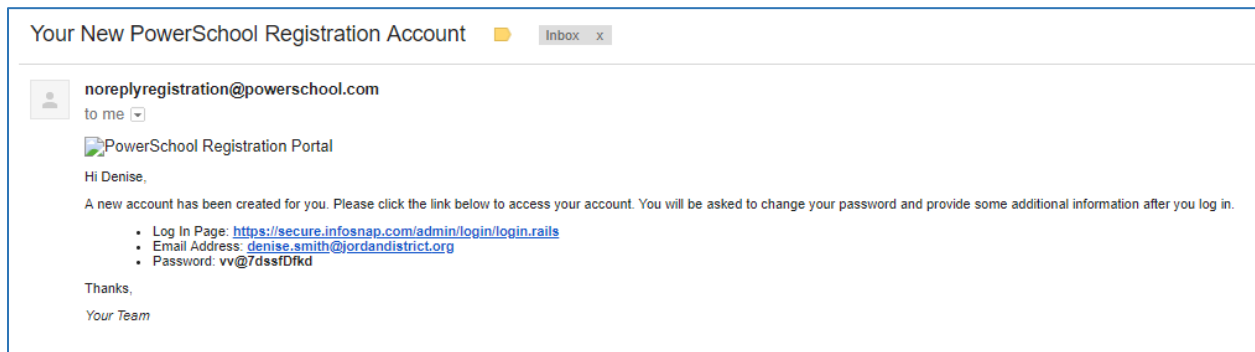
Jordan School District
7387 S. Campus View Drive
West Jordan, UT 84084
t: 801-567-8100

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:

Last Name:

Phone Number:

1st Security Question:

Answer:

2nd Security Question:

Answer:

Update

[Return to Sign In](#)

[Password Rules](#)

Password Rules

[Close](#)

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:

Submit

[Return to Sign In](#)

Submission Workspace: Imports and Filters

- ✓ Import the applications as often as you can, and at least weekly. It's very important to keep the applications approved and moving in the order they were received.
- ✓ If you are having trouble finding a record, clear ALL the filters, then try again.
- ✓ Once a record is discarded it will not show anywhere but in the discarded filter, pg 16.

The School Choice Application Workspace:

The screenshot shows the 'School Choice Application (2023-2024)' workspace. At the top, there are tabs for 'Submission Workspace' and 'School Choice Workspace'. Below the tabs, a yellow banner states '19 new submission(s) are ready to import. | Import Submissions'. Underneath, there are filters for 'View: Pending Approval', 'Filter: None', and 'Tag: None'. A 'Tasks' button is visible, along with a status '41 Found | Page 1 of 3'. Below the filters, there are several input fields for search criteria. At the bottom, a table header is visible with columns: First, Last, DOB, CurrGrade, ApplyGrade, BoundarySchool, CurrSchool, Choice 1, Choice 2, Choice 3, and Choice1Priority.

The Import – Review this screen at least weekly. Click “Import Submissions”, then “Import” and “Close”.

This screenshot is similar to the previous one, but it shows '1 new submission(s) are ready to import. | Import Submissions'. The 'Import Submissions' button in the yellow banner is circled in red. The 'Tasks' button now shows 'No records were found.' Below the filters, there are more input fields, and a 'Find Records' button is visible. The table header at the bottom includes additional columns: Choice 1, Choice 2, Choice 3, Choice1Priority, Choice2Priority, Choice3Priority, Submitted, and Tags. The status at the bottom right indicates 'Page Size: 20 | 50 | 100 | 500'.

The 'Import Submissions' dialog box shows the text: '1 new submission(s) are ready to import. The submission(s) will be automatically polished as they are imported.' At the bottom, there are two buttons: 'Import' and 'Cancel'.

The 'Import Submissions' dialog box shows the progress of importing submissions. It displays: 'Importing submissions.' followed by a blue progress bar. Below the bar, it says: 'Done processing records. Please check results below.' The summary shows: 'Records to Process: 1', 'Records Processed: 1', and 'Records Skipped: 0'. At the bottom, there is a 'Close' button.

The Filters:

Select a... View:

- Pending Approval - "Default Page" for reviewing applications for eligibility
- Approved - Applications that have already been reviewed & approved.
- Pending Delivery - District use
- Delivered - District use
- All Submissions - Can see any application that has not been discarded
- Discarded - Duplicate or denied applications
- Potential Duplicate - Find duplicate records
- Potential Sibling - Find potential siblings

Filter:

- Filter by grade

Tag:

Filter for records:

- That are tagged (checked or not checked) for "Administrative Follow-up"
- Records that have been or have not been polished
- Potential duplicate records or no potential duplicates
- Records that have potential or not potential siblings
- Records that have been or have not been printed

Find Records:

																	Find Records
<input type="checkbox"/>	First	Last	DOB	CurrGrade	ApplyGrade	BoundarySchool	CurrSchool	Choice 1	Choice 2	Choice 3	Choice1Priority	Choice2Priority	Choice3Priority	Submitted	Tags		

To search for a particular student enter information in the corresponding white boxes above the headings. Click "Find Records".

Filter Help

You can narrow your results further by searching for a value in a specific column. If you enter the search text "Apple", the application will search for records where the column you are searching **BEGINS WITH** "Apple".

You may also include one of the following operators in your search text...

= <> < > <= >= LIKE

If you include one of these operators in your search, you need to include a single space after the operator and before the search text.

- <> Orange
- LIKE fruit

You do not need to enclose your search text in quotations.

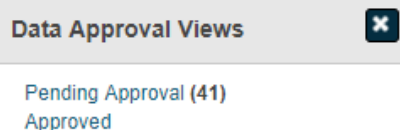
Special Considerations

Close

Submission Workspace: Verify 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 (Nov 15 – Dec 31) all priorities in open fields are verified. After Jan 1, verification is not applicable "N/A".
- ✓ Any field with the word "Verified" that is blank must be filled in with a value.
- ✓ All of the application data, such as name, address, birth date, and boundary school must be reviewed or confirmed.
- ✓ Editing data does not change the submission date or timestamp.
- ✓ To edit an application from the Submission Workspace, 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.
- ✓ Duplicate tags must be removed in order to process an application.
- ✓

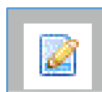
From the "Dashboard", click "Submission Workspace". Go to "Pending Approval" view (under Select a... View: Pending Approval).



Choose a student record to review. Click the "Edit" icon on the right.



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.

stu_ID  

To review changes made to a particular field, click the "Change History" icon.



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

Tags

You may assign or remove tags for this record here. Changes are automatically saved.

- ☐ *Administrative Follow-up*
- ☐ *Polished*
- ☐ *Potential Duplicate*
- ☐ *Potential Sibling*
- ☐ *Printed*

- **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.
- **Potential Sibling:** Indicates there may be a sibling.
- **Printed:** Indicates the record has been printed.

Process any additional "Tasks".

Tasks

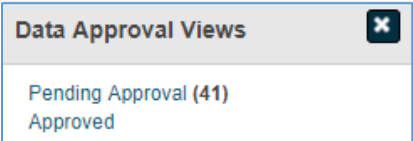
- Polish Data
- Discard Record
- Print Forms

- **Polish Data:** If a field has been edited, it may be necessary to "re-polish" the data, if there is no check mark in the tag "Polished".
- **Discard Record:** Removes the record from the list, and puts into a discarded file. These records are no longer part of any processing, and will only show in the "Discard" files. Enter a note prior to discarding.
- **Print Forms:** Prints the application form.

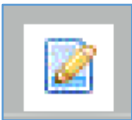
Submission Workspace: Approve an Application for Eligibility

- ✓ 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 should be entered. If no Student ID is available, enter 000.
- ✓ Duplicate tags must be removed in order to approve an application.
- ✓ Once an application is approved for eligibility, a copy will remain in Submission Workspace. The record will then be processed by Planning and Enrollment and moved to the “School Choice Workspace” to be waitlisted.

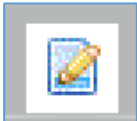
Go to “Pending Approval” view. From the Dashboard go to Pending Approval (under Select a... View: Pending Approval).



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



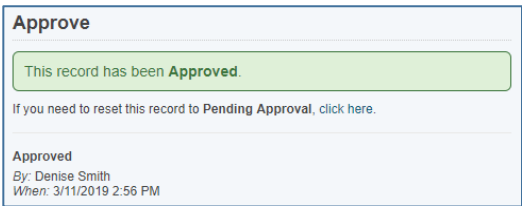
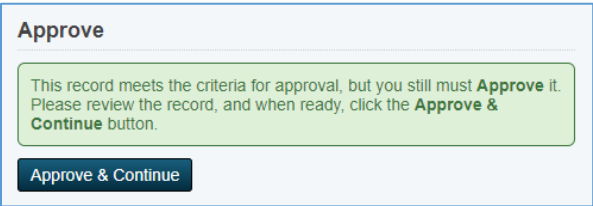
Once in the record click the “Edit” icon (top right) to open all the fields, edit, then “Save All”.



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.

stu_ID

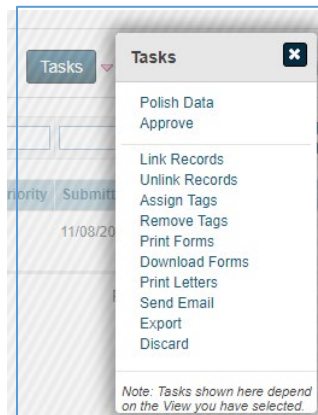
Approve the Application. Click “Approve & Continue”. The record will change to “Approved” with an audit note of who approved it, and when it was approved.



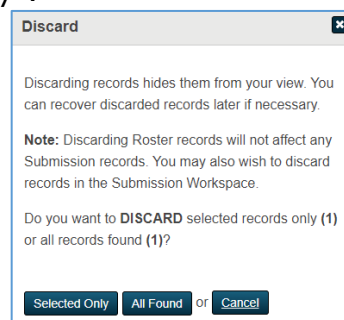
Submission Workspace: Discard a Record

- ✓ A note should be entered in the application before a record is discarded.
- ✓ Discarded records will show only with the "Discarded" filter.
- ✓ A discarded record will not process to any waitlists.
- ✓ A record may be also discarded from the application's "edit" screen.

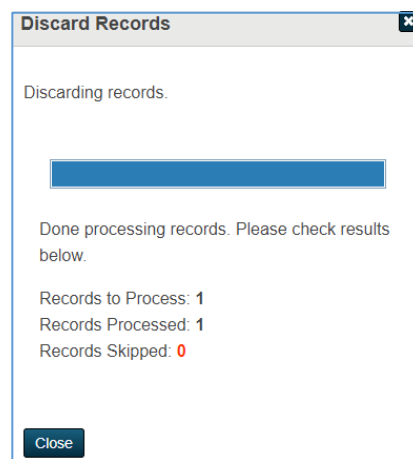
From the Submission Workspace, select the record (with a check mark) that you wish to discard. Go to Tasks and choose "Discard".



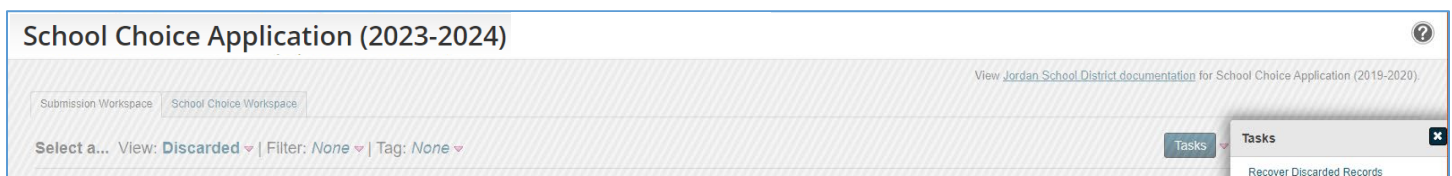
A warning will appear. Choose "Selected Only".



The record is processed and discarded.



To recover a discarded record, filter records for "Discarded". Select the record with a check mark, and from the "Tasks" menu, choose "Recover Discarded Records".



Processing and the Lottery – Nov 15 through Dec 31

- ✓ All permit submissions are considered equally by category regardless of when in December the permit request was submitted. See priority chart below.
 - ✓ When the lottery is ran, students are placed on the Waitlist in the order of priority and school choice.
 - ✓ Requests from students who qualify for a permit under more than one category are placed in the highest priority group for which they qualify.
 - ✓ Only approved applications are 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 ALPS or apply for a permit through the regular process to remain at an ALPS school in subsequent years.
 - ✓ DLI applicants do not need to apply for a permit unless they wish to attend an out of boundary DLI school other than the one that they were assigned.
 - ✓ 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.
-

Board of Education Lottery Priorities:

High School	Middle School	Elementary School
1. Juniors wishing to remain at a school as a senior.	1. Children of school employees.	1. Children of school employees
2. Children of school employees.	2. 8th graders wishing to remain as 9th graders.	2. 5th graders wishing to remain as 6th graders.
3. Sophomores wishing to remain as juniors.	3. 7th graders wishing to remain as 8th graders.	3. Siblings of students on District program permits.
4. Students living within the District.	4. Students living within the District.	4. Students currently enrolled at the school.
5. All other students.	5. All other students.	5. Siblings of students on out-of-boundary permits.
		6. Students living within the District.
		7. All other students.

School Choice Workspace: 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 be 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 for eligibility (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.

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 (4663) | Not Processed (15) | Processed (4647)

School

- Bastian Elementary (2 Seats) | Seated (0) | Waitlist (21)
- Blackridge Elementary (79 Seats) | Seated (49) | Waitlist (14)
- Bluffdale Elementary (116 Seats) | Seated (115) | Waitlist (25)
- Butterfield Canyon Elementary (4 Seats) | Seated (4) | Waitlist (66)

Dashboard

Butterfield Canyon Elementary

Dashboard / School Choice Application / School Choice Workspace

Print Seated List | Print Waitlist | Download Seated List Report | Download Waitlist Report(s) | Send Result Emails | Send Custom Seated Emails | Print Seated Letters | Print Custom Seated Letters | Send Custom Waitlist Emails | Print Waitlist Letters | Print Removed Letters | Back to School Choice Workspace

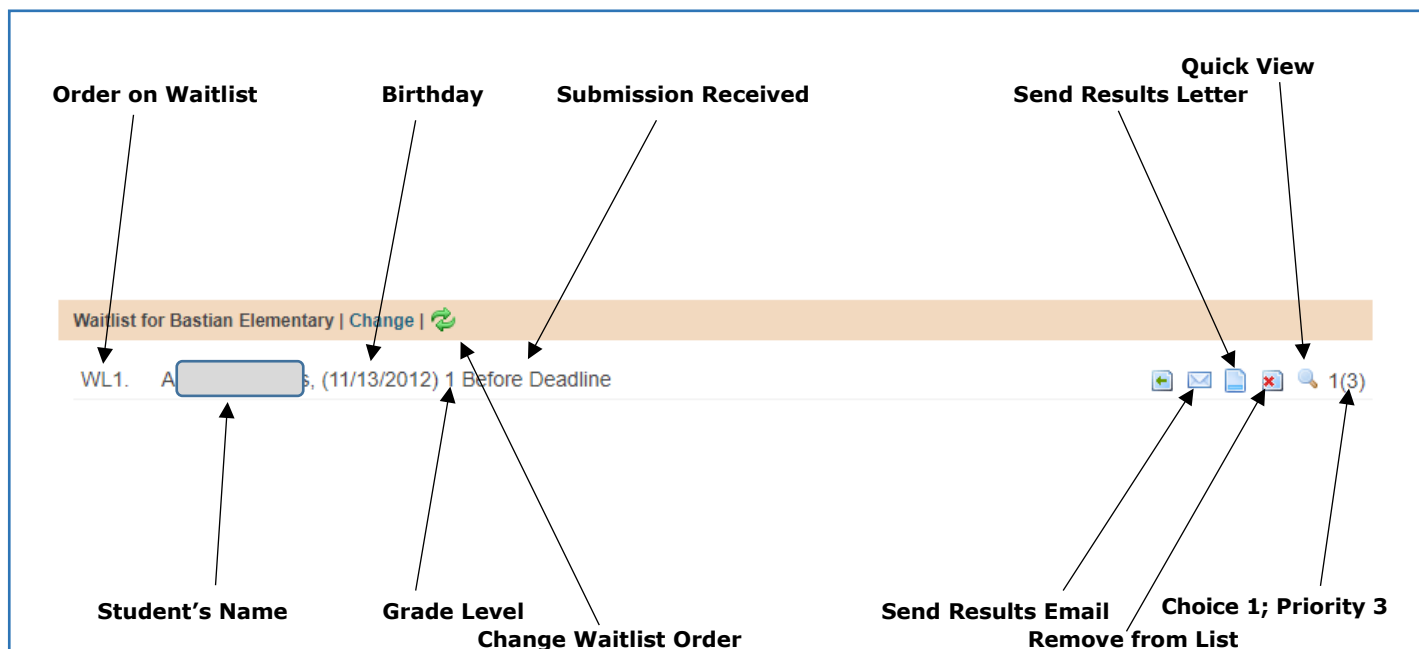
Seated List (4 Seated of 4 Available) for Butterfield Canyon Elementary

Waitlist for Butterfield Canyon Elementary | Change

1.	5 Before Deadline	Accepted					1(1)
2.	4 Before Deadline	Accepted					1(1)
3.	Before Deadline	Accepted					1(3)
4.	Before Deadline	Accepted					1(3)

WL1.	6 Before Deadline						1(2)
WL2.	8 Before Deadline						1(2)
WL3.	2008) 6 Before Deadline						1(2)
WL4.	2008) 6 Before Deadline						1(2)

18



Example of a Waitlist results letter:

Dear Parent/Guardian:

Thank you for applying for a School Choice permit.

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

School	Waitlist Placement
Antelope Canyon Elementary	4 of 4
Bastian Elementary	1 of 5
Blackridge Elementary	16 of 19

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 Workspace: Remove an Application from Waitlist

- ✓ Removing a student from your school's Waitlist will not change the status at another school.
- ✓ A removed student will need to be moved back to the Waitlist in order to be offered a seat.

Order on Waitlist

Birthday

Submission Received

Send Results Letter

Quick View

Waitlist for Bastian Elementary | Change |

WL1. A [redacted], (11/13/2012) 1 Before Deadline

Student's Name

Grade Level

Change Waitlist Order

Send Results Email

Remove from Waitlist

Choice 1; Priority 3

Remove from Wait List

This will remove **Test Student** from the wait list. All students below this student will be moved up in the list.

* You must enter a comment describing the reason you are removing the student from this list.

Per parent phone call 11/12/2019

Remove or **Cancel**

Removed List for Jordan Hills Elementary

Test Student, (10/01/2008) 6

Move to Waitlist

Move to Different Waitlist

Send Result Email

Print Removed Letter

An automated email is sent notifying the applicant that they have been removed from your Waitlist.

Test Mommy
1234 Something Street
Sandy, UT 84094
Date: November 12, 2019

Dear Parent:

We appreciate your interest in Jordan School District.


However, your child, Test Student, has been removed from the following school's permit request due to ineligibility:

School
Jordan Hills Elementary

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

Jordan School District

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


Move to Waitlist 

This will move **Test Student** to the bottom of the waitlist. All students below this student on the removed list will be moved up in the list.

* You must enter a comment describing the reason you are moving the student to the waitlist.

Move or **Cancel**

It is also possible to move a student to the bottom of another school's Waitlist. This requires a note as well.

Move to Waitlist 

This will move **Test Student** to the bottom of the selected waitlist. All students below this student on the removed list will be moved up in the list.

* You must enter a comment describing the reason you are moving the student to the selected waitlist.

Move or **Cancel**

The School Choice Workspace: The Seated List

- ✓ Schools are notified when you are able to begin seating students.
- ✓ Once you access the Workspace, you are able to see the number of seats available.
- ✓ You are able to seat only 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 “seating” communication with parents is done “manually”. No automatic emails are sent.
- ✓ Once a seat is accepted, the student is removed from all other waitlists. This cannot be reversed!

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

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 (4663) | Not Processed (15) | Processed (4647)

School

- Bastian Elementary (2 Seats) | Seated (0) | Waitlist (21)
- Blackridge Elementary (79 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 for Bastian Elementary | Change | ↻

WL1.	R	ter Deadline	1(7)
WL2.	B	re Deadline	1(3)
WL3.	L	efore Deadline	2(3)
WL4.	J	efore Deadline	1(3)
WL5.	B	efore Deadline	1(3)
WL6.	A	Before Deadline	1(3)

Waitlist with no seats available:

Waitlist for Jordan Ridge Elementary Change				
WL1.	J		Before Deadline	1(2)
WL2.	A		6 Before Deadline	1(2)
WL3.	T		6 Before Deadline	1(2)
WL4.	M		6 Before Deadline	1(2)
WL5.	A		(2008) 6 Before Deadline	1(2)

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

Order on Waitlist

Birthday

Submission Received

Move to Seated

Results Letter

Quick View

Waitlist for Bastian Elementary Change				
WL1.	A	(11/13/2012)	1 Before Deadline	1(3)

Student's Name

Grade Level

Send Results Email

Remove from List

Choice 1; Priority 3

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

Seated List (189 Seated of 800 Available) for New Herriman High				
185.	M		1 After Deadline	Offered 1(7)
186.	J		er Deadline	Offered 1(7)
187.	K		After Deadline	Offered 1(7)
188.	C		After Deadline	Offered 1(7)

Once the seat has been offered, a results email or letter should be sent.

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. This cannot be reversed, and the student will be removed from all other lists. To do this, click the green arrow next to “Offered”.

Seated List (67 Seated of 67 Available) for Jordan Ridge Elementary				
1.	J		6 Before Deadline	Accepted 1(1)
2.	S		6 Before Deadline	Accepted 1(1)
3.	M		2 Before Deadline	Accepted 1(1)
4.	C		(2008) 6 Before Deadline	Accepted 1(1)

Letter Templates

School Choice Seated Letter

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 (on or before January 15 during the lottery). Only one seat may be accepted. Once a seat is accepted, your student will be removed from all other school permit lists, and it cannot be reversed. Please note that if this seat placement is declined, your student's name will be removed from this school's seat placement and waitlist. After January 15 (during the lottery), unaccepted seat placements 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. If you have not yet been enrolled, please contact the school or visit <https://planning.jordandistrict.org/enrollment>

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. If you have not yet enrolled, please contact your school, or enroll your student online at <https://planning.jordandistrict.org/enrollment>

Please save this letter for your records.

Thank you for your interest in Jordan School District.

School Choice Waitlist Letter

Dear Parent/Guardian:

We appreciate your interest in *is*TOKEN:SchoolChoiceWaitlistAssignmentsAllLevels*is*.

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

School Choice Removed Letter

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:

`*is*TOKEN:SchoolChoiceRemovedAssignmentAllLevels*is*`

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

Jordan School District

Status 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.

Jordan School District

Status Update Letter Secondary

Dear Parent/Guardian:

We appreciate your interest in our school.

Your student, `*is*TOKEN:SchoolChoiceStudentName*is*`, is currently on our schools 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 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.

Jordan School District

Email Templates

School Choice Seated Email

To the Parent(s) / Guardian(s) of *is*TOKEN:SchoolChoiceStudentName*is*

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

*is*TOKEN:SchoolChoiceSeatAssignment*is*

Click the link below to see your student's results. Please be sure you are accepting the seat at the school you would like your student to attend. **Once a seat placement is accepted, permit requests for all other schools will be removed. Once a seat is accepted, it cannot be reversed.** If you decide to decline the seat placement, please note that this action will remove your student from this school's seat placement and waitlist. Only one seat may be accepted. **Seat placements during the December lottery must be accepted on or before January 18, 2023, or within two weeks of the seat being offered, whichever is later.** After this point, unaccepted lottery or seat placements will be removed from the school's list and will be offered to others.

If you have not yet enrolled in Jordan School District, please contact the school or enroll online at <https://planning.jordandistrict.org/enrollment>. (Registration information will be provided by the school when the summer registration process is conducted.)

Acceptance of a seat placement indicates you understand that transportation to and from the non-resident 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 are 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.

Please Click Here: [School Choice Results](#)

Thank you for your interest in Jordan School District

School Choice Waitlist Email

Date: *is*TOKEN:CurrentDate*is*

To the parent(s)/guardian(s) of *is*TOKEN:SchoolChoiceStudentName*is*,

Thank you for applying for a School Choice Permit.

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

*is*TOKEN:SchoolChoiceWaitlistAssignments*is*

The waitlist will be used to notify parents of available seats as they become available throughout the school year. Your student's permit application will remain on the waitlist through the end of the requested school year.

Should you have any questions regarding permits or registration please contact the school(s) listed above.

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

Sincerely,

Jordan School District

School Choice Removed Email

To the parent(s)/guardian(s) of *is*TOKEN:SchoolChoiceStudentName*is*,

We appreciate your interest in *is*TOKEN:SchoolChoiceRemovedAssignmentAllLevels*is*.

However, your child, *is*TOKEN:SchoolChoiceStudentName*is*, has been removed from the following school's permit consideration:

*is*TOKEN:SchoolChoiceRemovedAssignmentAllLevels*is*

All 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.

Results Notification

To the Parent(s)/Guardian(s) of *is*TOKEN:SchoolChoiceStudentName*is*

Thank you for applying for a School Choice permit. Your student's permit application results are available by clicking the link below. This email will disclose your student's position on each school's waitlist or if you have been offered a seat.

If you have been placed on a waitlist and a seat becomes available in the future, you will be contacted by the school.

If you have been offered a seat please be sure you are accepting the seat at the school you would like your student to attend. **Once a seat placement is accepted, your student will be removed from all other schools' waitlists, and it cannot be reversed.** If you decide to decline the seat placement, please note that this action will remove your student from only this school's seat placement and waitlist.

Seat placements made as a result of the December lottery must be accepted on or before January 18, 2023 or within two weeks of the seat being offered, whichever is later. After this point, unaccepted lottery seat placements will be removed from the school's seat placement and waitlist. During the remainder of the school year, any other seat placements should be accepted within two weeks.

Please contact the school for enrollment and registration information or visit the Enrollment and Registration Information webpage at <https://planning.jordandistrict.org/enrollment>.

Acceptance of a seat placement indicates that the parent/guardian agrees to be responsible for transportation to and from the non-resident school. 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 transportation requests may be submitted to the school in the fall.

All questions regarding permits or registration should be directed to the school. Please save this letter for your records.

Please click the following link to see your student's results:

Please Click Here: [School Choice Results](#)

Thank you for your interest in Jordan School District

Status Update Email

Date: *is*TOKEN:CurrentDate*is*

To the parent(s)/guardian(s) of *is*TOKEN:SchoolChoiceStudentName*is*,

Your student, *is*TOKEN:SchoolChoiceStudentName*is*, has had a change to their School Choice results status for the 2023-2024 school year.

If you have been placed on a waitlist, your student will remain on the waitlist for the remainder of the school permit year, or until the school or parent removes the student from the waitlist. Seats will be offered from the waitlist, if and when, they become available.

If you have been offered a seat, please be sure that 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 decline the offer, this action will remove your student from the offered school's seat placement and waitlist. Permit (seat) offers must be accepted before January 18, 2023 (during the yearly lottery), or within two weeks of a results notification.

Acceptance of a seat placement indicates you understand that transportation to and from the non-resident school shall be arranged by the parent or legal guardian.

Registration information is provided by the school. All questions regarding permits or registration should be directed to the school.

Please use the following link to review this change:

*is*TOKEN:SchoolChoiceResultURL*is*.

Thank you for your interest in Jordan School District.

Response Confirmation

Title	Response Confirmation
From Address	PowerSchool Registration Support<noreplyregistration@powerschool.com>
Subject	Lottery Results
Active Template	Yes

Edit Details

Body

Edit

*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 2023-2024 school year.

To view your child's specific confirmation please click here: *is*TOKEN:SchoolChoiceResultURL*is*

Please direct any questions to the schools where you submitted a permit application. Thank you for your interest in attending Jordan School District.

Elementary PowerSchool School Choice Priorities and Their Meanings

Priority #	Title	Meaning	Corresponding Field on Application
1	Children of school employees	Does a parent/legal guardian work at the same school choice location as the student? If so, answer "Yes".	stu_EmployeeChoice1(2)(3)Verified
2	5th graders wishing to remain as 6th graders	Is the student already attending your school? Are they a 5th grader? If so, they qualify to remain at your school. Answer "Yes".	stu_5thGradeSameSchoolChoice1(2)(3)Verified
3	Siblings of students on District program permits	Does the student have a sibling at a school who has a district assigned program permit such as DLI, ALPS, or Sped? If so, answer "Yes".	stu_ElementaryPermitVerified
4	Students currently enrolled at the school	Is the student already attending the school? If so, answer Yes.	stu_ElementaryCurrEnrollChoice1(2)(3)Verified
5	Siblings of students on out-of-boundary permits	Does this applicant have a sibling that is already attending your school on an out-of-boundary (not a program) permit? If so, answer "Yes".	stu_ElementarySiblingVerifiedChoice1(2)(3)
6	Students living within the District	Is the student already attending a school within the District? If so, answer "Yes".	stu_InDistrictVerified
7	All other students	Any applications that do not qualify for the above priorities should end up with a priority of "7".	No corresponding field

Beginning November 15 - December 31, permit applications are assigned a priority based on the answers that you provide when verifying and approving an application for eligibility.

How does that happen? PowerSchool “reads” the reason the applicant entered, opens up fields that it thinks you need to answer, (thus the blanks with the word “verify” next to them) and when you answer “yes” or “no” to those blank fields, the system “knows” which priority to assign the application.

The application is then put into a pool (lottery) with all the other applications at your school that have that priority. In January, Planning and Enrollment will “shuffle” all the November/December prioritized applications, and award the applicants a place in line (the waitlist); from the waitlist they are offered a seat (permit) if you have seats available.

Beginning January 1, all application questions are answered with as "NA", and processed to the waitlist in the order they are reviewed and approved for accuracy.

Middle PowerSchool School Choice Priorities and Their Meanings

Priority #	Title	Meaning	Corresponding Verify Field on Application
1	Children of school employees	Does a parent/legal guardian work at the same school location as the student? If so, answer yes.	stu_EmployeeChoice1(2)(3)Verified
2	8th graders wishing to remain as 9th graders	Is the student already attending your school? Are they an 8th grader? If so, they qualify to remain at your school. Answer yes.	stu_8thGradeSameSchoolChoice1(2)(3)Verified
3	7th graders wishing to remain as 8th graders	Is the student already attending your school? Are they in 7th grade? If so, answer yes.	stu_7thGradeSameSchoolChoice1(2)(3)Verified
4	Students living within the District	Is the student already attending a school within the District? If so, answer Yes.	stu_InDistrictVerified
5	All other students	Any applications that do not qualify for the above priorities	No corresponding field

Beginning November 15 - December 31, permit applications are assigned a priority based on the answers that you provide when verifying and approving an application for eligibility.

How does that happen? PowerSchool “reads” the reason the applicant entered, opens up fields that it thinks you need to answer, (thus the blanks with the word “verify” next to them) and when you answer “yes” or “no” to those blank fields, the system “knows” which priority to assign the application.

The application is then put into a pool (lottery) with all the other applications at your school that have that priority. In January, Planning and Enrollment will “shuffle” all the November/December prioritized applications, and award the applicants a place in line (the waitlist); from the waitlist they are offered a seat (permit) if you have seats available.

Beginning January 1, all application questions are answered with as "NA", and processed to the waitlist in the order they are reviewed and approved for accuracy.

High PowerSchool School Choice Priorities and Their Meaning

Priority #	Title	Meaning	Corresponding Field on Application
1	Juniors wishing to remain at a school as a senior	Is the student already attending your school? Are they a Junior? If so, they qualify to remain at your school. Answer yes.	stu_JuniorsSameSchoolChoice1(2)(3)Verified
2	Children of school employees	Does a parent/legal guardian work at the same school location as the student? If so, answer yes.	stu_EmployeeChoice1(2)(3)Verified
3	Sophomores wishing to remain as juniors	Is the student already attending your school? Are they a Sophomore? If so, answer yes.	stu_SophomoreSameSchoolChoice1(2)(3)Verified
4	Students living within the District	Is the student already attending a school within the District? If so, answer Yes.	stu_InDistrictVerified
5	All other students	Any applications that do not qualify for the above priorities	No corresponding field

Beginning November 15 - December 31, permit applications are assigned a priority based on the answers that you provide when verifying and approving an application for eligibility.

How does that happen? PowerSchool “reads” the reason the applicant entered, opens up fields that it thinks you need to answer, (thus the blanks with the word “verify” next to them) and when you answer “yes” or “no” to those blank fields, the system “knows” which priority to assign the application.

The application is then put into a pool (lottery) with all the other applications at your school that have that priority. In January, Planning and Enrollment will “shuffle” all the November/December prioritized applications, and award the applicants a place in line (the waitlist); from the waitlist they are offered a seat (permit) if you have seats available.

Beginning January 1, all application questions are answered with as "NA", and processed to the waitlist in the order they are reviewed and approved for accuracy.