School Choice Application

Jordan School District
2021-22
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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 web page:

Apply for a School Year 2021-22 permit to attend a school other than your boundary school:

(Use these links to apply for a permit for the school year that begins August 2021.)

- School Choice Application for 2021-22 (English)
- School Choice Application for 2021-22 (Spanish)
- For additional permit information: "Open Enrollment/School Choice"

DLI (Dual-language Immersion) students do not require an out-of-boundary permit to participate in the program, as long as they are accepted into the program, they may attend the program school. For information regarding the dual-immersion program visit https://immersion.jordandistrict.org/

The Open Enrollment/School Choice web page:

Open Enrollment / School Choice

Those who wish to attend a school other than their resident boundary school may file a request for a School Choice Permit online. An application for a permit is considered during three separate permit windows:

- December (early enrollment) - Permit requests are considered by category, priority and/or lottery.
- January 1st to the 3rd Friday in February - Permit requests are considered on a first-come, first-served basis.
- After the 3rd Friday in February - Permit requests are considered based on staffing ratios.

<table>
<thead>
<tr>
<th>Resources</th>
</tr>
</thead>
<tbody>
<tr>
<td>Policy AS93</td>
</tr>
<tr>
<td>Apply for a 2021-22 Permit</td>
</tr>
<tr>
<td>English</td>
</tr>
<tr>
<td>Out-of-Boundary Permit Information</td>
</tr>
<tr>
<td>Enrollments for School Choice</td>
</tr>
</tbody>
</table>
The Permit Application

- It is not necessary for parents to create a PowerSchool account to apply for a permit.
- The Application is “mobile-friendly”. 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, 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.

School Choice Application 2021-2022

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  

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

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

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

2022-2023 Boundary School (The school boundary your student will be living in NEXT school year).  
- Select -

Student Address

Address  

Apt/Suite  
- Select -

#  

Cty  

State  
- Select -

Zip  

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  

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]

Secondary Phone

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 52G-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

Date - required

mm/dd/yyyy

Submit
School Choice Application 2021-2022

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

December 1-31, 2020

- 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-Document.pdf
- Applications submitted during this window will be processed on or before January 8, 2020.

January 1, 2020 - February 19, 2021

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

After February 19, 2021

- 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.
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
Submission Workspace: Imports and Filters

 ✓ 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, then try again.
 ✓ 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”.

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The Filters:

1. Select a… View:

2. Filter:

3. Tag:
4. Find Records:

<table>
<thead>
<tr>
<th>First</th>
<th>Last</th>
<th>DOB</th>
<th>CurrGrade</th>
<th>ApplyGrade</th>
<th>BoundarySchool</th>
<th>CurrSchool</th>
<th>Choice 1</th>
<th>Choice 2</th>
<th>Choice 3</th>
<th>Choice1Priority</th>
<th>Choice2Priority</th>
<th>Choice3Priority</th>
<th>Submitted</th>
<th>Tags</th>
</tr>
</thead>
</table>

**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**
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 (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, such as name, address, boundary school 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 be processed and 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).

![](image1.png)

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

![](image2.png)

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

![](image3.png)

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 |  |  |
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 should 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, and will only show in the “Discard” files.
   - Print Forms: Prints the application form.
   - Note: It is possible to filter submissions according to Tags.
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.
- All tags (except "Polished" or "Printed") must be researched and removed in order to approve an application. Potential duplicate records should be resolved PRIOR to removing the tag.
- 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 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.
Submission Workspace: 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 in December 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. Juniors wishing to remain at a school as a senior.</td>
<td>1. Children of school employees.</td>
<td>1. Children of school employees</td>
</tr>
<tr>
<td>2. Children of school employees.</td>
<td>2. 8th graders wishing to remain as 9th graders.</td>
<td>2. 5th graders wishing to remain as 6th graders.</td>
</tr>
<tr>
<td>3. Sophomores wishing to remain as juniors.</td>
<td>3. 7th graders wishing to remain as 8th graders.</td>
<td>3. Siblings of students on District program permits.</td>
</tr>
<tr>
<td>4. Students who live within 2.0 driven miles.</td>
<td>4. Students who live within 2.0 driven miles.</td>
<td>4. Students who live within 1.5 driven miles.</td>
</tr>
<tr>
<td>5. Students living within the District.</td>
<td>5. Students living within the District.</td>
<td>5. Students currently enrolled at the school.</td>
</tr>
<tr>
<td>6. All other students.</td>
<td>6. All other students.</td>
<td>6. Siblings of students on out-of-boundary permits.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>7. Students living within the District.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>8. All other students.</td>
</tr>
</tbody>
</table>
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 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.
Example of a Waitlist Results Letter:

Date: March 13, 2019

Dear Parent/Guardian:

We appreciate your interest in Jordan School District.

Your student, [insert 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
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.

No, I would not remove a student from the waitlist.

Order on Waitlist
Birthday
Submission Received
Send Results Letter

Quick View

Student’s Name
Grade Level
Change Waitlist Order

Send Results Email
Remove from List

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

Moved to Waitlist
Send Result Email
Move to Different Waitlist
Print Removed Letter

Removed List for Jordan Hills Elementary
Test Student, (10/01/2008) 6
An automated email will be sent notifying the applicant that they have been removed from your waitlist.

![Email Example]

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.

![Move to Waitlist]

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]

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The 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 “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.

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. This cannot be reversed, and the student will be removed from all other lists.
**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.

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**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 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 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*

Please 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. 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. Once a seat is accepted, it cannot be reversed.

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

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

We appreciate your interest in *is*TOKEN:SchoolChoiceWaitlistAssignments*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:SchoolChoiceWaitlistAssignments*is*

The waitlist will be used to notify parents of available seats as they become available throughout the 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 Email

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, 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.

Lottery seat placements (during the month of December) must be accepted on or before January 15, or within one week of results notification (for permit seats made available after January 15). Only one seat may be accepted. Once a seat is accepted, the student is removed from all other school's lists, and the acceptance cannot be reversed. After January 15, unaccepted seat placements will be removed from the school’s seat placement and waitlist.

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

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.

Please use the following link to review this change:

*is*TOKEN:SchoolChoiceResultURL*is*.

All questions regarding permits or registration should be directed to the school.

Thank you for your interest in Jordan School District.

Response Confirmation

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 2021-2022 school year.

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

Please refer any questions to the school.

Jordan School District