PHONE: 801-567-8251 • FAX: 801-567-8061



Student Release Form Instructions

Schools generate funding based on student enrollment. To generate accurate totals and comply with Utah law and USBE rule, we must accurately report enrollment based on the amount of each day that a student attends. When a student is scheduled for less than a full day's worth of classes (either because of the choice of the student's legal guardian or because there are insufficient numbers of courses to fill a schedule), the enrollment percentage for that student needs to be reduced.

We must also reduce a student's enrollment percentage when a charter school or homeschool student elects to enroll for a portion of their day in a District school. Charter school students may participate in "extra/co-curricular enrollment" and homeschool students may "dual enroll" (please visit the corresponding link for additional information).

Do I have to complete this form for a student who takes religious release time? No. USBE Rule R277-419-6-11 allows schools to count a student at full enrollment if they are participating in one period of religious instruction, provided that period is recorded on the student's "Plan for College and Career Readiness" (and is listed in the student's schedule).

Can a student participate in an activity outside of school and still count as fully enrolled? Maybe. USBE Rule R277-419-6-11 allows school's to count one period per day of "individual learning activity" as full enrollment, provided that activity is recorded on the student's "Plan for College and Career Readiness." However, a student may be counted for religious instruction OR an individual learning activity. Participating in both activities may necessitate a reduction in enrollment percentage. In either case, counting an activity outside the school setting for enrollment would require principal approval and consultation with Planning & Enrollment.

Isn't there some amount of "free" time that a student could miss where we don't have to reduce enrollment? No. If a student is regularly leaving the school setting for other activities or purposes, their enrollment must be reduced.

What about students who are doing SEATS or SOEP classes? Because these classes are typically done off school property and under the direction of the student's guardian, we use the same release form to process these changes. This allows the parent to be aware of requirements for the student to leave campus when they are not participating in regular classes. However, SEATS or SOEP classes can be counted towards enrollment, so these courses are entered in the "Academic Release" section of the form and the enrollment percentage is not changed.

Can't I just put "Educational Release" in a schedule to cover the places where we can't find a class for a student? No. This would be claiming the student as enrolled and participating in instructional activities when we know that is not the case and generating enrollment funding that we do not have a right to claim. An "Educational Release" course can be used as a placeholder in a student's schedule while their SEATS or SOEP enrollment is being processed.

PLEASE USE ONLY THE CURRENT ONLINE FORM. All copies of previous versions should be retired.



PLANNING & ENROLLMENT

Student Services Department

7387 S. Campus View Drive • West Jordan, UT 84084

PHONE: 801-567-8251 • FAX: 801-567-8061

STUDENT RELEASE FROM SCHOOL

hool				Date_		
tudent/Guardian Informat	ion:					
Student			Student			
ast:			First:			
Student		Date of		Grade:		
D:		Birth:				
Guardian		Guardian		Phone:		
ast:		First:				
tudent's				City, Zip:		
ddress:				0.0,, 2.p.		
Release Begins:			Release Ends:			
ason for Release:						
on-Academic Release (Per					Percent Enrolled	
Number of Periods Per Day OR Per	riods in Block	Number o	f Periods Missed	Js Missed Percei		
					100%	
on-Academic Release (Ho	urs):	Enter hours to the nea	rest quarter-hour or 0.25.			
Number of	Hours Missed		Number o	f Days Per Week I	Release Will Occur	
			Percei	nt Enrolled:	100%	
k student as "Part-Time" in Sky	ward and ente	r the enrollment per	centage for the calculation	on method used.	If student has already had a	
ollment release this year, recald						
cademic Release: Courses	taken outside of	school through approve	d providers. No reduction in a	attendance percenta	age.	
Course/Program	Taken In Lieu of Course		Location		Allowable HS Credit	
oncerns or problems become further evaluate, modify, or to ease.	erminate the	student's release ti	me program. See rever	rse side for add	litional conditions of	
have read the guidelines in t uidelines established herein as					ee to and will abide by	
arent/Guardian Signature			Student Signatu	re		
ementary Teacher or Second	dary Counse	lor Signature	School Administ	rator Signatur	e	
h Code: <u>R277-419-6-11</u>	LEAD ◆ EDU		ATE • INSPIRE		Updated September 2	

Complete profile information for the student, <u>including the reason for the release</u>. If the guardian is unwilling to provide a reason, enter "The guardian feels this is in the best interests of the student."

Secondary Schools: Enter the number of periods in your day / number of periods in the two-day block. Enter the number of periods the student will miss. The enrollment percentage will calculate for you. If the release will be irregular (for instance, one period per week), contact Planning & Enrollment for assistance.

Elementary Schools: Enter the number of <u>HOURS</u> the student will miss, rounded to the closest quarter-hour (entered as 0.25), and the number of times per week the student will miss that amount of time. The enrollment percentage will calculate for you. Three rows are provided; if you need more space for a larger number of releases, contact Planning & Enrollment for assistance.

A student who is reducing enrollment must be withdrawn and re-enrolled as a parttime student at a lower percentage. Use the blue link to access directions from Information Systems.

If a student reduces enrollment multiple times during the year, each submitted form should reflect the CURRENT CUMULATIVE enrollment (if a student reduces one period in September and a second period in October, the October form should reflect two periods of enrollment reduction).

Course taken through approved providers (SEATS and SOEP) should be entered here. Credit recovery packets and third-party tutoring do not qualify as approved providers and would be entered in the "Non-Academic Release" section. Approved provider courses can be entered in Skyward as "Educational Release" until the official course information is obtained and entered. These courses do not constitute an enrollment reduction.

Once completed, the original form is placed in the student's file. A copy is given to the guardian and an additional copy is submitted to Planning & Enrollment <u>after the enrollment has been updated in Skyward.</u>