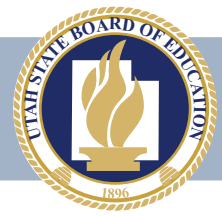


School Fees

August 2020 Newsletter



Fall Training:

The training will be held online through Webex and the same topics will be covered on both days. The training pertains to all Superintendents, Charter Directors, Board Chairs, Principals, School Fees Contacts, and Business Administrators. Please forward this information to all the above named individuals in your LEA.

Wednesday, September 16th, 2020
Noon - 3:00 p.m.

or

Friday, September 18th, 2020
9:00 a.m. - Noon



Topics discussed will include:

- Certificate of Compliance updates and submission requirements
- Statistical Report requirements
- Corrective Action processes
- Accounting for School Fees

Webex chat will be enabled to allow for a more interactive online training experience.

Please reach out to us prior to the training if you have any questions that you would like us to address. To register for a training and receive a link to attend through Webex, please email us as soon as possible at: schoolfees@schools.utah.gov.

Notifications:

Recommendations for R277-407 were submitted to the Board committee meetings to be approved in the September Board meeting. Recommendations include but are not limited to:

- Update curricular, co-curricular, and extra-curricular definitions to match those in 53G-7-501,
- Update the list of notices in R277-407-6(8) to remove documents related to community service,
- Update the TANF verification document to include electronic screenshots,
- Clarify annual reporting requirements in R277-407-14.

R277-113 changes were approved by the Board in June. These changes require charter schools to use the same accounting methods as district schools and outlined the accounting methods required of district schools.

Upcoming:

Certificate of Compliance - Oct 1st

Verification of Emails:

On **August 15th**, each LEA Superintendent and Charter Director will receive a contact list of all the individuals scheduled to receive a link to the Certificate of Compliance. Please verify this list for any incorrect information and return to us with updated information no later than **Sept. 15th**.

Distribution of Links:

All electronic links to the Certificate of Compliance will be distributed on **Oct. 1st** to the individuals on these lists. The Certificate must be completed no later than **Oct. 31st**.

Submission Status Update:

On **Oct. 15th**, all Superintendents, Charter Directors, School Fees Contacts, and Charter Authorizers will be notified of their LEAs submission statuses.



Training Focus:

The practice of withholding a school class schedule until school fees are paid is prohibited as noted below.

R277-407-1: (*emphasis added*)

"(3) The purpose of this rule is to:

(c) **prohibit practices** that would:

- (i) **exclude those unable to pay** from participation in school-sponsored activities; or
- (ii) **create a burden on a student or family as to have a detrimental impact on participation.**"

R277-407-8: (*emphasis added*)

"(11) An LEA may pursue reasonable methods for collecting student fees, but **may not**, as a result of unpaid fees:

- (a) **exclude a student from a school, an activity, class, or program** that is provided, sponsored, or supported by a school during the regular school day;
- (b) refuse to issue a course grade; or
- (c) **withhold official student records**, including written or electronic grade reports, diplomas or transcripts."

School class schedules are considered "official school records" and therefore cannot be withheld for non-payment of fees. A class schedule is required for a student to attend, therefore, by withholding class schedules, a school is creating a distinct division among students.

Website Updates:

The Fee Waiver Applications have been updated to include Total Household Members, and Total Household Income when an applicant applies under the Income Eligibility.

The following document has been added since June:

- Electronic Device Deposits Guidance Document (Provides Code and Rule references for charging fees or fines on electronic devices.)

The Certificate of Compliance tab has also been updated with the following items:

- Samples of the Certificate of Compliance - please review these prior to the Fall Training
- Statistical Report requirements
- Reporting Deadlines - including the new preliminary June 30, 2021 Statistical Report as required in HB 80

School Fees Team: What are we doing?



This quarter, 42% of our hotline calls have been from parents asking about the fee waiver process. Please make sure parents have been notified by their schools of the fee waiver processes and who they can contact. We greatly appreciate all your efforts during this time!

Please reach out to us with any concerns or questions you may have at: schoolfees@schools.utah.org.

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