

# SAMPLE:

School Principals

## 2020-2021 USBE Certificate of Compliance

Thank you for taking the time to submit this Certificate of Compliance. This Certificate should take no more than 20 minutes to complete and may have up to 29 questions depending on if your school charges fees.

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**Name Verification:** This certificate is intended for  $\{m://FirstName\} \{m://LastName\}$ . Are you filling out this certificate for  $\{m://FirstName\} \{m://LastName\}$ ?

Yes

No

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Completed by Designee Completing Certification:  
(As needed)

Name \_\_\_\_\_

Title \_\_\_\_\_

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*Only Display This Question:*

*If This certificate is intended for  $\{m://FirstName\} \{m://LastName\} = No$*

**Incorrect Name:** You have selected that this certificate is being completed for someone other than:  $\{m://FirstName\} \{m://LastName\}$ . If this is correct, please enter the updated information below.

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**Submit updated name:** Once you click submit the School Fees Team will be notified of the updated information.

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**LEA Verification:** This certificate is intended for \${e://Field/School\_Name}. Are you filling out this certificate for \${e://Field/School\_Name}?

Yes

No

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*Only Display This Question:*

*If This certificate is intended for \${e://Field/School\_Name} = No*

**Incorrect LEA:** You have selected that this certificate is being completed for a school other than: \${e://Field/School\_Name}. If this is correct, please enter the updated information below.

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Submit new LEA Once you click submit the School Fees Team will be notified of the updated information.

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**Code & Rule ASSURANCES:**

I give assurance that I, and my designee if previously stated, have read and possess a working knowledge of the following sections of Code, Rule, and the Permanent Injunction:

	Yes	No
Utah Code Section 53G Chapter 7: Part 5 School Fees, Part 6 Textbook Fees, Part 7 Student Clubs, and Part 8 School Uniforms. (Utah Code Ann. Section 53G-7)	<input type="radio"/>	<input type="radio"/>
Administrative Rule R277-407 "School Fees." (Utah Admin. Code R277-407)	<input type="radio"/>	<input type="radio"/>
Permanent Injunction. (1994 Permanent Injunction Civil Case No. 920903376)	<input type="radio"/>	<input type="radio"/>

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2a School Fees:

#{e://Field/School\_Name} charges school fees. (53G-7-501(6), R277-407-2)

- Yes
- No

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2b #{e://Field/School\_Name} oversees the following grade levels.

- Elementary (K - 6)
  - Secondary (7 - 12)
  - Both - Elementary and Secondary
-

*Only Display This Question:*

*If School Fees: \${e://Field/School\_Name} charges school fees. = No*

**Answer:** By answering “No” to the School Fees compliance item, you are certifying that \${e://Field/School\_Name} does not require money or fundraising for a student to participate in any school activity, class, or program during the regular school day or outside of the regular school day.

Once you click next you will not be able to return to previous questions in the certificate. If you are unsure that your school does not charge school fees, please visit our website at [www.schools.utah.gov/schoolfees](http://www.schools.utah.gov/schoolfees) to see a sample of the Certificate of Compliance or you may contact the School Fees team to discuss your situation before you proceed any further. You will be able to return to the certificate using the original link sent to your email.

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*Only Display This Question:*

*If School Fees: \${e://Field/School\_Name} charges school fees. = Yes*

**Answer:** Answering “Yes” to the School Fees compliance item requires you to complete a checklist of assurances for the 2020-2021 school year. Please certify your answers with your digital signature at the end of the certificate.

Once you click next you will not be able to return to previous questions in the certificate. If you are unsure that your school does charge school fees, please visit our website at [www.schools.utah.gov/schoolfees](http://www.schools.utah.gov/schoolfees) to see a sample of the Certificate of Compliance or you may contact the School Fees team to discuss your situation before you proceed any further. You will be able to return to the certificate using the original link sent to your email.

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*Only Display This Question:*

*If School Fees: \${e://Field/School\_Name} charges school fees. = No*

*And Only Display This Question:*

*If \${e://Field/School\_Name} oversees the following grade levels. = Elementary (K - 6)*

*Or \${e://Field/School\_Name} oversees the following grade levels. = Both - Elementary and Secondary*

**Affirm Elementary Supplies List Language:** \${e://Field/School\_Name} includes the exact required language from R277-407-3(6) preceding any list of suggested materials provided to parents of elementary students at our elementary school.

“NOTICE: THE ITEMS ON THIS LIST WILL BE USED DURING THE REGULAR SCHOOL

DAY. THEY MAY BE BROUGHT FROM HOME ON A VOLUNTARY BASIS, OTHERWISE, THEY WILL BE FURNISHED BY THE SCHOOL.”

Yes

No

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**Signature:** I HEREBY CERTIFY THAT THE FOREGOING IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

Please sign your full name below:

**END OF CERTIFICATE:**

*If School Fees:  $\{e://Field/School\_Name\}$  charges school fees.  
= No*

3a

**Approval:**

**Annual Review:** Our LEA governing board annually reviews the LEA’s policies on school fees, fee waivers, fundraising, and donations. (R277-407-15(3))

Yes

No

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**3b Public Comment:** Before approving our LEA’s fee schedule, we provided opportunity for the public to comment on the proposed fee schedule during a minimum of two public LEA governing board meetings. (53G-7-505(2)(a), R277-407-6(2)(b))

Yes

No

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3c **Approval:** Our LEA governing board annually adopts a fee schedule and fee policies for the LEA in a regularly scheduled public meeting. (53G-7-505(2)(b), R277-407-6(2)(a))

Yes

No

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4a **Fee Schedule:**

**Notice of Fees:** A copy of our fee schedule and fee waiver policies, along with a copy of each of the other required documents listed in R277-407-6(8)(b), is included with our registration materials and provided to those that enroll after the initial enrollment period. (R277-407-6(7)(a)(ii) & (iii), R277-407-6(8)(b))

Yes

No

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4b **Fee Maximum:** The approved fee schedule has a maximum fee amount per student for each activity. (R277-407-6(4)(b)(i))

Yes

No

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4c The approved fee schedule has a maximum total aggregate fee amount per student per school year. (R277-407-6(4)(b)(ii))

Yes

No

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4d **Delineation of Fees:** If a student is responsible for multiple fees related to one activity, class, or program, a clear and easy to understand delineation of each fee and the fee total for each activity, class, or program is included in the fee schedule. (53G-7-505(3)(a)(ii))

Yes

No

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4e **Spend Plan:** The fee schedule includes an accompanying Spend Plan for each fee that provides students, parents, and employees transparency by identifying a fee's funding uses. (53G-7-505(3)(a)(iv), R277-407-13(2) & (3))

Yes

No

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4f **Website:** The fee schedule and the fee waiver policy are publicly available on our schools' website. (53G-7-503(1), R277-407-6(7)(a)(i))

Yes

No

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4g **Fee Schedule Completeness:** Our school only charges fees that were properly authorized and noticed by the LEA governing board and included on the fee schedule. This includes all fees from group or individual fundraising, and fees for any teams, clubs, class, or any other school sponsored activity. (53G-7-503(1), R277-407-6(1))

Yes

No

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**5a Fee Waivers:**

**Waiver Policy:** Our school has adopted an easily understood fee waiver policy which complies with all state Code and Rule requirements. (53G-7-504(1)(b)(i), R277-407-6(9), R277-407-8(10), R277-407-9(6))

Yes

No

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**5b** Our school has a policy that grants a fee waiver or provides a provision in lieu of a fee waiver to a student, on a case by case basis, who does not qualify for a fee waiver under other eligibility standards, but who is not reasonably capable of paying a fee. (53G-7-504(1), R277-407-8(3) & (8)(a), R277-407-11(4))

Yes

No

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**5c Waivers Granted:** Our school grants fee waivers to students who qualify under the set categories in rule and statute, and to students who would otherwise be denied the opportunity to fully participate or complete a requirement because of an inability to pay. (53G-7-504(1), R277-407-8(3) & (8)(a))

Yes

No

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**5d Waiver Administrator:** Our school has at least one appropriate administrative-level employee who has been designated to review and to grant or deny fee waiver requests. (R277-407-8(4))

Yes

No

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5e **Waiver Protocol:** Our school administers the process for obtaining a fee waiver or pursuing an alternative fairly, objectively, without delay, and in a manner that avoids stigma, embarrassment, undue attention, and unreasonable burdens on students and parents. (R277-407-8(5))

Yes

No

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5f **Waiver Confidentiality:** Our school maintains the confidentiality of students receiving fee waivers or a provision in lieu of fee waivers, treating them no differently than other students. We do not allow them to be identified to students, staff members, or other persons who do not need to know. (R277-407-8(6) &(7))

Yes

No

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5g **Provision in Lieu:** Any service given in lieu of fee waivers follows all Federal Fair Labor Standards, state Code, and Rule requirements. (R277-407-9(2))

Yes

No

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6a **Fundraising:** Our school fundraising policy complies with all state Code and Rule requirements. (R277-407-10)

Yes

No

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6b **Donations:** Our school follows all state rules and federal laws relating to donations. (R277-407-7)

Yes

No

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7a **Training:** Our LEA has developed a school fees training plan that requires LEA and school employees to train annually regarding school fees policies specific to their job functions. (R277-407-15(4))

Yes

No

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Once you click next you will not be able to return to previous questions in the certificate. Please verify your answers before you continue.

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**8a Elementary Schools:**

**Elementary School Fees:** No fees are charged for any elementary school activities, classes, or events that are part of the regular school day. No fees are charged for materials, textbooks, or supplies used during the regular elementary school day. (R277-407-3)

Yes

No

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8b Any fees charged for classes, activities, or events outside of the regular school day follow all school fees rules. (R277-407-4)

Yes

No

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8c **Supplies List Language:** Any lists of suggested materials given to parents of elementary students include the exact required language from R277-407-3(6) preceding the list.  
“NOTICE: THE ITEMS ON THIS LIST WILL BE USED DURING THE REGULAR SCHOOL DAY. THEY MAY BE BROUGHT FROM HOME ON A VOLUNTARY BASIS, OTHERWISE, THEY WILL BE FURNISHED BY THE SCHOOL.”

Yes

No

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**Docs:** The documents listed in R277-407-6(8)(b) along with the LEA fee schedule and fee waiver policies are to be included with registration materials. What date were these documents provided to parents or guardians?

(Place in box below as mm/dd/yyyy format)

\_\_\_\_\_

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**Finish:** Having attested that  $\{e://Field/School\_Name\}$  charges fees, having completed all school fee compliance questions, and having provided the registration document dispersal date,

I HEREBY CERTIFY THAT THE FOREGOING IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

Please sign your full name below:

**END OF CERTIFICATE**