

1 **R277. Education, Administration.**

2 **R277-108. Annual Assurance of Compliance by Local School Boards.**

3 **R277-108-1. Authority and Purpose.**

4 (1) This rule is authorized by:

5 (a) [Utah Constitution Article X, Section 3](#), which vests general control and
6 supervision over public education in the Board; and

7 (b) [Subsection 53E-3-401\(4\)](#), which allows the Board to make rules to execute the
8 Board's duties and responsibilities under the Utah Constitution and state law and allows
9 the Board to interrupt disbursements of state aid to any district which fails to comply with
10 rules adopted in accordance with the law.

11 (2) The purpose of this rule is to provide local school boards with a list of laws
12 requiring local school board action and a means of assuring that local boards are in
13 compliance.

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15 **R277-108-2. Definitions.**

16 (1) "Assurance document" means the Annual Assurances of Compliance list
17 outlined in Subsection R277-108-3.

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19 **R277-108-3. Incorporation of Annual Assurances of Compliance.**

20 (1) This rule incorporates by reference the Local Education Agency (LEA)
21 Compliance and Assurance Checklist for ~~[2018-2019]~~2019-2020 School Year
22 ~~[(09/06/2018)]~~(09/06/2019), which lists the required state and federal compliance
23 information for identified programs and funds, including:

24 (a) Board Rule;

25 (b) State statute;

26 (c) Federal Code of Regulations; and

27 (d) Federal Law.

28 (2) A copy of the current Annual Assurances of Compliance List is located at:

29 (a)

30 <https://www.schools.utah.gov/financialoperations/formsapplications?mid=2382&tid=2>; and
31 (b) the Utah State Board of Education - 250 East 500 South, Salt Lake City, Utah
32 84111.

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34 **R277-108-4. Assurance Document Creation and Availability.**

35 (1) The Superintendent shall provide a list of laws and a list of State Board of
36 Education Administrative Rules which require action or compliance by June 1 of each year
37 to school district superintendents, the superintendent for the Utah School for the Deaf and
38 the Blind and charter school directors.

39 (2) The list described in Subsection (1) shall be approved by the Board and shall
40 identify laws and rules along with required compliance dates and reporting forms, if
41 different or necessary than or in addition to the annual assurance document.

42 (3) The Superintendent shall consolidate all required reporting and compliance
43 forms and provide for electronic reporting, to the extent possible and ensure the assurance
44 document is available publicly.

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46 **R277-108-5. Process, Procedures, and Penalties.**

47 (1) An LEA shall submit the required annual responses to the assurance
48 document and other compliance forms on or before dates identified by the Board.

49 (2) An LEA's assurance document shall contain a signed attestation by the
50 appropriate authority attesting to the accuracy and validity of all responses and
51 assurances provided by an LEA.

52 (3) In the event that an LEA is unable to provide required assurances, compliance
53 information or forms by required dates, an LEA shall provide to the Superintendent a
54 written explanation of the LEA's inability and provide an anticipated submission date.

55 (4) An LEA's request for additional time to provide the assurance shall be
56 reviewed by the Superintendent and accepted or rejected in a timely manner.

57 (5) The Superintendent shall request a written explanation from an LEA and
58 identified schools that fail to meet the reporting and compliance deadlines and that have

59 not provided an explanation and request for a delayed submission date.

60 (6) Following an opportunity to provide explanations and request a delayed
61 submission date, an LEA and identified schools shall be notified of penalties assessed by
62 the Board against the LEA in accordance with rule [R277-114](#), state law, or federal law.

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64 **R277-108-6. Reporting Deadlines.**

65 Responses for the assurance document from an LEA are due to the
66 Superintendent no later than July 1 of each year.

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68 **R277-108-7. Record Retention.**

69 (1) Responses to the assurance document, as required by the Board, shall be
70 kept on file by the Superintendent for five years, together with letters of explanation and
71 documentation of penalties, as directed by the Board.

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73 **KEY: local school boards, compliance**

74 **Date of Enactment or Last Substantive Amendment: November 29, 2018**

75 **Notice of Continuation: September 13, 2017**

76 **Authorizing, and Implemented or Interpreted Law: [Art X Sec 3](#); [53E-3-401\(4\)](#)**