

SAMPLE

Sy2019-20 Utah School Fees Certificate of Compliance

Start of Block: Identifiers

Utah Public Schools
School Fees Certification of Compliance

This certificate is intended for $\{m://FirstName\} \{m://LastName\}$. Are you filling out this certificate for $\{e://Field/LEA_Name\}$?

- Yes
- No (write in the correct name here)

The identifier for $\{e://Field/LEA_Name\}$ is $\{e://Field/LEA_Number\}$, is this identifier correct?

- Yes
- No (write in the correct number here)

Please identify your position.

- Board Chair
 - Superintendent
 - LEA School Fees Contact
 - Charter School Director
 - Principal
-

Designee Completing Certification

- Name _____
 - Title _____
-

Assurances

Working Knowledge and Understanding of:

I give assurance that I and/or my designee named above have an understanding of and a working knowledge of the following code, rule and permanent injunction:

1) Utah Code Section 53G Part 5 School Fees Part 6 Textbook Fees, Part 7 Student Clubs and Part 8 School Uniforms. ([Utah Code Section 53G-7](#))

- Yes
 - No
 - N/A
-

2) Administrative Rule 277-407 "School Fees" ([UT Admin Code R277-407 School Fees](#))

- Yes
 - No
 - N/A
-

3) Permanent Injunction. ([1994 Permanent Injunction Civil Case No. 920903376](#))

- Yes
 - No
 - N/A
-

School Fees

Does your LEA charge a fee, deposit, other charge or expenditure as a condition for student participation in an activity, class, or program provided, sponsored, or supported by or through a public school? ([53G-7-501\(6\)](#), [R277-407-2](#))

- Yes
 - No
-

If you answered "No" to the "School Fees" compliance item above, then your certification is complete with your confirmation below.

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

Type your full name below.

If you answered "Yes" to the "School Fees" compliance item above, complete the following checklist of assurances and the statistical report then submit links to the required documents. Certify with your digital signature at the end of the survey.

End of Block: Identifiers

Start of Block: Schedule (MC)

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](#), [R277-407-6\(2\)\(b\)](#))

- Yes
 - No
 - N/A
-

Fee Schedule Completeness

Our LEA only charged fees that were properly authorized and noticed by the LEA governing board, and included on the fee schedule. This includes fees for any teams, clubs, class, or any other school sponsored activity. ([53G-7-503\(1\)](#), [R277-407-6\(1\)](#))

- Yes
- No
- N/A

End of Block: Schedule (MC)

Start of Block: Waiver (MC)

Waiver Policy

Our LEA has adopted an easily understood fee waiver policy which complies with all state code and rule requirements. ([53G-7-504\(1\)\(b\)](#), [R277-407-8\(10\)](#), [R277-407-6\(8\)\(a\)](#), [R277-407-9\(6\)](#))

- Yes
 - No
 - N/A
-

Waivers Granted

Our LEA grants fee waivers to students who qualify under 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 \(3,8\)](#), [R277-407-11](#))

- Yes
 - No
 - N/A
-

Waiver Administrator

Our LEA has an appropriate administrative level employee who has been designated to review and grant fee waiver requests. ([R277-407-8\(4\)](#))

- Yes
 - No
 - N/A
-

Waiver Confidentiality

Our LEA maintains the confidentiality of students receiving fee waivers or provisions 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\(9\)\(6\)](#), [R277-407-8\(5,6,7\)](#))

- Yes
 - No
 - N/A
-

Service in Lieu

Any service given in lieu of fee waivers follows all state code and rule requirements. ([53G-7-504\(2\)](#), [R277-407-9](#))

- Yes
 - No
 - N/A
-

Notice of Waiver

A copy of our LEA's fee schedule and fee waiver policies is included with our registration materials and provided to those that enroll after the initial enrollment period. ([53G-7-505\(3\)\(b\)\(ii\)](#), [R277-407-6\(6\)\(a\)\(ii,iii\)](#))

- Yes
- No
- N/A

End of Block: Waiver (MC)

Start of Block: Fundraising (MC)

Our LEA fundraising policy complies with all state code and rule requirements. ([R277-113](#), [R277-407-10](#))

- Yes
- No
- N/A

End of Block: Fundraising (MC)

Start of Block: Donations

Our LEA follows all rules relating to donations. ([R277-113](#), [R277-407-7](#))

- Yes
- No
- N/A

End of Block: Donations

Start of Block: Elementary Schools

Elementary School Fees

No fees are charged for any elementary school activities that are part of the regular school day or for supplies used during the regular school day. Any fees charged for other activities follow all rules related for fees. ([53G-7-503\(2\)](#), [R277-407-3\(1\)](#))

- Yes
 - No
 - N/A
-

Supplies List Language

Any lists of suggested materials given to parents of elementary students include the exact required language preceding the list. ([53G-7-503\(2\)\(b\) and \(c\)](#), [R277-407-3\(6\)](#))

- Yes
- No
- N/A

End of Block: Elementary Schools

Start of Block: Statistical Reporting and Documents to be Linked (Statistical Report)

Statistical Reporting and Documents to be Linked ([R277-407\(14\)](#)):

- Total # of Students (Enrollment as of October 1st) _____
- Total # of Students Given Fee Waivers _____
- Total \$ Amount of Fees Waived _____
- Total # of Students that Worked in Lieu of Fee Waivers _____
- Total \$ Amount of Fees _____
- Total \$ Amount of Fees from **Curricular** Activities Paid to Schools _____
- Total \$ Amount of Fees from **Co-Curricular** Activities Paid to Schools _____
- Total \$ Amount of Fees from **Extra-Curricular** Activities Paid to Schools _____

End of Block: Statistical Reporting and Documents to be Linked (Statistical Report)

Start of Block: Statistical Reporting and Documents to be Linked (Document Links)

Fee Schedule

Paste the URL for the Local Board Meeting minutes that gives approval for the schedule.

Fee Spend Plan

Fee Policy

Fee Waiver Policy

Notice of fee waiver criteria provided by the LEA to a student's parent or guardian

End of Block: Statistical Reporting and Documents to be Linked (Document Links)

Start of Block: Signature Block (School Fees Compliance)

If you answered "Yes" to the "School Fees" compliance item on the first page of the compliance certificate, have answered all related questions, and have attached statistical data, then your certification is complete with your confirmation below.

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

Type your full name below.

Please sign below with mouse:

End of Block: Signature Block (School Fees Compliance)

Start of Block: Block 9

This completes your Certificate of Compliance. Please verify all your information is correct and complete before clicking submit.

End of Block: Block 9