

Student Fees, Fines and Charges - FI

Definitions

A “fee” is any charge, deposit, rental, or other mandatory payment, however designated, whether in the form of money or goods. Admission fees, transportation charges and similar payments to third parties are fees if the charges are made in connection with an activity or function sponsored by or through a school. For the purposes of this policy, charges related to the National School Lunch Program are not fees.

“Student supplies” are items which are personal property of a student which, although used in the instructional process ~~are~~, are commonly purchased and used by persons not enrolled in the class or activity in question and have a high probability of regular use in other than school-sponsored activities. Student supplies include pencils, paper, notebooks, crayons, scissors, Basic clothing for healthy lifestyle classes, ~~standard gym clothing~~ and any similar personal or consumable supplies over which a student retains ownership. The term does not include items such as the foregoing for which specific requirements such as brand, color, or a special imprint are set in order to create a uniform appearance not related to basic function.

“Optional Project” is a project chosen and retained by a student in lieu of a meaningful and productive project otherwise available to the student which would require only school-supplied materials.

“Textbook” is a book, workbook, and materials similar in function which are required for participation in a course of instruction.

“Secondary school” means a school that provides instruction to students in any of the following grades 7, 8, 9, 10, 11, or 12.

“Secondary school student” means a student enrolled in a secondary school, including a student in grade 6 if the student attends a secondary school.

“Elementary school student” means a student who is not enrolled in a secondary school.

“Provision in lieu of fee waiver” means an alternative to fee payment and waiver of fee payment. A plan under which fees are paid in installments or under some other delayed payment arrangement is not a waiver or provision in lieu of fee waiver.”

Utah Admin. R 277-407-1 (August 7, 2013)(October 9, 2012

Utah Code § 53A-12-102 (1) (2015) (2013)

Fees and Restrictions Elementary School Students

No fee shall be charged to elementary school students for materials, textbooks, workbooks, supplies or any class, activity, assembly or field trip.

Student Fees, Fines and Charges - FI

Student supplies must be provided for elementary students. A student may, however, be required to replace supplies provided by the school, which are lost, wasted, or damaged by the student through careless or irresponsible behavior.

An elementary school or elementary school teacher may compile and provide to a student's parent or guardian a suggested list of supplies for use during the regular school day so that a parent or guardian may furnish on a voluntary basis those supplies for student use.

A list provided to a student's parent or guardian must include and be preceded by the following language:

“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.”

Utah Admin. R. 277-407-3 ([August 7, 2013](#))(~~July 12, 2012~~)

Utah Code Ann. §53-a-12-102 ([2015](#))(~~2012~~)

Donations or contributions may be invited on forms provided to parents or guardians of students, but must clearly state that donations and contributions are voluntary, and are not required for participation in an activity or class.

Utah Admin. R. 277-407-5 ([August 7, 2013](#))(~~October 9, 2012~~)

Secondary School Students

Textbook fees may be charged to secondary school students.

If a class is established or approved which requires payment of fees or purchase of materials, tickets to events, etc., in order for students to participate fully and to have the opportunity to acquire all skills and knowledge required for full credit and highest grades, the class shall be subject to the fee waiver provisions provided herein.

Secondary school students are required to provide their own student supplies.

Utah Admin. R. 277-407-3 ([August 7, 2013](#)) (~~October 9, 2012~~)

Utah Code Ann. § 53A-12-102 ([2015](#))(~~2013~~)

General Provisions

Regardless of age or grade level, the following provisions are applicable to all students:

1. Students of all grade levels shall be required to provide materials for their optional projects. Students may not be required to select an optional project as a condition for enrolling in or completing a course. Any course related to a project must be based on projects and experiences that are free to all students.

Utah Admin. R. 277-407-3 ([August 7, 2013](#)) (~~October 9, 2012~~)

2. A fee shall be charged in connection with any school-sponsored activity which does not take place during the regular school day, if participation is voluntary and does not affect a student's grade or ability to participate fully in any course taught during the regular school day, and if school officials determine that a fee is necessary to cover the costs of the activity.

Student Fees, Fines and Charges - FI

Utah Admin. R. 277-407-4 (~~August 7, 2013~~)(~~October 9, 2012~~)

3. Fees for extracurricular activities sponsored by the Utah High School Activities Association shall not exceed limits established thereby.
4. No fee shall be charged or assessed in connection with any class unless the fee has been set and approved by the Board and notice given, in accordance with the following provisions:
 - a. The Board shall annually adopt a fee schedule and policies during a regularly scheduled Board meeting open to the public. Notice of the meeting shall be posted visibly in all District facilities and published in a local newspaper. If school is in session one week prior to the meeting, notice shall be sent of the meeting's subject matter to parents via their children. Minutes of the meeting shall be kept and made available upon request.
 - b. After adoption of the fee schedule and policies, copies thereof shall be made available upon request at all school and offices of the District, and shall be included with all registration materials provided to potential or continuing students. The fee schedule and policies shall be accompanied by a copy of the fee waiver policies, including the required standard forms provided to the District by the State Office of Education regarding fee waivers.
5. Fees for school-sponsored activities, including expenditures for activities, uniforms, clubs, clinics, travel, and subject area and vocational leadership organizations shall be kept to a minimum to allow equal opportunity for participation.
6. Donations or contributions for activities or for general use may be solicited after approval by the school Principal or the Board. The Board or its designee may accept such. All requests for donations and contributions must clearly state that donations and contributions are voluntary and that no elementary or secondary school may require a donation in order for a given student to participate in an activity.
7. No present or former student of the District shall be denied receipt of transcripts or a diploma for failure to pay school fees. No charge will be made to _____ cover _____ the cost of duplicating and mailing copies of school records to _____ elementary or _____ secondary schools where the student is enrolled or intends to _____ enroll.

Utah Admin. R. 277-407-5 (~~August 7, 2013~~)(~~October 9, 2012~~)

School Store

The District may operate a school store where students may purchase school supplies and materials.

Waiver of Fees

A deposit or fee, which a student and his or her parent or guardian is unable to pay, may be waived in whole or in part. Procedures for waiver of fees or deposits may be posted in a central location in each school.

Utah Code Ann. § 53A-12-103(1) (~~2008~~)(~~2012~~)

Student Fees, Fines and Charges - FI

Textbook and workbook fees may be waived, if the books are required for courses of instruction for each child whose parent or guardian is financially unable to purchase them, as determined in accordance with this fee waiver procedure.

Utah Code Ann. § 53A-12-204(2) ~~(2002)~~(2012)

General Procedure

Students who are in state custody or foster care, or are receiving public assistance in the form of [Temporary Assistance for Needy Families \(“TANF”\)](#) ~~Aid to Families with Dependent Children~~, or receiving Supplemental Security Income as a qualified disabled child, or are eligible for free school lunch will have all fees waived. Other fee waivers may be granted in whole or in part because of extenuating circumstances such as exceptional financial burden, loss or substantial reduction of income, or extraordinary medical expenses. Requests for fee waivers are to be made to the school principal. The principal shall make a fair and objective decision without delay.

The application for fee waiver shall include documentation and verification by the parent (1) of the student’s eligibility for the waiver and (2) that the alternatives for satisfying fee requirements have been complied with to the fullest extent reasonably possible under the individual circumstances of the waiver applicant and of the school. In addition, the application shall specify the acceptable forms of documentation, which shall include verification based on income tax returns or current pay stubs.

Utah Code Ann. § 53A-12-103 (2008)

The waiver application and associated required documentation shall incorporate and conform to the regulations issued by the State Office of Education, which will specify the forms of documentation and verification which are acceptable.

Utah Code Ann. § 53A-12-103 (2008)

[Utah Admin. Rules R277-407-6 \(August 7, 2013\)](#)

[The waiver application and associated required documentation shall incorporate and conform to the regulations issued by the State Office of Education, which will specify the forms of documentation and verification which are acceptable.](#)

[Utah Code § 53A-12-103 \(2008\)](#)

The principal may grant a full or partial fee waiver or deny the waiver request. If the principal grants a waiver in whole or in part, he/she shall also include one or more of the following alternatives to allow the student to satisfy the fee requirement:

1. The student provides tutorial assistance before or after school.
2. The student provides assistance before or after school to teachers or other school personnel on school related matters.
3. The student provides general community or home service.

Other alternatives may be added by each school principal, subject to approval by the Board. When an alternative to meeting the fee requirement is imposed by the principal, then the principal shall outline in detail the responsibilities of the student to meet the fee

Student Fees, Fines and Charges - FI

requirement alternative. Alternatives shall not apply to textbook fees, which are waived without an alternative requirement for qualifying students.

Utah Code Ann. § 53A-12-103(2)(2008)

Appeals of the Principal's decision on the granting of fee waivers may be made to the Superintendent of Schools. Appeals of Superintendent's decision may be made to the Board. At all times during the fee waiver procedure, the privacy rights of students and parents will be protected and no student will be discriminated against or denied an opportunity to participate in a class or school-sponsored or supported activity because of inability to pay or because of a request for a fee waiver.

Full or proportionally reduced waivers or provisions in lieu of fee waivers are available for any student eligible for reduced price school lunch.

Requirements for fees for a given student shall be suspended during any period during which the student's eligibility for waiver is being determined or appealed.

No waiver shall be granted for charges assessed pursuant to a student's damaging or losing school property. A school shall not exclude the student from school but may withhold transcripts or diplomas to obtain payment of such charges pursuant to the Board policy regarding defacing or injuring school property. However, a school may not withhold student records that will prevent the student from attending school or being properly placed in school. ~~However,~~ In addition, if the Department of Human Services or a licensed child-placing agency has been granted custody of the student, that student's records, if requested by the department or agency, may not be withheld from the department or agency for nonpayment of damages.

Utah Code Ann. § 53A-11-806 (2008)

Utah Admin. Rules R277-407-6.F(2) (August 7, 2013)

The Board shall provide for balancing of financial inequities among District schools so that the granting of waivers and provisions in lieu of fee waivers do not produce significant inequities through unequal impact on individual schools.

Utah Admin. R. 277-407-06 ~~(August 7, 2013)~~ (October 9, 2012)

Required Notices and Action

The District and each school shall use the following standard forms as they are provided by the State Office of Education:

1. Standard ~~secondary school~~ parental notification letter (“School Fees Notice for Families of Students in Grades Seven Through Twelve” or “School Fees Notice for Families of Children in Kindergarten Through Six Grade”);
2. Standard fee waiver application (“Fee Waiver Application (Grades K-6 or “Fee Waiver Application (Grades 7-12)”);
3. Standard written decision and appeal form (Fee Waiver Decision and Appeal Form”);
4. District certification of compliance (School District Certification of Compliance”);

Student Fees, Fines and Charges - FI

5. Secondary school certification of compliance ([“Secondary School Certification of Compliance \(For Use In Schools Serving Any Grade, 7-12\)”](#));
- ~~6. Standard elementary school parental notification letter;~~
76. Elementary school certification of compliance ([“Elementary School Certification of Compliance \(For Use IN Schools Serving Any Grade, K-6\)”](#)).

These standard forms as drafted and adopted by the State Office of Education are hereby incorporated into these policies. The District and each school shall adhere to the terms and conditions set forth below and in the standard forms.

As used in the standard forms, ~~and in the procedures set forth below,~~ the term "waiver" shall include provisions in lieu of fee waivers.

Standard Secondary School Parental Notification Letter

~~The standard secondary school parental notification letter shall be provided to every potential, new or current student's parent or guardian of each secondary school in the District prior to the time when fees become due, not the same day that fees are due. The notification letter shall include but not be limited to the following information:~~

- ~~1. Easily understandable procedures for obtaining waivers, for appealing a denial of a waiver, and stating that any requirement that a given student pay a fee is suspended during any period when the student's eligibility for waiver is being determined or during which a denial of waiver is being appealed.~~
- ~~2. Eligibility criteria for fee waivers including the following:
 - ~~a. Any child who is eligible for free school lunch;~~
 - ~~b. Any family which is receiving public assistance in the form of Aid to Families with Dependent Children AFDC)~~
 - ~~c. Any child who receives Supplemental Security Income (SSI); as a qualifying disabled child or is in state custody or foster care.~~~~
- ~~3. Additional eligibility criteria for fee waivers as follows:
 - ~~a. In the event the family does not qualify for a fee waiver under one of the foregoing standards but, because of extenuating circumstances such as, but not limited to, exceptional financial burdens such as loss, substantial reduction in income or extraordinary medical expenses, or is not reasonably capable of paying the fee.~~~~
- ~~4. Information that, if a family is eligible for a fee waiver, a plan under which fees are paid in installments or under some other delayed payment arrangement is not a waiver or provision in lieu of fee waiver.~~
- ~~5. Information that, if a family is eligible for a complete fee waiver, all fees shall be waived including not only fees such as textbook fees, class fees, locker fees, etc., but also classroom fees, student activity card fees, and fees for activities outside of the regular school day such as after school activities and athletics. All applicable fees, including the following, shall be waived if a family is eligible for a complete waiver:
 - ~~a. Registration fees~~
 - ~~b. Textbook fees~~~~

Student Fees, Fines and Charges - FI

- e. ~~Student activity card fees~~
- d. ~~Extracurricular activity participation fees~~
- e. ~~Class or classroom fees~~
- f. ~~Uniform and accessory fees~~
- g. ~~Gym and towel fees~~
- h. ~~Locker fees~~
- i. ~~Miscellaneous fees.~~

~~If a principal determines that a partial fee waiver is appropriate, he/she shall designate those fees and/or portions of fees, which are waived.~~

~~The parental notification letter may indicate that charges for class rings, letter jackets, yearbooks, and similar articles not required for participation in a class or activity are not fees and are not subject to the waiver requirements.~~

Standard Fee Waiver Application

~~The standard fee waiver application shall be provided to parents and guardians in conjunction with either the standard elementary school parental notification letter or the standard secondary school parental notification letter. The standard fee waiver application shall remind parents and guardians to read the notification letter and, in addition, note that school officials may not ask students or their parents or guardians to accept any type of deferred payment plan, installment payment plan, or IOU in lieu of a required waiver.~~

~~The standard fee waiver application shall also require documentation and verification that the student is eligible and that alternatives to fee requirements have been complied with to the extent possible, as required by the regulations issued by the State Office of Education.~~

~~*Utah Code Ann. § 53A-12-103(5) (2008)*~~

Standard Written Decision and Appeal Form

~~The standard written decision and appeal form shall be provided to every student's parent or guardian who requests school fee waivers. The form shall provide for communication of the following information:~~

- ~~1. Whether the waiver request is granted or denied;~~
- ~~2. If denied in whole or in part, the following written information shall also be provided; The grounds for denial of the fee waiver; The family's right to appeal the denial; and Notice that any requirement that the affected student pay a fee is _____ suspended during any period during which the student's eligibility waiver _____ is being appealed.~~

Standard District Certification of Compliance

~~The District shall submit a district certification of compliance to the State Board of Education. The compliance form must be signed by the superintendent and the Board~~

Student Fees, Fines and Charges - FI

president. The District certification of compliance shall certify compliance with the following and the District shall comply with the following:

1. That all secondary schools within the District send the standard secondary school parental notification letter to each potential, new or current student's parent or guardian providing information concerning fee schedules and fee waiver policies prior to the time when fees became due, but not the same day fees were due.
2. That copies of each secondary school's standard secondary school parental notification letter are attached to the District's certification of compliance, together with a statement concerning the date the notice was sent to each parent or guardian and the method used by each secondary school to send the notice.
3. That the District's fee waiver policy is in full compliance with applicable law and with rules of the State Board of Education.
4. That all secondary schools within the District include copies of the District's school fee waiver policy with all registration materials provided to potential new or continuing students.
5. That a copy of the District's fee waiver policy is attached to the certification of compliance.
6. That all secondary schools within the District provide the standard fee waiver application to each potential new or current student's parent or guardian who requests information about waivers or seeks to apply for a fee waiver.
7. That copies of each secondary school's standard fee waiver application are attached to the certification of compliance.
8. That all secondary schools within the District use a standard written decision and appeal form in responding to each student, parent, or guardian who requests fee waivers, and that the form includes the following information:
 - a. Whether the waiver request was granted or denied;
 - b. In the event a waiver request was denied in whole or in part, the following information was provided:
 - i. An explanation of the grounds for the denial;
 - ii. An explanation of the family's right to appeal the denial; and
 - iii. Notice that any requirement that the affected student pay a fee is suspended during any period when the student's eligibility for waiver is being appealed.
9. That all schools and teachers within the District are precluded from collecting school fees including class special activity and project fees that are not approved by the Board and listed on the District's secondary school fee schedule.
10. That copies of the fee schedules used in each secondary school within the District, and a copy of the Board's minutes approving such fees, are attached to the certification of compliance.
11. That all schools within the District waive fees for eligible children if a class is established or approved which requires payment of fees or purchase of materials, tickets to events, etc., in order for students to participate fully and to have the opportunity to acquire all skills and knowledge required for full credit and highest grades.
12. That all employees of the District are prohibited from presenting the concept of paying fees in installments or some other delayed payment arrangement in

Student Fees, Fines and Charges - FI

- ~~_____ response to an inquiry from parents or students concerning or requesting fee
_____ waivers.~~
- ~~13. _____ That all secondary schools within the District use confidential application and
_____ notice procedures regarding school fees and school fee waivers to avoid
_____ stigmatizing or embarrassing children and families applying for or receiving fee
_____ waivers. The procedures for confidentiality include, as a minimum, the following:~~
- ~~_____ a. _____ That no school within the District uses a separate line in a large room
_____ during registration for families or individuals seeking to obtain a school
_____ fee waiver.~~
 - ~~_____ b. _____ That no school within the District discusses or determines a person's
_____ eligibility for school fee waivers in the presence of other parents or
_____ children.~~
 - ~~_____ c. _____ That no school within the District uses students to either collect fees or
_____ assist in the fee waiver application process.~~
- ~~14. _____ That District employees are prohibited from asking why students' parents or
_____ guardians cannot pay the school fees, or why they cannot pay the fees in
_____ installments, when information about school fee waivers is sought or an
_____ application is submitted for a school fee waiver, if the affected student is eligible
_____ for a school fee waiver under any of the following categories:~~
- ~~_____ a. _____ The student is eligible for free school lunch;~~
 - ~~_____ b. _____ The student's family is receiving public assistance in the form of Aid to
_____ Families with Dependent Children (AFDC)~~
 - ~~_____ c. _____ The student receives Supplemental Security Income (SSI); as a
_____ qualifying disabled child or is in state custody or foster care.~~
- ~~15. _____ That all elementary schools within the District send, prior to registration, the
_____ standard elementary school parental notification letter to each potential new or
_____ current student's parent or guardian notifying the parents and guardians that no
_____ compulsory school fees may be assessed to elementary students.~~
- ~~16. _____ That copies of each elementary school's standard elementary school parental
_____ notification letter are attached to the certification of compliance together with a
_____ statement listing the date said notice was sent to each parent or guardian and the
_____ method used by each elementary school to send said notice.~~
- ~~17. _____ That although donations or contributions may be solicited by elementary and
_____ secondary schools within the District, such solicitations clearly state that
_____ donations and contributions are voluntary and that no elementary or secondary
_____ school may require a donation in order for a given student to participate in an
_____ activity.~~
- ~~18. _____ That no elementary or secondary school employee shall make any statement to
_____ any person lacking both a right and a need to know, or post any list accessible to
_____ unauthorized persons, regarding those students, parents or guardians who have or
_____ have not paid fees or made a contribution or donation to the school, a program, or
_____ classroom; provided, however, that appropriate recognition can be given to
_____ persons or organizations which have made a major contribution or donation.~~
- ~~19. _____ That each secondary school within the District is prohibited from collecting any
_____ school fees unless the school is in full compliance with all rules of the State Board~~

Student Fees, Fines and Charges - FI

~~_____ of Education and with all applicable state and federal laws governing school fees and school fee waivers.~~

~~20. That each elementary and secondary school has submitted a signed school certification of compliance to the District superintendent.~~

~~21. That no school within the District enhances, reduces, or withholds grades or withholds report cards or diplomas to enforce payment of fees, donations or fines.~~

~~A certification shall be signed by the Superintendent and Board President certifying that the information reported is true and correct to their knowledge and belief.~~

Secondary School Certification of Compliance

~~Each secondary school principal shall submit a signed copy of the secondary school certification of compliance on the form provided by the State Office of Education to the District superintendent. The superintendent shall then forward a copy of each certification to the State Office of Education. The certification shall include the following statements and each secondary school shall be in compliance with the following requirements:~~

~~1. That the school, prior to the time when fees became due, but not on the same day fees were due, sent the standard secondary school parental notification letter regarding schedules and fee waiver policies to the parent or guardian of each student who is now attending or is scheduled to attend the school.~~

~~2. That a copy of the standard secondary school parental notification letter is attached to the certification of compliance together with a statement of the date said notice was sent to each parent or guardian and the method used by the school to send the notice.~~

~~3. That the school's fee waiver policy is in full compliance with applicable state and federal law and with the rules of the State Board of Education.~~

~~4. That the school includes a copy of the District's school fee waiver policy with all school registration materials provided to potential, new or continuing students.~~

~~5. That the school provides the standard school fee waiver application to each potential, new or current student's parent or guardian who requests information about school fees or seeks to apply for a fee waiver.~~

~~6. That a copy of the standard fee waiver application used by the school is attached to the certification of compliance.~~

~~7. That the school uses the standard written decision and appeal form in responding to all students, parents or guardians who request fee waivers and that the following information is included in the standard written decision and appeal form.~~

~~a. Whether the waiver request was granted or denied;~~

~~b. If a waiver request is denied in whole or in part, the following written information is also provided:~~

~~i. An explanation for the grounds for such denial;~~

~~ii. An explanation of the family's right to appeal the denial; and~~

~~iii. Notice that any requirement that the affected student pay a fee is suspended during any period when the student's eligibility for waiver is being appealed.~~

Student Fees, Fines and Charges - FI

8. ~~That the school and its staff do not attempt to collect school fees that are not approved by the Board or are not listed on the District's secondary school fee schedule.~~
9. ~~That a copy of the fee schedule used in the school is attached to the certification of compliance form.~~
10. ~~That the school waives school fees for eligible students if a class is established or approved which requires payment of fees or purchase of materials, tickets to events, etc., in order for students to participate fully and to have the opportunity to acquire all skills and knowledge required for full credit and highest grades.~~
11. ~~That the school uses confidential application and notice procedures regarding school fees and school fee waivers to avoid stigmatizing or embarrassing students or families applying for or receiving fee waivers. The procedures for confidentiality include but are not limited to the following:~~
 - a. ~~The school does not use a separate line in a large room during registration for families or individuals seeking to obtain a school fee waiver.~~
 - b. ~~The school does not discuss or determine a student's eligibility for school fee waivers in the presence of other parents or children.~~
 - c. ~~The school does not use students to either collect fees or assist in the fee waiver application process.~~
12. ~~That District employees within the school are prohibited from asking a student, parent or guardian either why the school fees cannot be paid or why the fees cannot be paid in installments when information about school fee waivers is sought or an application is submitted for a school fee waiver, if the student is eligible for a school fee waiver under any of the following categories:~~
 - a. ~~The student is eligible for free school lunch;~~
 - b. ~~The student's family is receiving public assistance in the form of Aid to Families with Dependent Children (AFDC) or~~
 - c. ~~The student receives Supplemental Security Income (SSI); as a qualifying disabled child or is in state custody or foster care.~~
13. ~~That although donations or contributions may be solicited by this school, such solicitations clearly state that donations and contributions are voluntary and that this school does not require a donation for a given student to participate in an activity.~~
14. ~~That staff in the school are prohibited from making any statement to any person lacking both the right and the need to know, and from posting any list accessible to unauthorized persons, regarding the payment or nonpayment of any fee, contribution, or donation by any student, parent, or guardian; provided that appropriate recognition may be given to any person or organization which makes a major donation or contribution.~~
15. ~~That the school does not permit the withholding, enhancement, or reduction of grades or the withholding of report cards or diplomas to enforce the payment of fees, donations, or fines.~~

The school principal shall certify that the information in the certification is true and correct to the best of his/her knowledge and belief.

Standard Elementary School Parental Notification

Student Fees, Fines and Charges - FI

~~The standard elementary school parental notification letter shall be provided to each potential, new or current student's parent or guardian in each school prior to the time when registration occurs each school year, and shall include, but not be limited to the following statements, and each elementary school shall comply with the following:~~

- ~~1. A statement that there are no compulsory school or classroom fees for elementary school students~~
- ~~2. A statement that, although donations or contributions may be solicited and accepted by the school, such solicitations make clear that all donations and contributions are voluntary and that a donation is not required in order for a given student to participate in an activity.~~

Standard Elementary School Certification of Compliance

~~Each elementary school principal shall submit a signed copy of the standard elementary school certification of compliance, which form is provided by the State Office of Education, to the superintendent. The superintendent shall forward a copy upon receipt to the State Office of Education. The certification of compliance shall contain certification of the following, and each elementary school shall comply with the following:~~

- ~~1. That the school, prior to registration, sent a copy of the standard elementary school parental notification letter to the parent or guardian of each child who is now attending or is scheduled to attend the school, and that the notice include the statement that there are no compulsory school fees for elementary school students.~~
- ~~2. That a copy of the standard elementary school parental notification letter used by the school is attached to the certification of compliance, together with a statement listing the date said notice was sent and the method used by the school to send the notice to each parent or guardian.~~
- ~~3. That although donations or contributions may be solicited by the school, such solicitations clearly state that donations and contributions are voluntary and that the school does not require a donation in order for a given student to participate in an activity.~~
- ~~4. That staff in the school are prohibited from making any statement to any person lacking both the right and the need to know and from posting any list accessible to unauthorized persons, regarding the payment or nonpayment of any fee, contribution or donation by any student, parent, or guardian; provided that appropriate recognition may be given to any person or organization which makes a major donation or contribution.~~
- ~~5. That the school does not permit the withholding, enhancement, or reduction of grades or the withholding of report cards or diplomas to enforce the payment of fees, donations, or fines.~~

~~The school principal shall sign the certification of compliance and indicate that the information contained therein is true and correct to the best of his knowledge and belief.~~

Required Addresses

~~In addition to the specific information set forth above, the standard secondary school parental notification letter, standard fee waiver application, standard written decision and~~

Student Fees, Fines and Charges - FI

~~appeal form, and standard elementary school parental notification letter shall include the name and phone numbers of the following:~~

- ~~3. Utah State Office of Education, 250 East 500 South, Box 144200, Salt Lake City,
UT 84111
1-801-538-7500~~

*~~Pat Doe . Utah State Board of Education,
3rd Judicial District Court for Salt Lake County,
Civil No. 920903376, preliminary injunction order dated 7/22/92~~*