



# School Fees Information

## Summary Fee Requirements

*Key provisions related to fee setting, imposing fees, and granting fee waivers*



- If a fee is charged to any student, the fee is subject to fee waiver.
- Fees may not be charged in elementary schools for an activity, class, or program during the regular school day.
- Fees may be charged in secondary schools, but are subject to state law, including fee waiver provisions.
- An LEA's policies shall be designed to minimize student expenditures for school-sponsored activities, classes or programs including: uniforms, clubs, clinics, travel, and additional organizations.
- Policies shall clearly state donations and contributions are voluntary; if required for an activity, it is a fee.

- Designate at least one administrative level person in each school to review and grant fee waiver requests.
- A school may not identify, and shall protect the confidentiality of a student and the student's family on a fee waiver.
- An LEA may pursue reasonable methods for collecting student fees, but may not, as a result of unpaid fees: exclude a student from school; refuse to issue a course grade; or withhold official student records, including written or electronic grade reports, diplomas or transcripts.
- Expenditures for prescriptive or expensive school uniforms, costumes, clothing, or accessories required for school attendance or participation, and expenditures for student travel as part of a school team, student group, other school trips are School Fees, require approval of the LEA Local Board, and are subject to fee waiver
- An LEA is not required to waive fees for class rings, letter jackets, school photos, or yearbooks, as long as they are not required for participation in a class, activity, or program.

## School Fees Task Force



As a result of an internal USBE and legislative audit, the School Fees Task Force was initiated to ensure that fees do not create a barrier in Utah schools.

The task force crafted a list of recommendations that have been implemented in revisions of R277-407, have the same goal and the same standards for school fees and fee waivers as HB 250.



## How to Charge a Fee



- Establish its own fee-setting and fee waiver policies, including an appeals process when a request for a fee waiver is denied.
- Approve the LEA fee schedule for the schools within the LEA at least once each year in an open and public meeting. Approval of the fee schedule may not be delegated to an administrator.
- Provide a procedure that ensures annual written notices are given to parents and guardians, review current fee schedules and LEAs' fee waiver policies.
- Limit impact of fee waivers on schools within a school district.
- Submit annual compliance forms to the State Superintendent on/before Oct 31.
- Attach the LEA's fee schedule(s) with the annual compliance forms.

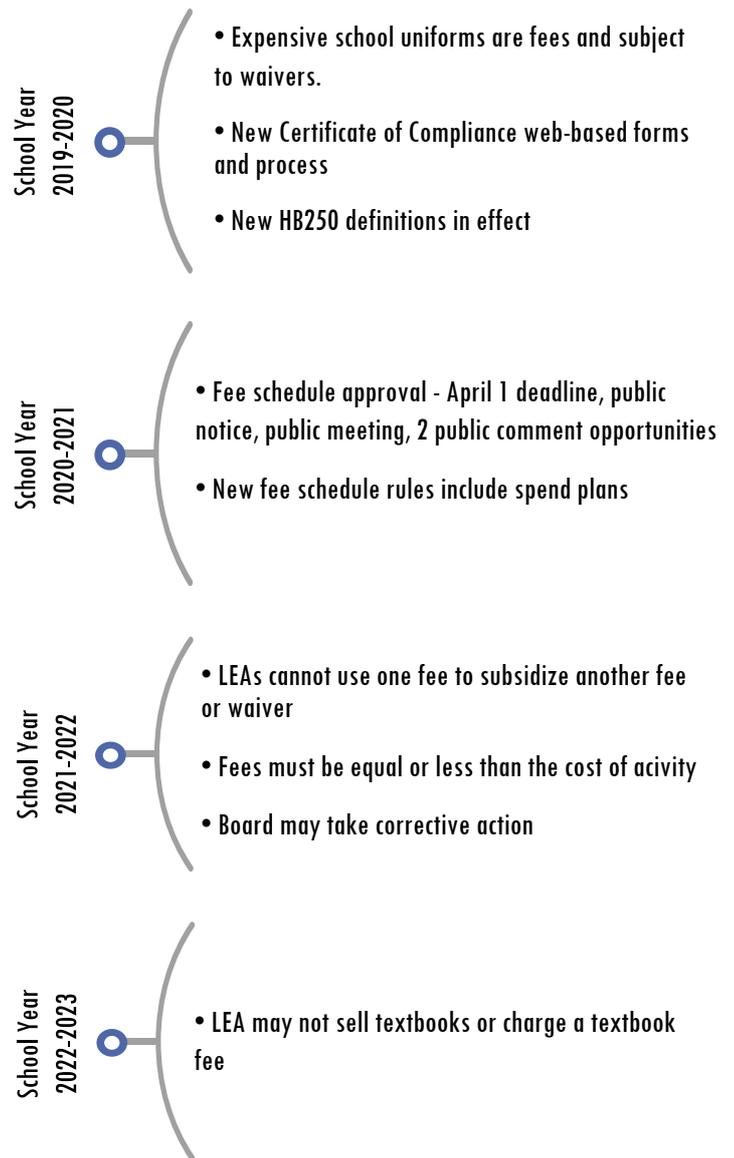
\* This document is not an exhaustive list of a school district or charter school's responsibilities or requirements under Utah Code and Board rule but is meant to be a summary of the primary requirements

## Annual LEA Reporting Requirements

LEAs are required to report the following each year:

- New webportal reporting deadline Oct. 31.
- Number of students in the LEA who received fee waivers.
- Number of students who worked in lieu of a waiver.
- Total dollar value of student fees waived by the LEA.
- Copy of the LEA's fee and fee waiver policies.
- Copy of the LEA's fee schedule for students.
- Notice of fee waiver criteria provided by the LEA to parent/guardian.
- Completed fee waiver compliance form for each school within the LEA.

## Timeline: July 1, 2019 Bill takes effect



## New Requirements

- A requirement that textbooks, instructional materials, software supporting instruction be provided for free, except for concurrent enrollment and AP textbooks (which are subject to fee waiver).
- A prohibition on required individual fundraising. Voluntary individual fundraising and mandatory group fundraising will still be allowed.
- A requirement that an LEA governing board set an annual maximum fee per activity per student
- Notice required to be provided in a language other than English if 20% or more of the parents of the students in the LEA speak a language other than English. LEA is also required to provide assistance to additional non-English speaking parents.
- A requirement that an LEA have a spend plan for the revenue collected from each fee charged.

For additional info visit: [www.schools.utah.gov/schoolfees](http://www.schools.utah.gov/schoolfees) and review the Information Packet