

# Critical Dates

## 2023-2024

### AUGUST

- **August 1** - Transfer Window for 2023-2024 closes.
- **August 11** - New Educator Induction - In Person Session
- **August 16** - JSD Job Fair - 6-8 PM - Qquirrh Hills Middle School
- **August 21** - FTE Enrollment/Staffing - 1st Day of School
- **30 days after student instruction begins.** -Associate Educator License (AEL) -AEL Educators meet with HR Administrators to discuss the Professional Learning Plan (PLP)

### SEPTEMBER

- **September 1** - FTE Enrollment/Staffing - 10th Day Count
- FTE Audits with HR
- Temporary Agreements Due

### OCTOBER

- **October 1** - FTE Enrollment/Staffing - USBE CACTUS Report

### NOVEMBER

- **November** - Educator Licensing Renewal - Educators will receive 1st HR reminder.
- Complete first JPAS

### DECEMBER

- **December 5** - HR Presentation at Principals Meeting
- **December 15** - Licensed Early Resignation/Retirement Notification Incentive - \$500

### JANUARY

- **January** - Educator Licensing Renewal - Educators will receive 2nd HR reminder.
- **January 2** - FTE Enrollment/Staffing - Semester Enrollment Review
- **January 2** - Hard to Fill Positions - Administrators may begin to post and fill Critical Need/Hard to Fill positions.
- **January 15** - Licensed Early Resignation/Retirement Notification Incentive - \$300
- **January - May** - January Hires AND Associates (AEL), Student Interns, LEA- Specifics, 1-Year Grant Positions (BTS, CARES)
  - All employee classifications above are temporary positions and must reapply annually for a position.
- **January 24** - JSD Job Fair - 6-8 - Copper Mountain Middle

### FEBRUARY

- **February 1** - Schools with educators who hold an underqualified license (AEL, LEA- Specific) will receive an Underqualified Educator Employment Status form for each educator Feb 1. Principals will submit the form to their AOS to request that the educator's contract be renewed for the 23-24 school year.
- **February 3-25** - Provisional Non- Renewals & Status Extensions - Requests are to be submitted to your respective AOS for approval, then forwarded to HR. Principals meet with and notify teachers on or before **Mar 31**
- **February 9 (approximately)** - FTE v2.0 Projections
- **February 12** - Teacher Transfer Fair and Internal Transfer Opportunities (Feb 1-28)
  - February 12 - In person
  - Time: 4:30-6:00 pm
  - Location: Mountain Ridge High
  - Elementary & Secondary
- **February 15** - Licensed Early Resignation/Retirement Notification Incentive - \$200
- **February 27** - Reduction in Staff - Requests are submitted to the respective AOS for approval, then forwarded to HR. Follow DP327-NEG Reduction in Licensed Staff. See AdminOnly - RIS Presentation for details.
- Complete 2nd JPAS

### MARCH

- **March** - Educator Licensing Renewal - Educators will receive 3rd HR reminder.
- March 1 - General Hiring for 2023-2024

### APRIL

- **April** - Educator Licensing Renewal - Educators will receive final HR letter. Requires supervisor signature.

### MAY

- **May 1** - Underqualified (Associate/LEA-Specific) candidates may be approved for hire.

### JUNE

- **June 5** - Teacher Job Share Proposals - Submit to your respective AOS and HR.

Jordan School District  
**Human Resources**   
**Critical Dates**  
 2023-2024

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June LeMaster, Ph.D., Administrator, Human Resources

Month	Professional License	Associate/LEA Specific License	Other
August		<ul style="list-style-type: none"> <li>30 days after student instruction begins. -Associate Educator License (AEL) -AEL Educators meet with HR Administrators to discuss the Professional Learning Plan (PLP)</li> </ul>	<ul style="list-style-type: none"> <li><b>August 1</b> - Transfer Window for 2023-2024 closes.</li> <li><b>August 11</b> - New Educator Induction - In Person Session</li> <li><b>August 16</b> - JSD Job Fair - 6-8 PM - Qquirrh Hills Middle School</li> <li><b>August 21</b> - FTE Enrollment/Staffing - 1st Day of School</li> </ul>
September			<ul style="list-style-type: none"> <li><b>September 1</b> - FTE Enrollment/Staffing - 10th Day Count</li> <li>FTE Audits with HR</li> <li>Temporary Agreements Due</li> </ul>
October			<p><b>October 1</b> - FTE Enrollment/Staffing - USBE CACTUS Report</p>
November	<ul style="list-style-type: none"> <li><b>November</b> - Educator Licensing Renewal - Educators will receive 1st HR reminder.</li> </ul>		<ul style="list-style-type: none"> <li>Complete first JPAS</li> </ul>
December			<ul style="list-style-type: none"> <li><b>December 5</b> - HR Presentation at Principals Meeting</li> <li><b>December 15</b> - <u>Licensed Early Resignation/Retirement Notification Incentive</u> - \$500</li> </ul>
January	<ul style="list-style-type: none"> <li><b>January</b> - Educator Licensing Renewal - Educators will receive 2nd HR reminder.</li> </ul>	<ul style="list-style-type: none"> <li>January - May - January Hires AND Associates (AEL), Student Interns, LEA- Specifics, 1-Year Grant Positions (BTS, CARES)               <ul style="list-style-type: none"> <li>All employee classifications above are temporary positions and must reapply annually for a position.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>January 2- FTE Enrollment/Staffing - Semester Enrollment Review</li> <li>January 2 - Hard to Fill Positions - Administrators may begin to post and fill Critical Need/Hard to Fill positions.</li> <li>January 15 - Licensed Early Resignation/Retirement Notification Incentive - \$300</li> <li>January 24 - JSD Job Fair - 6-8 - Copper Mountain Middle</li> </ul>
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June			<ul style="list-style-type: none"> <li><b>June 5</b> - Teacher Job Share Proposals - Submit to your respective AOS and HR.</li> </ul>