

Policy Type: Academic Policy

Title: Pupil Accounting - Learner Validated Enrollment Policy

Effective: May 20th, 2026

Purpose

The purpose of this Pupil Accounting - Learner Validated Enrollment Policy is to establish general expectations, responsibilities, and procedures for Custom Class Charter School (“Custom Class”) in a manner consistent with applicable law, Utah State Board of Education rule, and the school’s flexible instructional model.

1. General Policy Statement

Custom Class adopts this policy to support lawful, safe, effective, and mission-aligned school operations. The Governing Board authorizes school administration to implement this policy through procedures, forms, training, and operational practices that are appropriate for Custom Class’s online, hybrid, community-based, and in-person programs.

This policy is intended to be applied flexibly and reasonably. When operational details are not specifically stated in this policy, school administration may establish procedures consistent with the policy, applicable law, and Board direction.

2. Learner Validated Enrollment

Custom Class may use learner validated enrollment procedures when permitted by law and appropriate to the school’s instructional model. The school shall document student participation using approved methods that may include demonstrated learning, progress submissions, learning logs, teacher interaction, completed assignments, assessments, or other evidence authorized by rule.

3. Attendance and Membership Records

Custom Class shall maintain accurate enrollment, attendance, membership, and participation records sufficient for pupil accounting, state reporting, and audit purposes. Families and students may be required to submit evidence of participation or progress according to school procedures.

School administration may establish timelines and intervention procedures when participation evidence is missing, insufficient, or inconsistent with the student’s learning plan.

Administration and Review

School administration may maintain procedures, forms, training materials, agreements, and internal guidance necessary to implement this policy. The Governing Board may review and revise this policy periodically to reflect legal updates, USBE guidance, operational needs, or Board direction.

Nothing in this policy creates a private right of action, contract right, or entitlement beyond that required by applicable law. If any provision conflicts with controlling law, the law shall govern and the remaining provisions shall continue in effect.

Certification

The undersigned officers and/or Board of Directors of Custom Class Charter School certify that this policy was duly adopted as of the date below.

Signature:

A handwritten signature in black ink, appearing to read "Matthew J. Middione". The signature is written in a cursive style with a large initial 'M'.

Matthew J. Middione - Board Chair

Signature:

A handwritten signature in black ink, appearing to read "Douglas Reed". The signature is written in a cursive style with a large initial 'D'.

Douglas Reed - Board Vice Chair

Effective Date: May 20th, 2026

Revised Date:

References

R277-419