

Council Signature Form Guide

School LAND Trust Program

Summary

Council Signature Forms are used to document meaningful parent engagement and local control in council business, including implementing the current year's School LAND Trust (SLT) Plan and developing the plan for the upcoming year.

Applicability

School Community Councils: All School Community Councils are required to complete a Council Signature Form, even if they have membership exemptions.

Charter Trust Land Councils: Only Charter Trust Land Councils where the governing board is *not* serving as the council are required to complete this form.

Council Signature Form Details

- The LEA must create or adopt a paper or electronic form template with clear language specifying what information council members acknowledge by signing.
- The form should include a section for feedback to the local approving entity (District School Board or Charter Governing Board).
- The forms must be collected at or after the council's Plan approval meeting.
- Copies of the forms must be provided to the approving entity (District School Board or Charter Governing Board) during the board's Plan approval meeting.
- All collected forms must be retained by the LEA for a minimum of three years.

Template

A template is available for adaptation or adoption: [[Council Signature Form Template](#)]

Questions?:

Contact the School Children's Trust at schoollandtrust@schools.utah.gov.