Academy for Math Engineering and Science (Utah)
5715 South 1300 East, Salt Lake City UT 84121
801-278-9460

Records Officer(s)
Brett T Wilson
Principal
5715 South 1300 East
Salt Lake City, UT  84121
E-mail:  bwilson@ames-slc.org

Records Officer Certification
Initial Certification:  08/09/2019
Most Recent Certification:  11/10/2021
Certification Expires:  11/10/2022

Academy for Math Engineering and Science (Utah). AMES Board of Trustees.

Advantage Arts Academy (Utah)
290 N. Flint Street, Kaysville UT 84037
801-444-9378

Records Officer(s)
Emily Bejarano
Academica West
290 North Flint Street
Kaysville, UT  84037
E-mail:  emily@academicawest.com

Description of Role:  Records Management

Records Officer Certification
Initial Certification:  01/07/2013
Most Recent Certification:  03/17/2022
Certification Expires:  03/17/2023

Mrs. Kara Finley
Records Officer
290 N Flint Street
Kaysville, UT  84037
E-mail:  kara@academicawest.com

Records Officer Certification
Initial Certification:  08/12/2014
Most Recent Certification:  01/31/2022
Certification Expires:  01/31/2023

Alpine School District (Utah). Alpine Life and Learning Center
1165 West 800 South, Orem UT 84058
801-227-2440

Records Officer(s)
Mr. Rob Smith
Assistant Superintendent Business
575 North 100 East
American Fork, UT  84003
E-mail:  rwsmith@alpinedistrict.org
School District Agency Names

with Authorized Records Officers

Records Officer Certification
Initial Certification: 10/30/2020
Most Recent Certification: 10/30/2020
Certification Expires: 10/30/2021
Records Officer’s certification has expired.

Alpine School District (Utah)
575 North 100 East, American Fork UT 84003
801-610-8400

Records Officer(s)

Sidney Turner
Human Resources Specialist
575 North 100 East
American Fork, UT 84003
E-mail: Sidneyturner@alpinedistrict.org
Records Officer Certification
Initial Certification: 10/30/2020
Most Recent Certification: 10/30/2020
Certification Expires: 10/30/2021
Records Officer has not completed required training certification.

Mr. Rob Smith
Assistant Superintendent Business
575 North 100 East
American Fork, UT 84003
E-mail: rwsmith@alpinedistrict.org
Records Officer Certification
Initial Certification: 10/30/2020
Most Recent Certification: 10/30/2020
Certification Expires: 10/30/2021
Records Officer’s certification has expired.

Kimberly Bird
575 North 100 East
American Fork, UT 84003
E-mail: kbird@alpinedistrict.org
Records Officer Certification
Initial Certification: 10/30/2020
Most Recent Certification: 10/30/2020
Certification Expires: 10/30/2021
Records Officer has not completed required training certification.

Mr. Ryan Burke
Agency Employee
575 North 100 East
American Fork, UT 84003
E-mail: rburke@alpinedistrict.org
Description of Role: I am the Director of Special Education for Alpine School District. Contact regarding series 21779.
Records Officer Certification
Initial Certification: 08/05/2020
Most Recent Certification: 09/01/2021
Certification Expires: 09/01/2022
Records Officer’s certification has expired.

Kraig Brinkerhoff
Records Officer
Alpine School District
490 Lindon, UT 84042
E-mail: kbrinkerhoff@alpinedistrict.org
Description of Role: Purchasing Contract Analyst
Records Officer Certification
Initial Certification: 10/05/2017
Most Recent Certification: 07/19/2022
Certification Expires: 07/19/2023
Alpine School District (Utah). Alpine Elementary School
300 North 400 East, Alpine UT 84004
801-756-8525

Records Officer(s)
Mr. Ryan Burke
Agency Employee
575 North 100 East
American Fork, UT 84003
E-mail: rburke@alpinedistrict.org
Description of Role: I am the Director of Special Education for Alpine School District. Contact regarding series 21779.

Records Officer Certification
Initial Certification: 08/05/2020
Most Recent Certification: 09/01/2021
Certification Expires: 09/01/2022
Records Officer's certification has expired.

Alpine School District Board of Education (Utah)
575 North 100 East, American Fork UT 84003
801-756-9671

Alpine School District (Utah). American Fork High School
510 North 600 East, American Fork UT 84003
801-756-8547

Records Officer(s)
Mr. Ryan Burke
Agency Employee
575 North 100 East
American Fork, UT 84003
E-mail: rburke@alpinedistrict.org
Description of Role: I am the Director of Special Education for Alpine School District. Contact regarding series 21779.

Records Officer Certification
Initial Certification: 08/05/2020
Most Recent Certification: 09/01/2021
Certification Expires: 09/01/2022
Records Officer's certification has expired.

20 West 1120 North, American Fork UT 84003
801-756-8543

Records Officer(s)
Mr. Ryan Burke
Agency Employee
575 North 100 East
American Fork, UT 84003
E-mail: rburke@alpinedistrict.org
Description of Role: I am the Director of Special Education for Alpine School District. Contact regarding series 21779.

Records Officer Certification
Initial Certification: 08/05/2020
Most Recent Certification: 09/01/2021
Certification Expires: 09/01/2022
Records Officer's certification has expired.
Alpine School District (Utah). Aspen Elementary School
945 West 2000 North, Orem UT 84057
801-227-8700

Records Officer(s)
Mr. Ryan Burke
Agency Employee
575 North 100 East
American Fork, UT 84003
E-mail: rburke@alpinedistrict.org
Description of Role: I am the Director of Special Education for Alpine School District. Contact regarding series 21779.
Records Officer Certification
Initial Certification: 08/05/2020
Most Recent Certification: 09/01/2021
Certification Expires: 09/01/2022
Records Officer’s certification has expired.

Alpine School District (Utah). Barratt Elementary School
168 North 900 E, American Fork UT 84003
801-756-8528

Records Officer(s)
Mr. Ryan Burke
Agency Employee
575 North 100 East
American Fork, UT 84003
E-mail: rburke@alpinedistrict.org
Description of Role: I am the Director of Special Education for Alpine School District. Contact regarding series 21779.
Records Officer Certification
Initial Certification: 08/05/2020
Most Recent Certification: 09/01/2021
Certification Expires: 09/01/2022
Records Officer’s certification has expired.

Alpine School District (Utah). Black Ridge Elementary School
9358 N Sunset Drive, Eagle Mountain UT 84005

Alpine School District (Utah). Bonneville Elementary School
1245 North 800 West, Orem UT 84057
801-227-8703

Records Officer(s)
Mr. Ryan Burke
Agency Employee
575 North 100 East
American Fork, UT 84003
E-mail: rburke@alpinedistrict.org
Description of Role: I am the Director of Special Education for Alpine School District. Contact regarding series 21779.
Records Officer Certification
Initial Certification: 08/05/2020
Most Recent Certification: 09/01/2021
Certification Expires: 09/01/2022
Records Officer’s certification has expired.

Alpine School District (Utah). Canyon View Jr. High School

Alpine School District (Utah).
School District Agency Names
with Authorized Records Officers

655 East 950 North, Orem UT 84097
801-227-8748

Records Officer(s)
Mr. Ryan Burke
Agency Employee
575 North 100 East
American Fork, UT 84003
E-mail: rburke@alpinedistrict.org
Description of Role: I am the Director of Special Education for Alpine School District. Contact regarding series 21779.
Records Officer Certification
Initial Certification: 08/05/2020
Most Recent Certification: 09/01/2021
Certification Expires: 09/01/2022
Records Officer's certification has expired.

Alpine School District (Utah). Cascade Elementary School
160 North 800 East, Orem UT 84097
801-610-8102

Records Officer(s)
Mr. Ryan Burke
Agency Employee
575 North 100 East
American Fork, UT 84003
E-mail: rburke@alpinedistrict.org
Description of Role: I am the Director of Special Education for Alpine School District. Contact regarding series 21779.
Records Officer Certification
Initial Certification: 08/05/2020
Most Recent Certification: 09/01/2021
Certification Expires: 09/01/2022
Records Officer's certification has expired.

Alpine School District (Utah). Cedar Ridge Elementary School
4501 W CEDAR HILLS DR, Cedar Hills UT 84062

Alpine School District (Utah). Cedar Valley Elementary School
40 East Center, Cedar Fort UT 84013
801-610-8702

Records Officer(s)
Mr. Ryan Burke
Agency Employee
575 North 100 East
American Fork, UT 84003
E-mail: rburke@alpinedistrict.org
Description of Role: I am the Director of Special Education for Alpine School District. Contact regarding series 21779.
Records Officer Certification
Initial Certification: 08/05/2020
Most Recent Certification: 09/01/2021
Certification Expires: 09/01/2022
Records Officer's certification has expired.


Alpine School District (Utah). Central Elementary School
School District Agency Names
with Authorized Records Officers

95 North 400 East, Pleasant Grove UT 84062
801-785-8711

Records Officer(s)
Mr. Ryan Burke
Agency Employee
575 North 100 East
American Fork, UT 84003
E-mail: rburke@alpinedistrict.org
Description of Role: I am the Director of Special Education for Alpine School District. Contact regarding series 21779.

Records Officer Certification
Initial Certification: 08/05/2020
Most Recent Certification: 09/01/2021
Certification Expires: 09/01/2022
Records Officer’s certification has expired.

Alpine School District (Utah). Cherry Hill Elementary School
250 East 1650 South, Orem UT 84058
801-227-8710

Records Officer(s)
Mr. Ryan Burke
Agency Employee
575 North 100 East
American Fork, UT 84003
E-mail: rburke@alpinedistrict.org
Description of Role: I am the Director of Special Education for Alpine School District. Contact regarding series 21779.

Records Officer Certification
Initial Certification: 08/05/2020
Most Recent Certification: 09/01/2021
Certification Expires: 09/01/2022
Records Officer’s certification has expired.

Alpine School District (Utah). Dan W. Peterson School
169 North 1100 East, American Fork UT 84003
801-756-8551

Records Officer(s)
Mr. Ryan Burke
Agency Employee
575 North 100 East
American Fork, UT 84003
E-mail: rburke@alpinedistrict.org
Description of Role: I am the Director of Special Education for Alpine School District. Contact regarding series 21779.

Records Officer Certification
Initial Certification: 08/05/2020
Most Recent Certification: 09/01/2021
Certification Expires: 09/01/2022
Records Officer’s certification has expired.

Alpine School District (Utah). Deerfield Elementary School
4353 W HARVEY BLVD, Cedar Hills UT 84062

Alpine School District (Utah). Dry Creek Elementary School
1301 West 1450 South, Lehi UT 84043
Alpine School District (Utah). Eagle Valley Elementary School
4475 N HERITAGE DR, Eagle Mountain UT 84005

Alpine School District (Utah). Eaglecrest Elementary School
2760 N 300 W, Lehi UT 84043

Alpine School District (Utah). Foothill Elementary School
921 North 1240 East, Orem UT 84097

Alpine School District (Utah). Forbes Elementary School
281 North 200 East, American Fork UT 84003
801-756-8531

Records Officer(s)
Mr. Ryan Burke
Agency Employee
575 North 100 East
American Fork, UT  84003
E-mail:  rburke@alpinedistrict.org
Description of Role:  I am the Director of Special Education for Alpine School District. Contact regarding series 21779.
Records Officer Certification
Initial Certification:  08/05/2020
Most Recent Certification:  09/01/2021
Certification Expires:  09/01/2022
Records Officer’s certification has expired.

Alpine School District (Utah). Fox Hollow Elementary School
1450 West 3200 North, Lehi UT 84043

Alpine School District (Utah). Freedom Elementary School
10326 N 6800 W, Highland UT 84003

Alpine School District (Utah). Greenwood Elementary School
50 East  200 South, American Fork UT 84003
801-756-8534

Records Officer(s)
Mr. Ryan Burke
Agency Employee
575 North 100 East
American Fork, UT  84003
E-mail:  rburke@alpinedistrict.org
Description of Role:  I am the Director of Special Education for Alpine School District. Contact regarding series 21779.
Records Officer Certification
Initial Certification:  08/05/2020
Most Recent Certification:  09/01/2021
Certification Expires:  09/01/2022
Records Officer’s certification has expired.

Alpine School District (Utah). Grovecrest Elementary School
School District Agency Names

with Authorized Records Officers

200 East 1100 North, Pleasant Grove UT 84062
801-785-8714

Records Officer(s)
Mr. Ryan Burke
Agency Employee
575 North 100 East
American Fork, UT  84003
E-mail: rburke@alpinedistrict.org
Description of Role:  I am the Director of Special Education for Alpine School District. Contact regarding series 21779.

Records Officer Certification
Initial Certification:  08/05/2020
Most Recent Certification:  09/01/2021
Certification Expires:  09/01/2022

Records Officer’s certification has expired.

Alpine School District (Utah). Harvest Elementary School
2105 N PROVIDENCE DRIVE, Saratoga Springs UT 84045

Alpine School District (Utah). Hidden Hollow Elementary School
2546 E PONY EXPRESS PARKWAY, Eagle Mountain UT 84005

Alpine School District (Utah). Highland Elementary School
10865 North  6000 West, Highland UT 84003
801-756-8537

Records Officer(s)
Mr. Ryan Burke
Agency Employee
575 North 100 East
American Fork, UT  84003
E-mail: rburke@alpinedistrict.org
Description of Role:  I am the Director of Special Education for Alpine School District. Contact regarding series 21779.

Records Officer Certification
Initial Certification:  08/05/2020
Most Recent Certification:  09/01/2021
Certification Expires:  09/01/2022

Records Officer’s certification has expired.

Alpine School District (Utah). Hillcrest Elementary School
651 East 1400 South, Orem UT 84097
801-227-8717

Records Officer(s)
Mr. Ryan Burke
Agency Employee
575 North 100 East
American Fork, UT  84003
E-mail: rburke@alpinedistrict.org
Description of Role:  I am the Director of Special Education for Alpine School District. Contact regarding series 21779.

Records Officer Certification
Initial Certification:  08/05/2020
Most Recent Certification:  09/01/2021
Certification Expires:  09/01/2022

Records Officer’s certification has expired.
<table>
<thead>
<tr>
<th>School District</th>
<th>School Name</th>
<th>Address</th>
<th>Phone</th>
<th>Records Officer(s)</th>
<th>Role Description</th>
<th>Certification Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alpine School District (Utah)</td>
<td>Lakeridge Jr. High School</td>
<td>951 South 400 West, Orem UT 84058</td>
<td>801-227-8752</td>
<td>Mr. Ryan Burke</td>
<td>I am the Director of Special Education for Alpine School District. Contact regarding series 21779.</td>
<td>Initial Certification: 08/05/2020, Most Recent Certification: 09/01/2021, Certification Expires: 09/01/2022</td>
</tr>
<tr>
<td>Alpine School District (Utah)</td>
<td>Legacy Elementary School</td>
<td>28 East 1340 North, American Fork UT 84003</td>
<td></td>
<td></td>
<td></td>
<td>Records Officer's certification has expired.</td>
</tr>
<tr>
<td>Alpine School District (Utah)</td>
<td>Lehi Elementary School</td>
<td>765 North Center, Lehi UT 84043</td>
<td>801-610-8712</td>
<td>Mr. Ryan Burke</td>
<td>I am the Director of Special Education for Alpine School District. Contact regarding series 21779.</td>
<td>Initial Certification: 08/05/2020, Most Recent Certification: 09/01/2021, Certification Expires: 09/01/2022</td>
</tr>
<tr>
<td>Alpine School District (Utah)</td>
<td>Lehi High School</td>
<td>180 North 500 East, Lehi UT 84043</td>
<td>801-768-7000</td>
<td>Mr. Ryan Burke</td>
<td>I am the Director of Special Education for Alpine School District. Contact regarding series 21779.</td>
<td>Initial Certification: 08/05/2020, Most Recent Certification: 09/01/2021, Certification Expires: 09/01/2022</td>
</tr>
<tr>
<td>Alpine School District (Utah)</td>
<td>Lehi Jr. High School</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Records Officer's certification has expired.</td>
</tr>
</tbody>
</table>
School District Agency Names
with Authorized Records Officers

700 East Cedar Hollow Rd, Lehi UT 84043
801-768-7010

Records Officer(s)

Mr. Ryan Burke
Agency Employee
575 North 100 East
American Fork, UT  84003
E-mail: rburke@alpinedistrict.org
Description of Role: I am the Director of Special Education for Alpine School District. Contact regarding series 21779.

Records Officer Certification

Initial Certification: 08/05/2020
Most Recent Certification: 09/01/2021
Certification Expires: 09/01/2022
Records Officer’s certification has expired.

Alpine School District (Utah). Lindon Elementary School

30 North Main, Lindon UT 84042
801-785-8717

Records Officer(s)

Mr. Ryan Burke
Agency Employee
575 North 100 East
American Fork, UT  84003
E-mail: rburke@alpinedistrict.org
Description of Role: I am the Director of Special Education for Alpine School District. Contact regarding series 21779.

Records Officer Certification

Initial Certification: 08/05/2020
Most Recent Certification: 09/01/2021
Certification Expires: 09/01/2022
Records Officer’s certification has expired.

Alpine School District (Utah). Lone Peak High School

10189 North 4800 West, Highland UT 84003
801-610-8810

Alpine School District (Utah). Meadow Elementary School

176 South 500 West, Lehi UT 84043
801-768-7025

Records Officer(s)

Mr. Ryan Burke
Agency Employee
575 North 100 East
American Fork, UT  84003
E-mail: rburke@alpinedistrict.org
Description of Role: I am the Director of Special Education for Alpine School District. Contact regarding series 21779.

Records Officer Certification

Initial Certification: 08/05/2020
Most Recent Certification: 09/01/2021
Certification Expires: 09/01/2022
Records Officer’s certification has expired.

Alpine School District (Utah). Mount Mahogany Elementary School

618 N 1300 W, Pleasant Grove UT 84062
Alpine School District (Utah). Mountain Ridge Junior High School
5525 West 10400 North, Highland UT 84003
801-610-8758

Alpine School District (Utah). Mountain Trails Elementary School
3951 NORTH WOOD ROAD, Eagle Mountain UT 84005

Alpine School District (Utah). Mountain View High School
665 West Center, Orem UT 84057
801-227-8759

Records Officer(s)
Mr. Ryan Burke
Agency Employee
575 North 100 East
American Fork, UT  84003
E-mail: rburke@alpinedistrict.org
Description of Role:  I am the Director of Special Education for Alpine School District. Contact regarding series 21779.
Records Officer Certification
Initial Certification:  08/05/2020
Most Recent Certification:  09/01/2021
Certification Expires:  09/01/2022
Records Officer’s certification has expired.

Alpine School District (Utah). North Point Elementary School
2300 W 1900 N, Lehi UT 84043

Alpine School District (Utah). Northridge Elementary School
1660 Nighthawk Drive, Orem UT 84057
801-717-4844

Records Officer(s)
Mr. Ryan Burke
Agency Employee
575 North 100 East
American Fork, UT  84003
E-mail: rburke@alpinedistrict.org
Description of Role:  I am the Director of Special Education for Alpine School District. Contact regarding series 21779.
Records Officer Certification
Initial Certification:  08/05/2020
Most Recent Certification:  09/01/2021
Certification Expires:  09/01/2022
Records Officer’s certification has expired.

Alpine School District (Utah). Oak Canyon Junior High School
111 South 725 East, Lindon UT 84042
801-610-8138

Alpine School District (Utah). Orchard Elementary School
1035 North 800 East, Orem UT 84097
801-227-8723
School District Agency Names
with Authorized Records Officers

Records Officer(s)
Mr. Ryan Burke
Agency Employee
575 North 100 East
American Fork, UT 84003
E-mail: rburke@alpinedistrict.org
Description of Role: I am the Director of Special Education for Alpine School District. Contact regarding series 21779.

Records Officer Certification
Initial Certification: 08/05/2020
Most Recent Certification: 09/01/2021
Certification Expires: 09/01/2022
Records Officer's certification has expired.

Alpine School District (Utah). Orem Elementary School
450 West 400 South, Orem UT 84058
801-227-8727

Records Officer(s)
Mr. Ryan Burke
Agency Employee
575 North 100 East
American Fork, UT 84003
E-mail: rburke@alpinedistrict.org
Description of Role: I am the Director of Special Education for Alpine School District. Contact regarding series 21779.

Records Officer Certification
Initial Certification: 08/05/2020
Most Recent Certification: 09/01/2021
Certification Expires: 09/01/2022
Records Officer's certification has expired.

Alpine School District (Utah). Orem High School
175 South 400 East, Orem UT 84057
801-227-8765

Records Officer(s)
Mr. Ryan Burke
Agency Employee
575 North 100 East
American Fork, UT 84003
E-mail: rburke@alpinedistrict.org
Description of Role: I am the Director of Special Education for Alpine School District. Contact regarding series 21779.

Records Officer Certification
Initial Certification: 08/05/2020
Most Recent Certification: 09/01/2021
Certification Expires: 09/01/2022
Records Officer's certification has expired.

Alpine School District (Utah). Orem Junior High School
765 North 600 West, Orem UT 84057
801-227-8756

Records Officer(s)
Mr. Ryan Burke
Agency Employee
575 North 100 East
American Fork, UT 84003
E-mail: rburke@alpinedistrict.org
Description of Role: I am the Director of Special Education for Alpine School District. Contact regarding series 21779.
Alpine School District (Utah). Tiny Tots School

Records Officer(s)
Mr. Ryan Burke
Agency Employee
575 North 100 East
American Fork, UT 84003
E-mail: rburke@alpinedistrict.org
Description of Role: I am the Director of Special Education for Alpine School District. Contact regarding series 21779.

Records Officer Certification
Initial Certification: 08/05/2020
Most Recent Certification: 09/01/2021
Certification Expires: 09/01/2022
Records Officer’s certification has expired.

Alpine School District (Utah). Youth in Custody School

1581 West 1000 South, Orem UT 84058
801-277-7827

Records Officer(s)
Mr. Ryan Burke
Agency Employee
575 North 100 East
American Fork, UT 84003
E-mail: rburke@alpinedistrict.org
Description of Role: I am the Director of Special Education for Alpine School District. Contact regarding series 21779.

Records Officer Certification
Initial Certification: 08/05/2020
Most Recent Certification: 09/01/2021
Certification Expires: 09/01/2022
Records Officer’s certification has expired.

Alpine School District (Utah). Pleasant Grove High School

700 East 200 South, Pleasant Grove UT 84062
801-785-8700

Records Officer(s)
Mr. Ryan Burke
Agency Employee
575 North 100 East
American Fork, UT 84003
E-mail: rburke@alpinedistrict.org
Description of Role: I am the Director of Special Education for Alpine School District. Contact regarding series 21779.

Records Officer Certification
Initial Certification: 08/05/2020
Most Recent Certification: 09/01/2021
Certification Expires: 09/01/2022
Records Officer’s certification has expired.

Alpine School District (Utah). Pleasant Grove Jr. High School

810 North 1000 East, Pleasant Grove UT 84062
801-785-8707
**School District Agency Names**

**with Authorized Records Officers**

<table>
<thead>
<tr>
<th>Records Officer(s)</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Mr. Ryan Burke</strong></td>
<td><strong>Agency Employee</strong></td>
<td><strong>575 North 100 East</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>American Fork, UT  84003</strong></td>
</tr>
<tr>
<td></td>
<td><strong>E-mail:</strong> <a href="mailto:rburke@alpinedistrict.org">rburke@alpinedistrict.org</a></td>
<td><strong>Description of Role:</strong> I am the Director of Special Education for Alpine School District. Contact regarding series 21779.</td>
</tr>
<tr>
<td><strong>Records Officer Certification</strong></td>
<td><strong>Initial Certification:</strong> 08/05/2020</td>
<td><strong>Most Recent Certification:</strong> 09/01/2021</td>
</tr>
<tr>
<td></td>
<td><strong>Certification Expires:</strong> 09/01/2022</td>
<td><strong>Records Officer’s certification has expired.</strong></td>
</tr>
</tbody>
</table>

**Alpine School District (Utah). Manila Elementary School**

1726 North 600 West, Pleasant Grove UT 84062
801-785-8720

<table>
<thead>
<tr>
<th>Records Officer(s)</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Mr. Ryan Burke</strong></td>
<td><strong>Agency Employee</strong></td>
<td><strong>575 North 100 East</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>American Fork, UT  84003</strong></td>
</tr>
<tr>
<td></td>
<td><strong>E-mail:</strong> <a href="mailto:rburke@alpinedistrict.org">rburke@alpinedistrict.org</a></td>
<td><strong>Description of Role:</strong> I am the Director of Special Education for Alpine School District. Contact regarding series 21779.</td>
</tr>
<tr>
<td><strong>Records Officer Certification</strong></td>
<td><strong>Initial Certification:</strong> 08/05/2020</td>
<td><strong>Most Recent Certification:</strong> 09/01/2021</td>
</tr>
<tr>
<td></td>
<td><strong>Certification Expires:</strong> 09/01/2022</td>
<td><strong>Records Officer’s certification has expired.</strong></td>
</tr>
</tbody>
</table>

**Alpine School District (Utah). Polaris High School**

1551 W 1000 South, Orem UT 84058
801-610-8180

**Alpine School District (Utah). Pony Express Elementary School**

3985 E SMITH RANCH RD, Eagle Mountain UT 84005

**Alpine School District (Utah). Ridgeline Elementary School**

6250 West 11800 North, American Fork UT 84003
801-610-8715

**Alpine School District (Utah). River Rock Elementary School**

520 North 1700 West, Lehi UT 84043

**Alpine School District (Utah). Riverview Elementary School**

273 W ASPEN HILLS BLVD, Saratoga Springs UT 84045

**Alpine School District (Utah). Rocky Mountain Elementary School**

55 S 500 E, Lindon UT 84042
Alpine School District (Utah). Sage Hills Elementary School
3033 SWAINSON AVE, Saratoga Springs UT 84045

Alpine School District (Utah). Saratoga Shores Elementary School
1415 S PARKSIDE DR, Saratoga Springs UT 84045

Alpine School District (Utah). Sego Lily Elementary School
550 East 900 North, Lehi UT 84043
801-768-7030

Records Officer(s)
Mr. Ryan Burke
Agency Employee
575 North 100 East
American Fork, UT 84003
E-mail: rburke@alpinedistrict.org
Description of Role: I am the Director of Special Education for Alpine School District. Contact regarding series 21779.
Records Officer Certification
Initial Certification: 08/05/2020
Most Recent Certification: 09/01/2021
Certification Expires: 09/01/2022
Records Officer’s certification has expired.

Alpine School District (Utah). Sharon Elementary School
525 North 400 East, Orem UT 84097
801-227-8733

Records Officer(s)
Mr. Ryan Burke
Agency Employee
575 North 100 East
American Fork, UT 84003
E-mail: rburke@alpinedistrict.org
Description of Role: I am the Director of Special Education for Alpine School District. Contact regarding series 21779.
Records Officer Certification
Initial Certification: 08/05/2020
Most Recent Certification: 09/01/2021
Certification Expires: 09/01/2022
Records Officer’s certification has expired.

Alpine School District (Utah). Shelley Elementary School
602 North 200 West, American Fork UT 84003
801-756-8540

Records Officer(s)
Mr. Ryan Burke
Agency Employee
575 North 100 East
American Fork, UT 84003
E-mail: rburke@alpinedistrict.org
Description of Role: I am the Director of Special Education for Alpine School District. Contact regarding series 21779.
Records Officer Certification
Initial Certification: 08/05/2020
Most Recent Certification: 09/01/2021
Certification Expires: 09/01/2022
Records Officer’s certification has expired.
<table>
<thead>
<tr>
<th>School District Agency Names with Authorized Records Officers</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Alpine School District (Utah). Skyridge High School</strong></td>
</tr>
<tr>
<td>3000 North Center Street, Lehi UT 84043</td>
</tr>
<tr>
<td>801-610-8820</td>
</tr>
<tr>
<td><strong>Alpine School District (Utah). Snow Springs Elementary School</strong></td>
</tr>
<tr>
<td>850 S 1700 W, Lehi UT 84043</td>
</tr>
<tr>
<td><strong>Alpine School District (Utah). Thunder Ridge Elementary School</strong></td>
</tr>
<tr>
<td>264 N 750 W, Saratoga Springs UT 84045</td>
</tr>
<tr>
<td><strong>Alpine School District (Utah). Timberline Middle School</strong></td>
</tr>
<tr>
<td>500 West Canyon Crest, Alpine UT 84004</td>
</tr>
<tr>
<td>801-610-8765</td>
</tr>
<tr>
<td><strong>Alpine School District (Utah). Timpanogos High School</strong></td>
</tr>
<tr>
<td>1450 North 200 East, Orem UT 84057</td>
</tr>
<tr>
<td>801-610-8175</td>
</tr>
<tr>
<td><strong>Alpine School District (Utah). Traverse Mountain Elementary School</strong></td>
</tr>
<tr>
<td>2500 W CHAPEL RIDGE RD, Lehi UT 84043</td>
</tr>
<tr>
<td><strong>Alpine School District (Utah). Valley View Elementary School</strong></td>
</tr>
<tr>
<td>941 Orchard Drive, Pleasant Grove UT 84062</td>
</tr>
<tr>
<td>801-610-8121</td>
</tr>
</tbody>
</table>

**Records Officer(s)**

**Mr. Ryan Burke**  
Agency Employee  
575 North 100 East  
American Fork, UT 84003  
E-mail: rburke@alpinedistrict.org  
Description of Role: I am the Director of Special Education for Alpine School District. Contact regarding series 21779.

**Records Officer Certification**
- Initial Certification: 08/05/2020
- Most Recent Certification: 09/01/2021
- Certification Expires: 09/01/2022
- Records Officer’s certification has expired.

**Alpine School District (Utah). Vineyard Elementary School**

620 East Holdaway Road, Vineyard UT 84058  
801-227-8739

**Records Officer(s)**

**Mr. Ryan Burke**  
Agency Employee  
575 North 100 East  
American Fork, UT 84003  
E-mail: rburke@alpinedistrict.org
School District Agency Names

with Authorized Records Officers

Description of Role: I am the Director of Special Education for Alpine School District. Contact regarding series 21779.

Records Officer Certification
Initial Certification: 08/05/2020
Most Recent Certification: 09/01/2021
Certification Expires: 09/01/2022
Records Officer's certification has expired.

<table>
<thead>
<tr>
<th>School District (Utah). Vista Heights Middle School</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address: 484 West Pony Express Parkway, Saratoga Springs UT 84045</td>
</tr>
<tr>
<td>Telephone: 801-610-8770</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>School District (Utah). Westfield Elementary School</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address: 380 S LONG DR, Alpine UT 84004</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>School District (Utah). Westlake High School</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address: 99 North Thunder Boulevard, Saratoga Springs UT 84045</td>
</tr>
<tr>
<td>Telephone: 801-610-8815</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>School District (Utah). Westmore Elementary School</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address: 1150 South Main Street, Orem UT 84058</td>
</tr>
<tr>
<td>Telephone: 801-227-8742</td>
</tr>
</tbody>
</table>

**Records Officer(s)**

Mr. Ryan Burke  
Agency Employee  
575 North 100 East  
American Fork, UT 84003  
E-mail: rburke@alpinedistrict.org  
Description of Role: I am the Director of Special Education for Alpine School District. Contact regarding series 21779.

Records Officer Certification
Initial Certification: 08/05/2020
Most Recent Certification: 09/01/2021
Certification Expires: 09/01/2022
Records Officer’s certification has expired.

<table>
<thead>
<tr>
<th>School District (Utah). Willowcreek Middle School</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address: 2275 West 300 North, Lehi UT 84043</td>
</tr>
<tr>
<td>Telephone: 801-610-8766</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>School District (Utah). Windsor Elementary School</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address: 1315 North Main, Orem UT 84057</td>
</tr>
<tr>
<td>Telephone: 801-227-8745</td>
</tr>
</tbody>
</table>

**Records Officer(s)**

Mr. Ryan Burke  
Agency Employee  
575 North 100 East  
American Fork, UT 84003  
E-mail: rburke@alpinedistrict.org  
Description of Role: I am the Director of Special Education for Alpine School District. Contact regarding series 21779.
## American Academy of Innovation (Utah)
5410 w South Jordan Parkway, South Jordan UT 84009
801-810-4786

**Records Officer(s)**

- **Heather Martin**
  - Records Officer
  - American Academy Of Innovation
  - 5410 W South Jordan Parkway
  - South Jordan, UT  84009
  - E-mail:  Heather.Martin@aaiutah.org
  - Description of Role:  Registrar, enrollment, records, and assessment Director

## American Leadership Academy (Spanish Fork, Utah)
898 West 1100 South, Spanish Fork UT 84660
801-794-2132

**Records Officer(s)**

- **Ms. Kimber Tidwell**
  - 898 South 1100 West
  - Spanish Fork, UT  84660
  - E-mail:  ktidwell@americanleadership.net

- **Kathy James**
  - Registrar
  - E-mail:  kjames@americanleadership.net

## Ascent Academies of Utah (Utah)
5662 West 8200 South, West Jordan UT 84084
385-275-0909

**Records Officer(s)**

- **Emily Bejarano**
  - Academica West
  - 290 North Flint Street
  - Kaysville, UT  84037
  - E-mail:  emily@academicawest.com
  - Description of Role:  Records Management

---

### Records Officer Certification

<table>
<thead>
<tr>
<th>School District</th>
<th>Initial Certification</th>
<th>Most Recent Certification</th>
<th>Certification Expires</th>
</tr>
</thead>
<tbody>
<tr>
<td>American Academy of Innovation</td>
<td>08/05/2020</td>
<td>09/01/2021</td>
<td>09/01/2022</td>
</tr>
<tr>
<td>American Leadership Academy (Spanish Fork, Utah)</td>
<td>06/25/2015</td>
<td>02/15/2022</td>
<td>02/15/2023</td>
</tr>
<tr>
<td>Ascent Academies of Utah (Utah)</td>
<td>01/07/2013</td>
<td>03/17/2022</td>
<td>03/17/2023</td>
</tr>
</tbody>
</table>

**Records Officer's certification has expired.**
Mrs. Kara Finley
Records Officer
290 N Flint Street
Kaysville, UT 84037
E-mail: kara@academicwest.com

Records Officer Certification
Initial Certification: 08/12/2014
Most Recent Certification: 01/31/2022
Certification Expires: 01/31/2023

Athenian Academy (Utah)
P.O. Box 985, Provo UT 84603
385-715-5400

Records Officer(s)
Tammie Bankhead
Registrar
765 East 340 South
Ste 203
American Fork, UT 84003
E-mail: tammiebankhead@aea.rocks

Records Officer Certification
Initial Certification: 03/16/2022
Most Recent Certification: 03/16/2022
Certification Expires: 03/16/2023

Athlos Academy of Utah (Utah)
Athlos Academy of Utah, 12309 S. Mustang Trail Way, Herriman UT 84095
801-438-4619

Records Officer(s)
Jill Turgeon
12309 South Mustang Trail Way
Herriman, UT 84095
E-mail: jтурgeon@athlosacademies.org

Records Officer Certification
Initial Certification: 02/09/2021
Most Recent Certification: 02/09/2021
Certification Expires: 02/09/2022

Bear River Charter School (Logan, Utah)
75 South 400 West, Logan UT 84321
435-753-8811

Records Officer(s)
Cynthia McBride
Administrative Assistant
75 South 400 West
Logan, UT 84321
E-mail: c.mcbride@brcs-logan.org

Records Officer Certification
Initial Certification: 08/31/2020
Most Recent Certification: 11/18/2021
Certification Expires: 11/18/2022

Beaver County School District (Utah)
School District Agency Names

with Authorized Records Officers

291 North Main Street, P.O. Box 31, Beaver UT 84713
435-438-2291

Records Officer(s)

Mr. Todd S. Burke
Records Officer
PO Box 31
291 North Main
Beaver, UT 84713
E-mail: todd.burke@beaver.k12.ut.us
Description of Role: Business Administrator, Beaver County School District

Records Officer Certification
Initial Certification: 12/01/2014
Most Recent Certification: 12/31/2018
Certification Expires: 12/31/2019

Records Officer's certification has expired.

Bairett Bonnie
291 North Main St.
Beaver, UT 84713

Records Officer Certification
Initial Certification:
Most Recent Certification:
Certification Expires:

Records Officer has not completed required training certification.

Russell Carter
Administrator
291 North Main Street
Beaver, UT 84713
E-mail: russell.carter@beaver.k12.ut.us

Records Officer Certification
Initial Certification: 04/08/2022
Most Recent Certification: 04/08/2022
Certification Expires: 04/08/2023

Beaver County School District (Utah). Beaver High School
195 East Center, P.O. Box 71, Beaver UT 84713
435-438-2301

Records Officer(s)

Mr. Todd S. Burke
Records Officer
PO Box 31
291 North Main
Beaver, UT 84713
E-mail: todd.burke@beaver.k12.ut.us
Description of Role: Business Administrator, Beaver County School District

Records Officer Certification
Initial Certification: 12/01/2014
Most Recent Certification: 12/31/2018
Certification Expires: 12/31/2019

Records Officer's certification has expired.

Bairett Bonnie
291 North Main St.
Beaver, UT 84713

Records Officer Certification
Initial Certification:
Most Recent Certification:
Certification Expires:

Records Officer has not completed required training certification.

Russell Carter
291 North Main St.
Beaver, UT 84713
E-mail: russell.carter@beaverk12.ut.us

Records Officer Certification
Initial Certification:
Most Recent Certification:
Certification Expires:

Records Officer has not completed required training certification.
Beaver County School District (Utah). Belknap Elementary School
30 West 300 North, PO Box 686, Beaver UT 84713
435-438-2281

Records Officer(s)
Kim Beacham
Agency Employee
510 North 650 East
P.O. Box 686
Beaver, UT 84713-0686
E-mail: kim.beacham@beaver.k12.ut.us
Description of Role: I am the secretary at Belknap Elementary School.
Records Officer Certification
Initial Certification: 01/30/2015
Most Recent Certification: 01/30/2015
Certification Expires: 01/30/2016
Records Officer’s certification has expired.

Mr. Todd S. Burke
Records Officer
PO Box 31
291 North Main
Beaver, UT 84713
E-mail: todd.burke@beaver.k12.ut.us
Description of Role: Business Administrator, Beaver County School District
Records Officer Certification
Initial Certification: 12/01/2014
Most Recent Certification: 12/31/2018
Certification Expires: 12/31/2019
Records Officer’s certification has expired.

Beaver County School District (Utah). Milford Elementary School
450 South 700 West, PO Box 309, Milford UT 84751
435-387-2841

Records Officer(s)
Mrs. Karen Mitterling Johnson
Records Officer
450 South 700 West
P.O. Box 309
Milford, UT 84751
Description of Role: Principal of Milford Elementary School
Records Officer Certification
Initial Certification: 01/29/2015
Most Recent Certification: 01/29/2015
Certification Expires: 01/29/2016
Records Officer’s certification has expired.

Mrs. Nickole Montoya Montoya
Records Officer
450 South 700 West
Milford, UT 84751
E-mail: nickole.montoya@beaver.k12.ut.us
Records Officer Certification
Initial Certification: 01/29/2015
Most Recent Certification: 01/29/2015
Certification Expires: 01/29/2016
Records Officer’s certification has expired.

Mr. Todd S. Burke
Records Officer
PO Box 31
291 North Main
Beaver, UT 84713
School District Agency Names

with Authorized Records Officers

E-mail: todd.burke@beaver.k12.ut.us
Description of Role: Business Administrator, Beaver County School District

Records Officer Certification
Initial Certification: 12/01/2014
Most Recent Certification: 12/31/2018
Certification Expires: 12/31/2019
Records Officer’s certification has expired.

Beaver County School District (Utah). Milford High School
62 North 300 West, PO Box 159, Milford UT 84751
435-387-2751

Records Officer(s)
Mr. Todd S. Burke
Records Officer
PO Box 31
291 North Main
Beaver, UT 84713
E-mail: todd.burke@beaver.k12.ut.us
Description of Role: Business Administrator, Beaver County School District

Records Officer Certification
Initial Certification: 12/01/2014
Most Recent Certification: 12/31/2018
Certification Expires: 12/31/2019
Records Officer’s certification has expired.

Beaver County School District (Utah). Minersville School
450 South 200 West, PO Box 189, Minersville UT 84752
435-386-2382

Records Officer(s)
Mr. Todd S. Burke
Records Officer
PO Box 31
291 North Main
Beaver, UT 84713
E-mail: todd.burke@beaver.k12.ut.us
Description of Role: Business Administrator, Beaver County School District

Records Officer Certification
Initial Certification: 12/01/2014
Most Recent Certification: 12/31/2018
Certification Expires: 12/31/2019
Records Officer’s certification has expired.

Beehive Science and Technology Academy (Utah)
830 East 9400 South, Sandy UT 84094
801-576-0070

Records Officer(s)
Mrs. Rachel Cross
Agency Employee
830 E 9400 S
Sandy, UT 84094
E-mail: rachel.cross@beehiveacademy.org
Description of Role: Administrative Assistant

Records Officer Certification
Initial Certification: 01/13/2022
Most Recent Certification: 04/12/2022
Certification Expires: 04/12/2023
School District Agency Names
with Authorized Records Officers

Bonneville Academy (Utah)
800 Montauk Lane, Stansbury Park UT 84074
435-315-2080

Records Officer(s)
Mrs. Charlene Welch
Agency Employee
800 Montauk Lane
Stansbury Park, UT 84074
E-mail: charlene.welch@bonnevilleacademy.org
Description of Role: Administrative Assistant/Registrar
Records Officer Certification
Initial Certification: 08/04/2019
Most Recent Certification: 09/27/2021
Certification Expires: 09/27/2022

Box Elder County School District (Utah)
960 South Main, Brigham City UT 84302
435-734-4800

Records Officer(s)
David Roberts
Records Officer
960 South Main
Brigham City, UT 84302
E-mail: david.roberts@besd.net
Records Officer Certification
Initial Certification: 08/04/2019
Most Recent Certification: 09/27/2021
Certification Expires: 09/27/2022
Records Officer has not completed required training certification.

Box Elder County School District (Utah). Bear River High School
1450 South Main Street, Garland UT 84312
435-257-2500

Records Officer(s)
David Roberts
Records Officer
960 South Main
Brigham City, UT 84302
E-mail: david.roberts@besd.net
Records Officer Certification
Initial Certification: 08/04/2019
Most Recent Certification: 09/27/2021
Certification Expires: 09/27/2022
Records Officer has not completed required training certification.

Box Elder County School District (Utah). Bear River Middle School
300 East 1500 South, Garland UT 84312
435-257-2540

Records Officer(s)
David Roberts
Records Officer
960 South Main
Brigham City, UT  84302
E-mail: david.roberts@besd.net
Records Officer Certification
Initial Certification:
Most Recent Certification:
Certification Expires:
Records Officer has not completed required training certification.

Box Elder County School District (Utah). Box Elder High School
380 South 600 West, Brigham City UT 84302
435-734-4840

Records Officer(s)
David Roberts
Records Officer
960 South Main
Brigham City, UT  84302
E-mail: david.roberts@besd.net
Records Officer Certification
Initial Certification:
Most Recent Certification:
Certification Expires:
Records Officer has not completed required training certification.

Box Elder County School District (Utah). Box Elder Middle School
18 South 500 East, Brigham City UT 84302
435-734-4880

Records Officer(s)
David Roberts
Records Officer
960 South Main
Brigham City, UT  84302
E-mail: david.roberts@besd.net
Records Officer Certification
Initial Certification:
Most Recent Certification:
Certification Expires:
Records Officer has not completed required training certification.

Box Elder County School District Board of Education (Utah)
O. Jay and Tamra Call Edu. Center, 960 South Main, Brigham City UT 84302
435-723-5281

Box Elder County School District (Utah). Department of Business Administration
960 South Main, Brigham City UT 84302
435-734-4800

Records Officer(s)
David Roberts
Records Officer
960 South Main
Brigham City, UT  84302
E-mail: david.roberts@besd.net
Box Elder County School District (Utah). Division of School Food Services
960 S Main, Brigham City UT 84302
435-734-4800

Records Officer(s)
David Roberts
Records Officer
960 South Main
Brigham City, UT 84302
E-mail: david.roberts@besd.net
Records Officer Certification
Initial Certification:
Most Recent Certification:
Certification Expires:
Records Officer has not completed required training certification.

Box Elder County School District (Utah). Payroll Office
960 S Main Street, Brigham City UT 84302
435-734-4800

Records Officer(s)
David Roberts
Records Officer
960 South Main
Brigham City, UT 84302
E-mail: david.roberts@besd.net
Records Officer Certification
Initial Certification:
Most Recent Certification:
Certification Expires:
Records Officer has not completed required training certification.

Box Elder County School District (Utah). Division of Transportation
960 South Main, Brigham City UT 84302
425-734-4839

Records Officer(s)
David Roberts
Records Officer
960 South Main
Brigham City, UT 84302
E-mail: david.roberts@besd.net
Records Officer Certification
Initial Certification:
Most Recent Certification:
Certification Expires:
Records Officer has not completed required training certification.

Box Elder County School District (Utah). Career and Technical Education
960 S Main, Brigham City UT 84302
435-734-4800
Records Officer(s)
David Roberts
Records Officer
960 South Main
Brigham City, UT  84302
E-mail: david.roberts@besd.net
Records Officer Certification
Initial Certification:
Most Recent Certification:
Certification Expires:
Records Officer has not completed required training certification.

Box Elder County School District (Utah). Department of Curriculum
960 South Main, Brigham City UT 84302
435-734-4800

Records Officer(s)
David Roberts
Records Officer
960 South Main
Brigham City, UT  84302
E-mail: david.roberts@besd.net
Records Officer Certification
Initial Certification:
Most Recent Certification:
Certification Expires:
Records Officer has not completed required training certification.

Box Elder County School District (Utah). Department of Facilities Administration
960 South Main, Brigham City UT 84302
435-734-4800

Records Officer(s)
David Roberts
Records Officer
960 South Main
Brigham City, UT  84302
E-mail: david.roberts@besd.net
Records Officer Certification
Initial Certification:
Most Recent Certification:
Certification Expires:
Records Officer has not completed required training certification.

Box Elder County School District (Utah). Human Resource Department
960 S Main Street, Brigham City UT 84302
435-734-4800

Records Officer(s)
David Roberts
Records Officer
960 South Main
Brigham City, UT  84302
E-mail: david.roberts@besd.net
Box Elder County School District (Utah). Department of Student Services
960 S Main Street, Brigham City UT 84302
435-734-4800

Records Officer(s)
David Roberts
Records Officer
960 South Main
Brigham City, UT  84302
E-mail:  david.roberts@besd.net
Records Officer Certification
Initial Certification:
Most Recent Certification:
Certification Expires:
Records Officer has not completed required training certification.

Box Elder County School District (Utah). Century Elementary School
5820 North 4800 West, Bear River City UT 84301
435-279-2651

Records Officer(s)
David Roberts
Records Officer
960 South Main
Brigham City, UT  84302
E-mail:  david.roberts@besd.net
Records Officer Certification
Initial Certification:
Most Recent Certification:
Certification Expires:
Records Officer has not completed required training certification.

Box Elder County School District (Utah). Corinne Early Learning Center
2275 North 3900 West, Corinne UT 84307
435-744-2468

Records Officer(s)
David Roberts
Records Officer
960 South Main
Brigham City, UT  84302
E-mail:  david.roberts@besd.net
Records Officer Certification
Initial Certification:
Most Recent Certification:
Certification Expires:
Records Officer has not completed required training certification.

Box Elder County School District (Utah). Fielding Elementary School
98 West Main, PO Box 98, Fielding UT 84311
435-458-2700
Records Officer(s)

David Roberts
Records Officer
960 South Main
Brigham City, UT 84302
E-mail: david.roberts@besd.net

Records Officer Certification
Initial Certification:
Most Recent Certification:
Certification Expires:
Records Officer has not completed required training certification.

Box Elder County School District (Utah). Foothill Elementary School
820 North 100 East, Brigham City UT 84302
435-734-4916

Records Officer(s)

David Roberts
Records Officer
960 South Main
Brigham City, UT 84302
E-mail: david.roberts@besd.net

Records Officer Certification
Initial Certification:
Most Recent Certification:
Certification Expires:
Records Officer has not completed required training certification.

Box Elder County School District (Utah). Garland Elementary School
250 North Main, Garland UT 84312
435-257-2600

Records Officer(s)

David Roberts
Records Officer
960 South Main
Brigham City, UT 84302
E-mail: david.roberts@besd.net

Records Officer Certification
Initial Certification:
Most Recent Certification:
Certification Expires:
Records Officer has not completed required training certification.

Box Elder County School District (Utah). Grouse Creek School
1 West Buckaroo Boulevard, Grouse Creek UT 84313
435-747-7321

Records Officer(s)

David Roberts
Records Officer
960 South Main
Brigham City, UT 84302
E-mail: david.roberts@besd.net
Box Elder County School District (Utah). Lake View Elementary School
851 South 200 West, Brigham City UT 84302
435-734-4922

Records Officer(s)
David Roberts
Records Officer
960 South Main
Brigham City, UT 84302
E-mail: david.roberts@besd.net

Records Officer Certification
Initial Certification: 
Most Recent Certification: 
Certification Expires: 
Records Officer has not completed required training certification.

Box Elder County School District (Utah). McKinley Elementary School
120 West 500 South, Tremonton UT 84337
435-257-2590

Records Officer(s)
David Roberts
Records Officer
960 South Main
Brigham City, UT 84302
E-mail: david.roberts@besd.net

Records Officer Certification
Initial Certification: 
Most Recent Certification: 
Certification Expires: 
Records Officer has not completed required training certification.

Box Elder County School District (Utah). Mountain View Elementary School
650 East 700 South, Brigham City UT 84302
435-734-4926

Records Officer(s)
David Roberts
Records Officer
960 South Main
Brigham City, UT 84302
E-mail: david.roberts@besd.net

Records Officer Certification
Initial Certification: 
Most Recent Certification: 
Certification Expires: 
Records Officer has not completed required training certification.

Box Elder County School District (Utah). North Park Elementary School
50 East 700 North, Tremonton UT 84337
435-257-2580
School District Agency Names
with Authorized Records Officers

Box Elder County School District (Utah). Park Valley School
788 Education Drive, Park Valley UT 84329
435-871-4411

Records Officer(s)
David Roberts
Records Officer
960 South Main
Brigham City, UT 84302
E-mail: david.roberts@besd.net

Records Officer Certification
Initial Certification: 
Most Recent Certification: 
Certification Expires: 
Records Officer has not completed required training certification.

Box Elder County School District (Utah). Snowville Elementary School
160 North Stone Road, Snowville UT 84336
435-872-2771

Records Officer(s)
David Roberts
Records Officer
960 South Main
Brigham City, UT 84302
E-mail: david.roberts@besd.net

Records Officer Certification
Initial Certification: 
Most Recent Certification: 
Certification Expires: 
Records Officer has not completed required training certification.

Box Elder County School District (Utah). Willard Elementary School
40 west 50 south, Willard UT 84340
435-734-4934

Records Officer(s)
David Roberts
Records Officer
960 South Main
Brigham City, UT 84302
E-mail: david.roberts@besd.net
Bridge Elementary
4824 Midland Dr, Roy UT 84067
801-499-5180

Records Officer(s)
Lalani Williams
4824 S Midland Dr
Roy, UT  84067
E-mail: iwilliams@bridgecharter.org
Records Officer Certification
Initial Certification: 01/07/2013
Most Recent Certification: 03/17/2022
Certification Expires: 03/17/2023
Records Officer has not completed required training certification.

Emily Bejarano
Academica West
290 North Flint Street
Kaysville, UT  84037
E-mail: emily@academicawest.com
Description of Role: Records Management
Records Officer Certification
Initial Certification: 01/07/2013
Most Recent Certification: 03/17/2022
Certification Expires: 03/17/2023

Mrs. Kara Finley
Records Officer
290 N Flint Street
Kaysville, UT  84037
E-mail: kara@academicawest.com
Records Officer Certification
Initial Certification: 08/12/2014
Most Recent Certification: 01/31/2022
Certification Expires: 01/31/2023

Cache County School District (Utah)
2063 North 1200 East, North Logan UT 84321
435-752-3925

Records Officer(s)
Mr. Jared Black
Records Officer
Cache County School District
84 East 2400 North
North Logan, UT  84341
E-mail: jared.black@ccsdut.org
Description of Role: CAO & Records Officer
Records Officer Certification
Initial Certification: 09/09/2014
Most Recent Certification: 09/01/2022
Certification Expires: 09/01/2023

Kirk McRae
Human Resource Director
2063 North 1200 East
North Logan, UT  84321
E-mail: kirk.mcrae@ccsdut.org
School District Agency Names

with Authorized Records Officers

Description of Role: Records relating to employment, facilities, risk management, Board policies, and requests from the media and journalists

Records Officer Certification
Initial Certification: 02/03/2021
Most Recent Certification: 02/03/2021
Certification Expires: 02/03/2022
Records Officer's certification has expired.

Cache County School District (Utah). Birch Creek Elementary School.
675 West 220 North, Smithfield UT 84335
435-792-7692

Cache County School District (Utah). Cedar Ridge Elementary School
65 North 200 West, Hyde Park UT 84318
435-563-6229

Cache County School District (Utah). Lewiston Elementary School
107 East 200 South, Lewiston UT 84320
435-258-2923

Cache County School District (Utah). Lincoln Elementary School
90 South Center, Lewiston UT 84320
435-258-2923

Cache County School District (Utah). Millville Elementary School
67 South Main, Millville UT 84326
435-752-7162

Cache County School District (Utah). Mountain Crest High School
255 South 800 East, Hyrum UT 84319
435-245-6093

Cache County School District (Utah). North Cache Middle School
157 West 600 South, Richmond UT 84333
435-258-2452

Cache County School District (Utah). North Park Elementary School
2800 North 800 East, North Logan UT 84321
435-752-5121

Cache County School District (Utah). Providence Elementary School
91 East Center, Providence UT 84332
435-752-6010
School District Agency Names
with Authorized Records Officers

Cache County School District (Utah). River Heights Elementary School
780 East 600 South, River Heights UT 84321
435-753-4948

Cache County School District (Utah). Sky View High School
520 South 250 East, Smithfield UT 84335
435-563-6273

Cache County School District (Utah). South Cache Middle School
10 South 480 West, Hyrum UT 84319
435-245-6433

Cache County School District (Utah). Spring Creek Middle School
350 West 100 North, Providence UT 84332
435-753-6200

Cache County School District (Utah). Summit Elementary School
80 West Center, Smithfield UT 84335
435-563-6289

Cache County School District (Utah). Wellsville Elementary School
90 East 100 South, Wellsville UT 84339
435-245-3764

Canyon Grove Academy (Utah)
588 West 3300 North, Pleasant Grove UT 84062
801-785-9300

Records Officer(s)
Steve Finley
Red Apple Financial
433 North 1500 West
Marriott-Slaterville, UT 84401
E-mail: steve@redapplefinance.com

Records Officer Certification
Initial Certification: 02/04/2021
Most Recent Certification: 02/04/2021
Certification Expires: 02/04/2022
Records Officer's certification has expired.

Canyon Rim Academy (Utah)
3005 South 2900 East, Salt Lake City UT 84109
801-474-2066

Records Officer(s)
School District Agency Names
with Authorized Records Officers

David Garrett
Business Manager
3005 South 2900 East
Salt Lake City, UT 84109
E-mail: dgarrett@canyonrimacademy.org

Records Officer Certification
Initial Certification: 09/02/2015
Most Recent Certification: 02/02/2022
Certification Expires: 02/02/2023

Canyons School District (Utah). Education Foundation
Canyons Education Foundation, 9361 South 300 East, Sandy UT 84070
801-826-5178


Canyons School District (Utah)
Canyons School District, 9361 South 300 East, Sandy UT 84070
801-826-5181

Records Officer(s)

Jeffrey K. Christensen
9361 S. 300 E.
Sandy, UT 84070
E-mail: jeffrey.christensen@canyonsdistrict.org
Description of Role: Legal Services

Records Officer Certification
Initial Certification: 11/11/2015
Most Recent Certification: 08/16/2022
Certification Expires: 08/16/2023

Dr. Floyd r Stensrud
Records Officer
9150 south 500 west
Sandy, UT 84070
E-mail: floyd.stensrud@canyonsdistrict.org
Description of Role: I administer the records for all Canyons School District Schools.

Records Officer Certification
Initial Certification: 10/09/2015
Most Recent Certification: 03/02/2022
Certification Expires: 03/02/2023

Kirsten Stewart
9361 South 300 East
Sandy, UT 84070
E-mail: kirsten.stewart@canyonsdistrict.org

Records Officer Certification
Initial Certification: 07/30/2019
Most Recent Certification: 10/19/2020
Certification Expires: 10/19/2021

Records Officer's certification has expired.

Canyons School District (Utah). Albion Middle School
2755 E Newcastle Drive, Sandy UT 84093
801-826-6700

Records Officer(s)
Dr. Floyd r Stensrud
Records Officer
9150 south 500 west
Sandy, UT 84070
E-mail: floyd.stensrud@canyonsdistrict.org
Description of Role: I administer the records for all Canyons School District Schools.

Records Officer Certification
Initial Certification: 10/09/2015
Most Recent Certification: 03/02/2022
Certification Expires: 03/02/2023

Canyons School District (Utah). Alta High School
11055 South 1000 East, Sandy UT 84094
801-826-5600

Records Officer(s)
Dr. Floyd r Stensrud
Records Officer
9150 south 500 west
Sandy, UT 84070
E-mail: floyd.stensrud@canyonsdistrict.org
Description of Role: I administer the records for all Canyons School District Schools.

Records Officer Certification
Initial Certification: 10/09/2015
Most Recent Certification: 03/02/2022
Certification Expires: 03/02/2023

Canyons School District (Utah). Alta View Elementary School
10333 S Crocus St, Sandy UT 84094
801-826-7600

Records Officer(s)
Dr. Floyd r Stensrud
Records Officer
9150 south 500 west
Sandy, UT 84070
E-mail: floyd.stensrud@canyonsdistrict.org
Description of Role: I administer the records for all Canyons School District Schools.

Records Officer Certification
Initial Certification: 10/09/2015
Most Recent Certification: 03/02/2022
Certification Expires: 03/02/2023

Canyons School District (Utah). Altara Elementary School
Altara Elementary School, 800 E 11000 S, Sandy UT 84094
801-826-7675

Records Officer(s)
Dr. Floyd r Stensrud
Records Officer
9150 south 500 west
Sandy, UT 84070
E-mail: floyd.stensrud@canyonsdistrict.org
Description of Role: I administer the records for all Canyons School District Schools.

Records Officer Certification
Initial Certification: 10/09/2015
Most Recent Certification: 03/02/2022
Certification Expires: 03/02/2023
Canyons School District (Utah). Bell View Elementary School
9800 S 800 E, Sandy UT 84094
801-826-7750

Records Officer(s)
Dr. Floyd r Stensrud
Records Officer
9150 south 500 west
Sandy, UT 84070
E-mail: floyd.stensrud@canyonsdistrict.org
Description of Role: I administer the records for all Canyons School District Schools.
Records Officer Certification
Initial Certification: 10/09/2015
Most Recent Certification: 03/02/2022
Certification Expires: 03/02/2023

Canyons School District (Utah). Bella Vista Elementary School
2131 E 7000 S, Cottonwood Heights UT 84121
801-826-7825

Records Officer(s)
Dr. Floyd r Stensrud
Records Officer
9150 south 500 west
Sandy, UT 84070
E-mail: floyd.stensrud@canyonsdistrict.org
Description of Role: I administer the records for all Canyons School District Schools.
Records Officer Certification
Initial Certification: 10/09/2015
Most Recent Certification: 03/02/2022
Certification Expires: 03/02/2023

Canyons School District (Utah). Brighton High School
2220 East Bengal Blvd, Cottonwood Heights UT 84121
801-826-5800

Records Officer(s)
Dr. Floyd r Stensrud
Records Officer
9150 south 500 west
Sandy, UT 84070
E-mail: floyd.stensrud@canyonsdistrict.org
Description of Role: I administer the records for all Canyons School District Schools.
Records Officer Certification
Initial Certification: 10/09/2015
Most Recent Certification: 03/02/2022
Certification Expires: 03/02/2023

Canyons School District (Utah). Brookwood Elementary School
8640 S Snowbird Dr, Sandy UT 84093
801-826-7900

Records Officer(s)
Dr. Floyd r Stensrud  
Records Officer  
9150 south 500 west  
Sandy, UT  84070  
E-mail: floyd.stensrud@canyonsdistrict.org  
Description of Role: I administer the records for all Canyons School District Schools.  
Records Officer Certification  
Initial Certification: 10/09/2015  
Most Recent Certification: 03/02/2022  
Certification Expires: 03/02/2023

Canyons School District (Utah). Butler Elementary School  
2700 E 7000 S, Cottonwood Heights UT 84121  
801-826-7975

Records Officer(s)  
Dr. Floyd r Stensrud  
Records Officer  
9150 south 500 west  
Sandy, UT  84070  
E-mail: floyd.stensrud@canyonsdistrict.org  
Description of Role: I administer the records for all Canyons School District Schools.  
Records Officer Certification  
Initial Certification: 10/09/2015  
Most Recent Certification: 03/02/2022  
Certification Expires: 03/02/2023

Canyons School District (Utah). Butler Middle School  
7530 S 2700 E, Cottonwood Heights UT 84121  
801-826-6800

Records Officer(s)  
Dr. Floyd r Stensrud  
Records Officer  
9150 south 500 west  
Sandy, UT  84070  
E-mail: floyd.stensrud@canyonsdistrict.org  
Description of Role: I administer the records for all Canyons School District Schools.  
Records Officer Certification  
Initial Certification: 10/09/2015  
Most Recent Certification: 03/02/2022  
Certification Expires: 03/02/2023

Canyons School District (Utah). Canyon View Elementary School  
3050 E 7800 S, Cottonwood Heights UT 84121  
801-826-8050

Records Officer(s)  
Dr. Floyd r Stensrud  
Records Officer  
9150 south 500 west  
Sandy, UT  84070  
E-mail: floyd.stensrud@canyonsdistrict.org  
Description of Role: I administer the records for all Canyons School District Schools.  
Records Officer Certification  
Initial Certification: 10/09/2015  
Most Recent Certification: 03/02/2022  
Certification Expires: 03/02/2023
Canyons School District (Utah). Copperview Elementary School
8449 S 150 W, Midvale UT 84047
801-826-8125

Records Officer(s)
Dr. Floyd Stensrud
Records Officer
9150 south 500 west
Sandy, UT 84070
E-mail: floyd.stensrud@canyonsdistrict.org
Description of Role: I administer the records for all Canyons School District Schools.

Records Officer Certification
Initial Certification: 10/09/2015
Most Recent Certification: 03/02/2022
Certification Expires: 03/02/2023

Canyons School District (Utah). Corner Canyon High School
12943 S 700 E, Draper UT 84020
801-826-6400

Records Officer(s)
Dr. Floyd Stensrud
Records Officer
9150 south 500 west
Sandy, UT 84070
E-mail: floyd.stensrud@canyonsdistrict.org
Description of Role: I administer the records for all Canyons School District Schools.

Records Officer Certification
Initial Certification: 10/09/2015
Most Recent Certification: 03/02/2022
Certification Expires: 03/02/2023

Canyons School District (Utah). Crescent Elementary School
11100 S 230 E, Sandy UT 84070
801-826-8200

Records Officer(s)
Dr. Floyd Stensrud
Records Officer
9150 south 500 west
Sandy, UT 84070
E-mail: floyd.stensrud@canyonsdistrict.org
Description of Role: I administer the records for all Canyons School District Schools.

Records Officer Certification
Initial Certification: 10/09/2015
Most Recent Certification: 03/02/2022
Certification Expires: 03/02/2023

Canyons School District (Utah). East Midvale Elementary School
6990 South 300 East, Midvale UT 84047
801-826-8350

Records Officer(s)
Canyons School District (Utah). East Sandy Elementary School
8295 S 870 E, Sandy UT 84094
801-826-8425

Records Officer(s)
Dr. Floyd r Stensrud
Records Officer
9150 south 500 west
Sandy, UT 84070
E-mail: floyd.stensrud@canyonsdistrict.org
Description of Role: I administer the records for all Canyons School District Schools.
Records Officer Certification
Initial Certification: 10/09/2015
Most Recent Certification: 03/02/2022
Certification Expires: 03/02/2023

Canyons School District (Utah). Eastmont Middle School
10100 S 1300 E, Sandy UT 84094
801-826-7000

Records Officer(s)
Dr. Floyd r Stensrud
Records Officer
9150 south 500 west
Sandy, UT 84070
E-mail: floyd.stensrud@canyonsdistrict.org
Description of Role: I administer the records for all Canyons School District Schools.
Records Officer Certification
Initial Certification: 10/09/2015
Most Recent Certification: 03/02/2022
Certification Expires: 03/02/2023

Canyons School District (Utah). Edgemont Elementary School
1085 E 9800 S, Sandy UT 84094
801-826-8500

Records Officer(s)
Dr. Floyd r Stensrud
Records Officer
9150 south 500 west
Sandy, UT 84070
E-mail: floyd.stensrud@canyonsdistrict.org
Description of Role: I administer the records for all Canyons School District Schools.
Records Officer Certification
Initial Certification: 10/09/2015
Most Recent Certification: 03/02/2022
Certification Expires: 03/02/2023
### Canyons School District (Utah). Granite Elementary School

9760 S 3100 E, Sandy UT 84092  
801-826-8575

**Records Officer(s)**

**Dr. Floyd r Stensrud**  
Records Officer  
9150 south 500 west  
Sandy, UT 84070  
E-mail: floyd.stensrud@canyonsdistrict.org  
Description of Role: I administer the records for all Canyons School District Schools.

**Records Officer Certification**

<table>
<thead>
<tr>
<th>Certification Type</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initial Certification</td>
<td>10/09/2015</td>
</tr>
<tr>
<td>Most Recent Certification</td>
<td>03/02/2022</td>
</tr>
<tr>
<td>Certification Expires</td>
<td>03/02/2023</td>
</tr>
</tbody>
</table>

### Canyons School District (Utah). Hillcrest High School

7350 South 900 East, Midvale UT 84047  
801-565-7566

**Records Officer(s)**

**Dr. Floyd r Stensrud**  
Records Officer  
9150 south 500 west  
Sandy, UT 84070  
E-mail: floyd.stensrud@canyonsdistrict.org  
Description of Role: I administer the records for all Canyons School District Schools.

**Records Officer Certification**

<table>
<thead>
<tr>
<th>Certification Type</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initial Certification</td>
<td>10/09/2015</td>
</tr>
<tr>
<td>Most Recent Certification</td>
<td>03/02/2022</td>
</tr>
<tr>
<td>Certification Expires</td>
<td>03/02/2023</td>
</tr>
</tbody>
</table>

### Canyons School District (Utah). Indian Hills Middle School

1180 E Sanders Rd, Sandy UT 84094  
801-826-7100

**Records Officer(s)**

**Dr. Floyd r Stensrud**  
Records Officer  
9150 south 500 west  
Sandy, UT 84070  
E-mail: floyd.stensrud@canyonsdistrict.org  
Description of Role: I administer the records for all Canyons School District Schools.

**Records Officer Certification**

<table>
<thead>
<tr>
<th>Certification Type</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initial Certification</td>
<td>10/09/2015</td>
</tr>
<tr>
<td>Most Recent Certification</td>
<td>03/02/2022</td>
</tr>
<tr>
<td>Certification Expires</td>
<td>03/02/2023</td>
</tr>
</tbody>
</table>

### Canyons School District (Utah). Jordan High School

95 East Beadigger Blvd, Sandy UT 84070  
801-826-6200

**Records Officer(s)**
School District Agency Names

with Authorized Records Officers

Dr. Floyd r Stensrud
Records Officer
9150 south 500 west
Sandy, UT 84070
E-mail: floyd.stensrud@canyonsdistrict.org
Description of Role: I administer the records for all Canyons School District Schools.
Records Officer Certification
Initial Certification: 10/09/2015
Most Recent Certification: 03/02/2022
Certification Expires: 03/02/2023

Canyons School District (Utah). Lone Peak Elementary School
11515 S High Mesa Dr, Sandy UT 84092
801-826-8650

Records Officer(s)
Dr. Floyd r Stensrud
Records Officer
9150 south 500 west
Sandy, UT 84070
E-mail: floyd.stensrud@canyonsdistrict.org
Description of Role: I administer the records for all Canyons School District Schools.
Records Officer Certification
Initial Certification: 10/09/2015
Most Recent Certification: 03/02/2022
Certification Expires: 03/02/2023

Canyons School District (Utah). Midvale Middle School
7852 S Pioneer St, Midvale UT 84047
801-826-7300

Records Officer(s)
Dr. Floyd r Stensrud
Records Officer
9150 south 500 west
Sandy, UT 84070
E-mail: floyd.stensrud@canyonsdistrict.org
Description of Role: I administer the records for all Canyons School District Schools.
Records Officer Certification
Initial Certification: 10/09/2015
Most Recent Certification: 03/02/2022
Certification Expires: 03/02/2023

Canyons School District (Utah). Midvalley Elementary School
217 E 7800 S, Midvale UT 84047
801-826-8800

Records Officer(s)
Dr. Floyd r Stensrud
Records Officer
9150 south 500 west
Sandy, UT 84070
E-mail: floyd.stensrud@canyonsdistrict.org
Description of Role: I administer the records for all Canyons School District Schools.
Records Officer Certification
Initial Certification: 10/09/2015
Most Recent Certification: 03/02/2022
Certification Expires: 03/02/2023
Canyons School District (Utah). Mount Jordan Middle School
9360 S 300 E, Sandy UT 84070
801-826-7400

Records Officer(s)
Dr. Floyd r Stensrud
Records Officer
9150 south 500 west
Sandy, UT  84070
E-mail:  floyd.stensrud@canyonsdistrict.org
Description of Role:  I administer the records for all Canyons School District Schools.
Records Officer Certification
Initial Certification:  10/09/2015
Most Recent Certification:  03/02/2022
Certification Expires:  03/02/2023

Canyons School District (Utah). Oak Hollow Elementary School
884 E 1440 S, Draper UT 84020
801-826-8875

Records Officer(s)
Dr. Floyd r Stensrud
Records Officer
9150 south 500 west
Sandy, UT  84070
E-mail:  floyd.stensrud@canyonsdistrict.org
Description of Role:  I administer the records for all Canyons School District Schools.
Records Officer Certification
Initial Certification:  10/09/2015
Most Recent Certification:  03/02/2022
Certification Expires:  03/02/2023

Canyons School District (Utah). Oakdale Elementary School
1900 E Creek Road, Sandy UT 84093
801-826-8950

Records Officer(s)
Dr. Floyd r Stensrud
Records Officer
9150 south 500 west
Sandy, UT  84070
E-mail:  floyd.stensrud@canyonsdistrict.org
Description of Role:  I administer the records for all Canyons School District Schools.
Records Officer Certification
Initial Certification:  10/09/2015
Most Recent Certification:  03/02/2022
Certification Expires:  03/02/2023

Canyons School District (Utah). Park Lane Elementary School
9955 S 2300 E, Sandy UT 84092
801-826-9025

Records Officer(s)
Dr. Floyd r Stensrud  
Records Officer  
9150 south 500 west  
Sandy, UT 84070  
E-mail: floyd.stensrud@canyonsdistrict.org  
Description of Role: I administer the records for all Canyons School District Schools.  
Records Officer Certification  
Initial Certification: 10/09/2015  
Most Recent Certification: 03/02/2022  
Certification Expires: 03/02/2023

Canyons School District (Utah). Peruvian Park Elementary School
1545 E 8425 S, Sandy UT 84093  
801-826-9100

Records Officer(s)
Dr. Floyd r Stensrud  
Records Officer  
9150 south 500 west  
Sandy, UT 84070  
E-mail: floyd.stensrud@canyonsdistrict.org  
Description of Role: I administer the records for all Canyons School District Schools.  
Records Officer Certification  
Initial Certification: 10/09/2015  
Most Recent Certification: 03/02/2022  
Certification Expires: 03/02/2023

Canyons School District (Utah). Quail Hollow Elementary School
2625 E Newcastle Dr, Sandy UT 84093  
801-826-9175

Records Officer(s)
Dr. Floyd r Stensrud  
Records Officer  
9150 south 500 west  
Sandy, UT 84070  
E-mail: floyd.stensrud@canyonsdistrict.org  
Description of Role: I administer the records for all Canyons School District Schools.  
Records Officer Certification  
Initial Certification: 10/09/2015  
Most Recent Certification: 03/02/2022  
Certification Expires: 03/02/2023

Canyons School District (Utah). Ridgecrest Elementary School
1800 E 7200 S, Cottonwood Heights UT 84121  
801-826-9250

Records Officer(s)
Dr. Floyd r Stensrud  
Records Officer  
9150 south 500 west  
Sandy, UT 84070  
E-mail: floyd.stensrud@canyonsdistrict.org  
Description of Role: I administer the records for all Canyons School District Schools.  
Records Officer Certification  
Initial Certification: 10/09/2015  
Most Recent Certification: 03/02/2022  
Certification Expires: 03/02/2023
Canyons School District (Utah). Sandy Elementary School
8725 S 280 E, Sandy UT 84070
801-826-9325

Records Officer(s)
Dr. Floyd r Stensrud
Records Officer
9150 south 500 west
Sandy, UT  84070
E-mail: floyd.stensrud@canyonsdistrict.org
Description of Role: I administer the records for all Canyons School District Schools.

Records Officer Certification
Initial Certification: 10/09/2015
Most Recent Certification: 03/02/2022
Certification Expires: 03/02/2023

Canyons School District (Utah). Silver Mesa Elementary School
8920 S 1700 E, Sandy UT 84093
801-826-9400

Records Officer(s)
Dr. Floyd r Stensrud
Records Officer
9150 south 500 west
Sandy, UT  84070
E-mail: floyd.stensrud@canyonsdistrict.org
Description of Role: I administer the records for all Canyons School District Schools.

Records Officer Certification
Initial Certification: 10/09/2015
Most Recent Certification: 03/02/2022
Certification Expires: 03/02/2023

Canyons School District (Utah). Sprucewood Elementary School
12025 S 1000 E, Sandy UT 84094
801-826-9475

Records Officer(s)
Dr. Floyd r Stensrud
Records Officer
9150 south 500 west
Sandy, UT  84070
E-mail: floyd.stensrud@canyonsdistrict.org
Description of Role: I administer the records for all Canyons School District Schools.

Records Officer Certification
Initial Certification: 10/09/2015
Most Recent Certification: 03/02/2022
Certification Expires: 03/02/2023

Canyons School District (Utah). Sunrise Elementary School
1520 E 11265 S, Sandy UT 84092
801-826-9550

Records Officer(s)
School District Agency Names

with Authorized Records Officers

Dr. Floyd r Stensrud
Records Officer
9150 south 500 west
Sandy, UT 84070
E-mail: floyd.stensrud@canyonsdistrict.org
Description of Role: I administer the records for all Canyons School District Schools.

Records Officer Certification
Initial Certification: 10/09/2015
Most Recent Certification: 03/02/2022
Certification Expires: 03/02/2023

Canyons School District (Utah). Union Middle School
615 E 8000 S, Sandy UT 84070
801-826-7500

Records Officer(s)

Dr. Floyd r Stensrud
Records Officer
9150 south 500 west
Sandy, UT 84070
E-mail: floyd.stensrud@canyonsdistrict.org
Description of Role: I administer the records for all Canyons School District Schools.

Records Officer Certification
Initial Certification: 10/09/2015
Most Recent Certification: 03/02/2022
Certification Expires: 03/02/2023

Canyons School District (Utah). Willow Canyon Elementary School
9650 S 1700 E, Sandy UT 84092
801-826-9625

Records Officer(s)

Dr. Floyd r Stensrud
Records Officer
9150 south 500 west
Sandy, UT 84070
E-mail: floyd.stensrud@canyonsdistrict.org
Description of Role: I administer the records for all Canyons School District Schools.

Records Officer Certification
Initial Certification: 10/09/2015
Most Recent Certification: 03/02/2022
Certification Expires: 03/02/2023

Canyons School District (Utah). Willow Springs Elementary School
13288 S Lone Rock Drive, Draper UT 84020
801-826-9700

Records Officer(s)

Dr. Floyd r Stensrud
Records Officer
9150 south 500 west
Sandy, UT 84070
E-mail: floyd.stensrud@canyonsdistrict.org
Description of Role: I administer the records for all Canyons School District Schools.

Records Officer Certification
Initial Certification: 10/09/2015
Most Recent Certification: 03/02/2022
Certification Expires: 03/02/2023
Carbon County School District (Utah)
251 West 400 North, Price UT 84501
435-637-1732

Records Officer(s)

Darin Lancaster
Business Administrator
251 West 400 North
Price, UT 84501
E-mail: dlancaster@carbonschools.org

Records Officer Certification
Initial Certification: 09/25/2013
Most Recent Certification: 05/18/2020
Certification Expires: 05/18/2021
Records Officer’s certification has expired.

Carbon County School District (Utah). Carbon High School
750 East 400 North, Price UT 84501
435-637-2463

Carbon County School District (Utah). Castle Heights Elementary School
750 North Homestead Blvd, Price UT 84501
435-637-7177

Carbon County School District (Utah). Castle Valley Center
755 North Cedar Hills Drive, Price UT 84501
435-637-9150

Carbon County School District (Utah). Creekview Elementary School
590 West 500 South, Price UT 84501
435-637-0828

Carbon County School District (Utah). Helper Middle School
151 Uintah Street, Helper UT 84526
435-472-5441

Carbon County School District (Utah). Mont Harmon Middle School
60 West 400 North, Price UT 84501
435-637-0510

Carbon County School District (Utah). Sally Mauro Elementary School
20 2nd Avenue, Helper UT 84526
435-472-5311
Career Academy of Utah

Center for Creativity, Innovation, and Discovery (Utah)
170 West Spring Creek Parkway, Providence UT 84332
435-258-7097

Records Officer(s)
Melia Balls
E-mail: melia.balls@ccidschools.org

Records Officer Certification
Initial Certification: 
Most Recent Certification: 
Certification Expires: 
Records Officer has not completed required training certification.

Channing Hall (Utah)
13515 South 150 East, Draper UT 84020
801-572-2709

Records Officer(s)
Mr. Jacki Stout
Agency Employee
13515 S. 150 East
Draper, UT  84020
E-mail: jstout@channinghall.org
Description of Role: Business Manager

Records Officer Certification
Initial Certification: 
Most Recent Certification: 
Certification Expires: 
Records Officer has not completed required training certification.

City Academy (Utah)
555 East 200 South, Salt Lake City UT 84102
801-596-8489

Records Officer(s)
Crystal Boteju
Office Manager
555 East 200 South
Salt Lake City, UT  84102
E-mail: crystal.boteju@cityacademyslc.org

Records Officer Certification
Initial Certification: 07/31/2018
Most Recent Certification: 11/03/2021
Certification Expires: 11/03/2022

CS Lewis Academy (Utah)
Daggett County School District (Utah)
196 West Second North, P.O. Box 249, Manila UT 84046
435-784-3174

Records Officer(s)
Luann Robinson
196 West 200 North
Manila, UT 84046
E-mail: lrobobinson@dsdf.org

Records Officer Certification
Initial Certification: 
Most Recent Certification: 
Certification Expires: 
Records Officer has not completed required training certification.

Missy Butler
Agency Employee
160 west 200 north
Manila, UT 84046
E-mail: mbutler@dsdf.org
Description of Role: High School office Manager

Records Officer Certification
Initial Certification: 10/18/2021
Most Recent Certification: 10/18/2021
Certification Expires: 10/18/2022

Daggett County School District (Utah). Flaming Gorge Elementary School
196 West Second North, PO Box 289, Dutch John UT 84023
435-885-3112

Daggett County School District (Utah). Manila Elementary School
125 West 200 North, PO Box 289, Manila UT 84046
435-784-3174

Daggett County School District (Utah). Manila High School
160 West 200 North, PO Box 249, Manila UT 84046
435-784-3174

Records Officer(s)
Missy Butler
Agency Employee
160 west 200 north
Manila, UT 84046
E-mail: mbutler@dsdf.org
Description of Role: High School office Manager

Records Officer Certification
Initial Certification: 10/18/2021
Most Recent Certification: 10/18/2021
Certification Expires: 10/18/2022

DaVinci Academy (Utah)
Records Officer(s)

Fred Donaldson  
Chief Administrative Officer  
2033 Grant Avenue  
Ogden, UT  
E-mail: fred.donaldson@davinciacademy.org  
Records Officer Certification  
Initial Certification: 12/26/2015  
Most Recent Certification: 02/22/2022  
Certification Expires: 02/22/2023  

Davis School District (Utah)  
45 East State Street, P.O. Box 588, Farmington UT 84025-0588  
801-402-5261  

Records Officer(s)  

Christopher Williams  
Director of Communication  
45 East State Street  
PO Box 588  
Farmington, UT  84025  
E-mail: cwilliams@dsdmail.net  
Description of Role: Receiving and responding to requests for records by journalists and representatives of the media  
Records Officer Certification  
Initial Certification: 09/25/2014  
Most Recent Certification: 05/09/2022  
Certification Expires: 05/09/2023  

Pamela Park  
Records Officer  
45 E State Street  
P.O. Box 588  
Farmington, UT  84025  
E-mail: ppark@dsdmail.net  
Description of Role: Assistant Superintendent over Curriculum and Instruction, Student Assessment  
Records Officer Certification  
Initial Certification: 09/03/2015  
Most Recent Certification: 09/03/2015  
Certification Expires: 09/03/2016  
Records Officer's certification has expired.  

Ms. Pamela Stavros  
Agency Employee  
45 East State Street  
Farmington, UT  84025  
E-mail: pstavros@dsdmail.net  
Records Officer Certification  
Initial Certification: 08/25/2014  
Most Recent Certification: 03/16/2021  
Certification Expires: 03/16/2022  
Records Officer's certification has expired.  

John Zurbuchen  
Records Officer  
45 East State Street  
Farmington, UT  84025  
E-mail: jzurbuchen@dsdmail.net  
Description of Role: You have been designated as a Records Officer for all records relating to employment; facilities; and risk management. Always happy to help with any requests for records you may receive.
Davis County School District (Utah). Adams Elementary School
2200 East 2500 North, Layton UT 84040
801-402-3100

Records Officer(s)
John Zurbuchen
Records Officer
45 East State Street
Farmington, UT 84025
E-mail: jzurbuchen@dsdmail.net
Description of Role: You have been designated as a Records Officer for all records relating to employment; facilities; and risk management. Always happy to help with any requests for records you may receive.

Records Officer Certification
Initial Certification: 03/10/2017
Most Recent Certification: 03/10/2017
Certification Expires: 03/10/2018
Records Officer’s certification has expired.

Davis County School District (Utah). Adelaide Elementary School
731 West 3600 South, Bountiful UT 84010
801-402-1250

Records Officer(s)
John Zurbuchen
Records Officer
45 East State Street
Farmington, UT 84025
E-mail: jzurbuchen@dsdmail.net
Description of Role: You have been designated as a Records Officer for all records relating to employment; facilities; and risk management. Always happy to help with any requests for records you may receive.

Records Officer Certification
Initial Certification: 03/10/2017
Most Recent Certification: 03/10/2017
Certification Expires: 03/10/2018
Records Officer’s certification has expired.

Davis County School District (Utah). Antelope Elementary School
1810 South Main, Clearfield UT 84015
801-402-1250

Records Officer(s)
John Zurbuchen
Records Officer
45 East State Street
Farmington, UT 84025
E-mail: jzurbuchen@dsdmail.net
Description of Role: You have been designated as a Records Officer for all records relating to employment; facilities; and risk management. Always happy to help with any requests for records you may receive.

Records Officer Certification
Initial Certification: 03/10/2017
Most Recent Certification: 03/10/2017
Certification Expires: 03/10/2018
Records Officer’s certification has expired.
School District Agency Names

with Authorized Records Officers

Davis County School District (Utah). Boulton Elementary School
2611 South Orchard Drive, Bountiful UT 84010
801-402-1300

Records Officer(s)
John Zurbuchen
Records Officer
45 East State Street
Farmington, UT  84025
E-mail: jzurbuchen@dsdmail.net
Description of Role: You have been designated as a Records Officer for all records relating to employment; facilities; and risk management. Always happy to help with any requests for records you may receive.

Records Officer Certification
Initial Certification: 03/10/2017
Most Recent Certification: 03/10/2017
Certification Expires: 03/10/2018
Records Officer’s certification has expired.

Davis County School District (Utah). Bountiful Elementary School
1620 South 50 West, Bountiful UT 84010
801-402-1350

Records Officer(s)
John Zurbuchen
Records Officer
45 East State Street
Farmington, UT  84025
E-mail: jzurbuchen@dsdmail.net
Description of Role: You have been designated as a Records Officer for all records relating to employment; facilities; and risk management. Always happy to help with any requests for records you may receive.

Records Officer Certification
Initial Certification: 03/10/2017
Most Recent Certification: 03/10/2017
Certification Expires: 03/10/2018
Records Officer’s certification has expired.

Davis County School District (Utah). Bountiful High School
1620 South 50 West, Bountiful UT 84010
801-402-1350

Records Officer(s)
John Zurbuchen
Records Officer
45 East State Street
Farmington, UT  84025
E-mail: jzurbuchen@dsdmail.net
Description of Role: You have been designated as a Records Officer for all records relating to employment; facilities; and risk management. Always happy to help with any requests for records you may receive.

Records Officer Certification
Initial Certification: 03/10/2017
Most Recent Certification: 03/10/2017
Certification Expires: 03/10/2018
Records Officer’s certification has expired.

Davis County School District (Utah). Bountiful Jr. High School
30 West 400 North, Bountiful UT 84010
801-402-6000
Records Officer(s)

John Zurbuchen
Records Officer
45 East State Street
Farmington, UT 84025
E-mail: jzurbuchen@dsdmail.net

Description of Role: You have been designated as a Records Officer for all records relating to employment; facilities; and risk management. Always happy to help with any requests for records you may receive.

Records Officer Certification
Initial Certification: 03/10/2017
Most Recent Certification: 03/10/2017
Certification Expires: 03/10/2018

Records Officer's certification has expired.

Davis County School District (Utah). Burton Elementary School
827 East 200 South, Kaysville UT 84037
801-402-3150

Records Officer(s)

John Zurbuchen
Records Officer
45 East State Street
Farmington, UT 84025
E-mail: jzurbuchen@dsdmail.net

Description of Role: You have been designated as a Records Officer for all records relating to employment; facilities; and risk management. Always happy to help with any requests for records you may receive.

Records Officer Certification
Initial Certification: 03/10/2017
Most Recent Certification: 03/10/2017
Certification Expires: 03/10/2018

Records Officer's certification has expired.

Davis County School District (Utah). Centerville Elementary School
350 North 100 East, Centerville UT 84014
801-402-1400

Records Officer(s)

John Zurbuchen
Records Officer
45 East State Street
Farmington, UT 84025
E-mail: jzurbuchen@dsdmail.net

Description of Role: You have been designated as a Records Officer for all records relating to employment; facilities; and risk management. Always happy to help with any requests for records you may receive.

Records Officer Certification
Initial Certification: 03/10/2017
Most Recent Certification: 03/10/2017
Certification Expires: 03/10/2018

Records Officer's certification has expired.

Davis County School District (Utah). Centerville Junior High School
625 South Main Street, Centerville UT 84014
801-402-6100

Records Officer(s)
School District Agency Names

with Authorized Records Officers

John Zurbuchen
Records Officer
45 East State Street
Farmington, UT  84025
E-mail:  jzurbuchen@dsdmail.net
Description of Role:  You have been designated as a Records Officer for all records relating to employment; facilities; and risk management. Always happy to help with any requests for records you may receive.

Records Officer Certification
Initial Certification:  03/10/2017
Most Recent Certification:  03/10/2017
Certification Expires:  03/10/2018
Records Officer's certification has expired.

Davis County School District (Utah). Hill Field Elementary School
389 South 1000 East, Clearfield UT 84015
801-402-2350

Records Officer(s)
John Zurbuchen
Records Officer
45 East State Street
Farmington, UT  84025
E-mail:  jzurbuchen@dsdmail.net
Description of Role:  You have been designated as a Records Officer for all records relating to employment; facilities; and risk management. Always happy to help with any requests for records you may receive.

Records Officer Certification
Initial Certification:  03/10/2017
Most Recent Certification:  03/10/2017
Certification Expires:  03/10/2018
Records Officer's certification has expired.

Davis County School District (Utah). South Davis Jr. High School
298 West 2600 South, Bountiful UT 84010
801-402-6400

Records Officer(s)
John Zurbuchen
Records Officer
45 East State Street
Farmington, UT  84025
E-mail:  jzurbuchen@dsdmail.net
Description of Role:  You have been designated as a Records Officer for all records relating to employment; facilities; and risk management. Always happy to help with any requests for records you may receive.

Records Officer Certification
Initial Certification:  03/10/2017
Most Recent Certification:  03/10/2017
Certification Expires:  03/10/2018
Records Officer's certification has expired.

Dual Immersion Academy (Utah)
1155 South Glendale Drive, Salt Lake City UT 84104
801-972-1425

Records Officer(s)
Yocelin Ramirez
1155 South Glendale Drive
Salt Lake City, UT  84120
E-mail:  yocelin.ramirez@diacharter.org
School District Agency Names

with Authorized Records Officers

Records Officer Certification
Initial Certification: 08/04/2021
Most Recent Certification: 08/04/2021
Certification Expires: 08/04/2022

Records Officer’s certification has expired.

Duchesne County School District (Utah)
1010 East 200 North, Roosevelt UT 84066
435-738-1240

Records Officer(s)
Mr. Dee E Miles
Records Officer
50 East 100 South
PO Box 446
Duchesne, UT 84021
E-mail: dmiles@dcsd.org

Records Officer Certification
Initial Certification: 03/13/2014
Most Recent Certification: 03/16/2022
Certification Expires: 03/16/2023

Duchesne County School District (Utah). Altamont Elementary School
190 West Main, Altamont UT 84001
435-738-1375

Records Officer(s)
Mr. Dee E Miles
Records Officer
50 East 100 South
PO Box 446
Duchesne, UT 84021
E-mail: dmiles@dcsd.org

Records Officer Certification
Initial Certification: 03/13/2014
Most Recent Certification: 03/16/2022
Certification Expires: 03/16/2023

Duchesne County School District (Utah). Altamont High School
200 West Main, Altamont UT 84001
435-738-1345

Records Officer(s)
Mr. Dee E Miles
Records Officer
50 East 100 South
PO Box 446
Duchesne, UT 84021
E-mail: dmiles@dcsd.org

Records Officer Certification
Initial Certification: 03/13/2014
Most Recent Certification: 03/16/2022
Certification Expires: 03/16/2023

Duchesne County School District (Utah). ConAmore Training Center
325 East Main, Myton UT 84052
435-725-4750
School District Agency Names
with Authorized Records Officers

Records Officer(s)
Mr. Dee E Miles
Records Officer
50 East 100 South
PO Box 446
Duchesne, UT 84021
E-mail: dmiles@dcsd.org
Records Officer Certification
Initial Certification: 03/13/2014
Most Recent Certification: 03/16/2022
Certification Expires: 03/16/2023

Duchesne County School District (Utah). Duchesne High School
95 North 200 West, Duchesne UT 84021
435-738-1260

Records Officer(s)
Mr. Dee E Miles
Records Officer
50 East 100 South
PO Box 446
Duchesne, UT 84021
E-mail: dmiles@dcsd.org
Records Officer Certification
Initial Certification: 03/13/2014
Most Recent Certification: 03/16/2022
Certification Expires: 03/16/2023

Duchesne County School District (Utah). Duchesne Elementary School
198 West 300 North, Duchesne UT 84021
435-738-1290

Records Officer(s)
Mr. Dee E Miles
Records Officer
50 East 100 South
PO Box 446
Duchesne, UT 84021
E-mail: dmiles@dcsd.org
Records Officer Certification
Initial Certification: 03/13/2014
Most Recent Certification: 03/16/2022
Certification Expires: 03/16/2023

Duchesne County School District (Utah). East Elementary School
700 East 400 NOrth, Roosevelt UT 84066
435-725-4665

Records Officer(s)
Mr. Dee E Miles
Records Officer
50 East 100 South
PO Box 446
Duchesne, UT 84021
E-mail: dmiles@dcsd.org
Duchesne County School District (Utah). Myton Elementary School
400 East Main, Roosevelt UT 84066
435-725-4735

Records Officer(s)
Mr. Dee E Miles
Records Officer
50 East 100 South
PO Box 446
Duchesne, UT 84021
E-mail: dmiles@dcsd.org
Records Officer Certification
Initial Certification: 03/13/2014
Most Recent Certification: 03/16/2022
Certification Expires: 03/16/2023

Duchesne County School District (Utah). Neola Elementary School
8709 North State Road 121, Neola UT 84053
435-725-4715

Records Officer(s)
Mr. Dee E Miles
Records Officer
50 East 100 South
PO Box 446
Duchesne, UT 84021
E-mail: dmiles@dcsd.org
Records Officer Certification
Initial Certification: 03/13/2014
Most Recent Certification: 03/16/2022
Certification Expires: 03/16/2023

Duchesne County School District (Utah). Roosevelt Jr. High School
350 West 200 South, Roosevelt UT 84066
435-725-4622

Records Officer(s)
Mr. Dee E Miles
Records Officer
50 East 100 South
PO Box 446
Duchesne, UT 84021
E-mail: dmiles@dcsd.org
Records Officer Certification
Initial Certification: 03/13/2014
Most Recent Certification: 03/16/2022
Certification Expires: 03/16/2023

Duchesne County School District (Utah). Tabiona School
10 North Main, Tabiona UT 84072
435-738-1320
School District Agency Names
with Authorized Records Officers

Records Officer(s)
Mr. Dee E Miles
Records Officer
50 East 100 South
PO Box 446
Duchesne, UT  84021
E-mail: dmiles@dcsd.org

Duchesne County School District (Utah). Union High School
135 North Union, Roosevelt UT 84066
435-725-4525

Records Officer(s)
Mr. Dee E Miles
Records Officer
50 East 100 South
PO Box 446
Duchesne, UT  84021
E-mail: dmiles@dcsd.org

Early Light Academy at Daybreak (Utah)
11709 S. Vadania Drive, South Jordan UT 84095
801-302-5988

Records Officer(s)
Emily Bejarano
Academica West
290 North Flint Street
Kaysville, UT  84037
E-mail: emily@academicawest.com
Description of Role: Records Management

East Hollywood High (Utah)
2185 South 3600 West, West Valley City UT 84119
801-886-8181
School District Agency Names

with Authorized Records Officers

Heidi Obrey
Registrar
2185 3600 W
West Valley, UT 84119
E-mail: hobrey@ehhs.us

Records Officer Certification
- Initial Certification: 06/15/2021
- Most Recent Certification: 05/16/2022
- Certification Expires: 05/16/2023

Emery County School District (Utah)
120 North Main Street, P.O. Box 120, Huntington UT 84528
435-687-9846

Records Officer(s)

Mr. Jared Black
Records Officer
Cache County School District
84 East 2400 North
North Logan, UT 84341
E-mail: jared.black@ccsdut.org
Description of Role: CAO & Records Officer

Records Officer Certification
- Initial Certification: 09/09/2014
- Most Recent Certification: 09/01/2022
- Certification Expires: 09/01/2023

Jackie Allred
120 North Main St
PO Box 120
Huntington, UT 84528
E-mail: jackiea@emeryschools.org

Records Officer Certification
- Initial Certification: 12/02/2020
- Most Recent Certification: 11/21/2021
- Certification Expires: 11/21/2022

Endeavor Hall (Utah)
2610 Decker Lake Lane, Salt Lake City UT 84119
801-972-1153

Records Officer(s)

Sara Gorringe
E-mail: sara.gorringe@endeavorhall.org

Records Officer Certification
- Initial Certification: 03/12/2021
- Most Recent Certification: 03/09/2022
- Certification Expires: 03/09/2023

Entheos Academy (Utah)
4710 West 6200 South, Kearns UT 84118
801-417-5444

Records Officer(s)

Sue Talmadge
Records Officer
E-mail: stalmadge@entheosel.org
Description of Role: School records officer
School District Agency Names

with Authorized Records Officers

Records Officer Certification
Initial Certification: 10/03/2018
Most Recent Certification: 04/07/2022
Certification Expires: 04/07/2023

Entheos Academy (Utah). Kearns Campus
4710 West 6200 South, Kearns UT 84118
801-417-5444

Records Officer(s)
Sue Talmadge
Records Officer
E-mail: stalmadge@entheosel.org
Description of Role: School records officer

Records Officer Certification
Initial Certification: 10/03/2018
Most Recent Certification: 04/07/2022
Certification Expires: 04/07/2023

Entheos Academy (Utah). Magna Campus
2606 South 7200 West, Magna UT 84044
801-250-5233

Records Officer(s)
Sue Talmadge
Records Officer
E-mail: stalmadge@entheosel.org
Description of Role: School records officer

Records Officer Certification
Initial Certification: 10/03/2018
Most Recent Certification: 04/07/2022
Certification Expires: 04/07/2023

Esperanza Elementary (Utah)
4956 W. 3500 S., West Valley City UT 84120
801-305-1450

Records Officer(s)
Ariana Moreno
E-mail: ari.moreno@esperanzaelementary.org

Records Officer Certification
Initial Certification: 12/11/2020
Most Recent Certification: 04/14/2022
Certification Expires: 04/14/2023

Excelsior Academy (Utah)
124 E Erda Way, Erda UT 84074
435-882-3062

Records Officer(s)
Cami Thorpe
Enrollment Specialist
E-mail: cthorpe@excelsior-academy.org
School District Agency Names
with Authorized Records Officers

Records Officer Certification
Initial Certification: 01/16/2013
Most Recent Certification: 06/13/2022
Certification Expires: 06/13/2023

Fast Forward Charter High School (Utah)
875 West 1400 North, Logan UT 84321
435-713-4255

Records Officer(s)
Sandra Hepworth
875 West 1400 North
Logan, UT  84321
E-mail: sandy@ffchs.org
Records Officer Certification
Initial Certification: 01/05/2021
Most Recent Certification: 01/01/2022
Certification Expires: 01/01/2023

Franklin Discovery Academy (Utah)
320 W Gammon Rd, Orem UT 84059
801-785-6500

Records Officer(s)
Ashley Watts
Registrar & Office Manager
320 West Gammon Rd
Orem, UT  84059
E-mail: ashley.watts@franklindiscovery.org
Records Officer Certification
Initial Certification: 02/03/2022
Most Recent Certification: 02/03/2022
Certification Expires: 02/03/2023

Freedom Academy (Utah)
1190 West 900 North, Provo UT 84604
801-437-3100

Records Officer(s)
Tracey Noonan
Executive Asst.
Administration
1190 W 900 N
Provo, UT  84604
E-mail: tnoonan@freedomprep.net
Records Officer Certification
Initial Certification: 11/06/2018
Most Recent Certification: 03/21/2022
Certification Expires: 03/21/2023

Garfield County School District (Utah)
Box 398, 145 East Center, Panguitch UT 84759
435-676-8821

Records Officer(s)
School District Agency Names
with Authorized Records Officers

Kerri Justus
Payroll Specialist for Garfield County School District
P.O. Box 398
145 East Center
Panguitch, UT 84759
E-mail: kerri.justus@garfk12.org
Description of Role: GRAMA and records management
Records Officer Certification
Initial Certification: 01/24/2013
Most Recent Certification: 07/05/2022
Certification Expires: 07/05/2023

Gateway Preparatory Academy (Utah)
201 E. Thoroughbred Way, Enoch UT 84720
435-867-5558

Records Officer(s)
Mrs. Joni D O’Hanlon
Records Officer
201 E. Thoroughbred Way
Enoch, UT 84720
E-mail: joniohanlon@gpacharter.org
Description of Role: Registrar at Gateway Preparatory Academy
Records Officer Certification
Initial Certification: 12/30/2018
Most Recent Certification: 04/06/2022
Certification Expires: 04/06/2023

Jonada Munk
Business Manager
201 Thoroughbred Way
Enoch, UT 84720
E-mail: jonadamunk@gpacharter.org
Records Officer Certification
Initial Certification: 
Most Recent Certification: 
Certification Expires: 
Records Officer has not completed required training certification.

Amy Gibson
Data Manager
201 Thoroughbred Way
Enoch, UT 84720
E-mail: amygibson@gpacharter.org
Records Officer Certification
Initial Certification: 
Most Recent Certification: 
Certification Expires: 
Records Officer has not completed required training certification.

George Washington Academy (Utah)
2277 South 3000 East, St. George UT 84770
435-673-2232

Records Officer(s)
Debra Kauvaka
Records Officer
2277 S 3000 E.
St. George, UT 84790
E-mail: dkauvaka@gwacademy.org
Description of Role: Administrative Services Director
Records Officer Certification
Initial Certification: 
Most Recent Certification: 
Certification Expires: 
Records Officer has not completed required training certification.
School District Agency Names

with Authorized Records Officers

Records Officer Certification
Initial Certification: 12/09/2020
Most Recent Certification: 12/09/2021
Certification Expires: 12/09/2022

Mireille Evans
Special Ed Administrative Asst.
2277 S. 3000 E.
St. George, UT 84790
E-mail: mevans@gwacademy.org

Records Officer Certification
Initial Certification: 12/09/2020
Most Recent Certification: 12/09/2021
Certification Expires: 12/09/2022

Records Officer has not completed required training certification.

Good Foundations Academy (Utah)
5101 South 1050 West, Riverdale UT 84405
801-393-2950

Records Officer(s)

Jana Adams
Records Officer
5101 S 1050 W
Riverdale, UT 84405
E-mail: jadams@gfautah.org
Description of Role: I am an office manager for a charter school in Riverdale, Utah. I have been appointed by my Director to become our school’s record officer.

Records Officer Certification
Initial Certification: 01/17/2020
Most Recent Certification: 01/14/2022
Certification Expires: 01/14/2023

Grand County School District (Utah)
264 South 400 East Street, Moab UT 84532
435-259-5317

Records Officer(s)

Mr. Patrick Wilson
Business Administrator
264 South 400 East
Moab, UT 84532
E-mail: wilsonp@grandschools.org

Records Officer Certification
Initial Certification: 02/04/2021
Most Recent Certification: 03/08/2022
Certification Expires: 03/08/2023

Grand County Emergency Medical Services Special Service District (Utah)
125 E. Center Street, Moab UT 84532
435-259-1301

Records Officer(s)

Michelle Mefret
Clerk
125 East Center Street
Moab, UT 84532
E-mail: mmefret@grandcountyems.net
School District Agency Names

with Authorized Records Officers

Records Officer Certification
Initial Certification: 07/08/2019
Most Recent Certification: 09/27/2021
Certification Expires: 09/27/2022

Michelle Mefret
Records Officer
520 East 100 North
Moab, UT 84532
E-mail: mmefret@grandcountyems.net
Description of Role: Administrative Coordinator, handle all admin duties of our office.

Records Officer Certification
Initial Certification: 03/31/2022
Most Recent Certification: 03/31/2022
Certification Expires: 03/31/2023

Jennifer Williams
Agency Employee
520 East 100 North
Moab, UT 84532
E-mail: jwilliams@grandcountyems.net
Description of Role: Administrative Coordinator

Records Officer Certification
Initial Certification: 03/31/2022
Most Recent Certification: 03/31/2022
Certification Expires: 03/31/2023

Granite School District (Utah)
2500 South State Street, Salt Lake City UT 84115
385-646-5000

Records Officer(s)

Ben Horsley
Director of Communication
2500 South State Street
Salt Lake City, UT 84115
E-mail: bhorsley@graniteschools.org
Description of Role: GRAMA requests, records mgmt

Records Officer Certification
Initial Certification: 01/17/2013
Most Recent Certification: 08/26/2021
Certification Expires: 08/26/2022

Records Officer’s certification has expired.

Marilyn Floyd
2500 South State St U
Salt Lake City, UT 84114
E-mail: mmfloyd@graniteschools.org

Records Officer Certification
Initial Certification: 
Most Recent Certification: 
Certification Expires: 

Records Officer has not completed required training certification.

Gregory E Burrow
Records Officer
309 East 100 South
116
Salt Lake City, UT 84111
E-mail: geburrow@graniteschools.org
Description of Role: I am a police dispatcher for Granite School District Police Department, and I am also in charge of record retention and release

Records Officer Certification
Initial Certification: 06/15/2018
Most Recent Certification: 06/15/2018
Certification Expires: 06/15/2019

Records Officer’s certification has expired.
Granite School District (Utah). Cyprus High School
8623 West 3000 South, Magna UT 84044
385-646-5300

Granite School District (Utah). Fox Hills Elementary School
3775 West 6020 South, Taylorsville UT 84129
385-646-4828

Granite School District (Utah). Granger High School
3580 South 3600 West, West Valley City UT 84119
385-646-5320

Granite School District (Utah). Olympus High School
4055 South 2300 East, Salt Lake City UT 84124
385-646-5400

Granite School District (Utah). Skyline High School
3251 East 360 South, Salt Lake City UT 84109
385-646-5420

Granite School District (Utah). Taylorsville High School
5225 S. Redwood Road, Taylorsville UT 84119
385-646-5455

Granite School District (Utah). Whittier Elementary School
3585 South 6000 West, West Valley City UT 84118
385-646-5096

Granite School District (Utah). Woodrow Wilson Elementary School
2567 S Main Street, Salt Lake City UT 84115
385-646-5102

GreenWood Charter School (Utah)
840 North Highway 89, Harrisville UT 84404
801-590-2972

Guadalupe Schools (Utah)
1385 North 1200 West, Salt Lake City UT 84116
801-531-6100
School District Agency Names

with Authorized Records Officers

James Carter
Non-Employee
1385 North 1200 West
Salt Lake City, UT 84116
E-mail: james.carter@guadschool.org
Description of Role: I act as the CFO and HR Director for the organization

Records Officer Certification
Initial Certification: 05/07/2019
Most Recent Certification: 05/07/2019
Certification Expires: 05/07/2020

Records Officer's certification has expired.

Hawthorn Academy (Utah)
9062 South 2200 West, West Jordan UT 84088
801-282-9066

Records Officer(s)
Mrs. Amy Swensen
Records Officer
1437 W 11400 S
South Jordan, UT 84095
E-mail: aswensen@hawthornacademy.org
Description of Role: Secretary handling student records

Records Officer Certification
Initial Certification: 11/07/2019
Most Recent Certification: 11/17/2021
Certification Expires: 11/17/2022

Emily Bejarano
Academica West
290 North Flint Street
Kaysville, UT 84037
E-mail: emily@academicawest.com
Description of Role: Records Management

Records Officer Certification
Initial Certification: 01/07/2013
Most Recent Certification: 03/17/2022
Certification Expires: 03/17/2023

HighMark Charter School (Utah)
2467 E. South Weber Drive, South Weber UT 84405
801-476-4627

Records Officer(s)
Emily Bejarano
Academica West
290 North Flint Street
Kaysville, UT 84037
E-mail: emily@academicawest.com
Description of Role: Records Management

Records Officer Certification
Initial Certification: 01/07/2013
Most Recent Certification: 03/17/2022
Certification Expires: 03/17/2023

Mrs. Krystal Taylor
Records Officer
290 N. Flint Street
Kaysville, UT 84037
E-mail: krystal@academicawest.com
Description of Role: Charter School Board Liaison
Ignite Entrepreneurship Academy (Utah)

**Records Officer(s)**

**Gary Adams**  
Business manager  
1650 W Traverse Terr Dr  
Lehi, UT  84043  
E-mail: gadams@igniteutah.org  
Records Officer Certification  
Initial Certification: 09/08/2015  
Most Recent Certification: 02/01/2022  
Certification Expires: 02/01/2023

**Heidi Long**  
13236 S. Aintree Ave.  
Draper, UT  84020  
E-mail: hlong@igniteutah.org  
Records Officer Certification  
Initial Certification: 06/14/2021  
Most Recent Certification: 07/07/2022  
Certification Expires: 07/07/2023

InTech Collegiate Academy (Utah)

1787 North Research Parkway, North Logan UT 84321  
435-753-7377

**Records Officer(s)**

**JaDean Frehner**  
Records Officer  
1787 N Research Parkway  
North Logan, UT  84321  
E-mail: jfrehner@intechchs.org  
Records Officer Certification  
Initial Certification: 03/14/2013  
Most Recent Certification: 02/16/2022  
Certification Expires: 02/16/2023

Iron County School District (Utah)

2077 West Royal Hunte Drive, Cedar City UT 84720  
435-586-2804

**Records Officer(s)**

**Monica Torres**  
Records Officer  
2077 W Royal Hunte Dr  
Cedar City, UT  84720  
E-mail: monica.torres@ironmail.org  
Description of Role: Superintendent’s assistant/records officer for Iron County School District  
Records Officer Certification  
Initial Certification:  
Most Recent Certification:  
Certification Expires:  
Records Officer has not completed required training certification.
School District Agency Names

with Authorized Records Officers

Christy Douglas
Records Officer
2077 West Royal Hunte Dr.
Cedar City, UT  84720
E-mail:  christy.douglas@ironmail.org
Description of Role:  GRAMA, records management, records requests

Records Officer Certification
Initial Certification:  01/23/2013
Most Recent Certification:  10/21/2020
Certification Expires:  10/21/2021
Records Officer’s certification has expired.

Itineris Early College High School (Utah)
8714 Roy Del Circle, West Jordan UT 84088
385-800-2140

Records Officer(s)
Rabecca Cisneros
E-mail:  rabecca.cisneros@iechs.org

Records Officer Certification
Initial Certification:  01/23/2013
Most Recent Certification:  01/23/2013
Certification Expires:  01/23/2023
Records Officer has not completed required training certification.

Jefferson Academy (Utah)
Jefferson Academy, 1425 South Angel Street, Kaysville UT 84037
801-593-8200

Records Officer(s)
Emily Bejarano
Academica West
290 North Flint Street
Kaysville, UT  84037
E-mail:  emily@academicawest.com
Description of Role:  Records Management

Records Officer Certification
Initial Certification:  01/07/2013
Most Recent Certification:  03/17/2022
Certification Expires:  03/17/2023

Ms. Nicole Jones
Agency Employee
1425 S ANGEL ST
Kaysville, UT  84037
E-mail:  njones@jeffersonacademy.org
Description of Role:  I am the Chief Administrator for Jefferson Academy.

Records Officer Certification
Initial Certification:  06/28/2018
Most Recent Certification:  03/06/2020
Certification Expires:  03/06/2021
Records Officer’s certification has expired.

Mrs. Kara Finley
Records Officer
290 N Flint Street
Kaysville, UT  84037
E-mail:  kara@academicawest.com

Records Officer Certification
Initial Certification:  08/12/2014
Most Recent Certification:  01/31/2022
Certification Expires:  01/31/2023
John Hancock Charter School (Utah)
125 North 100 East, Pleasant Grove UT 84062
801-796-5646

Records Officer(s)
Mr. Craig A Frank
Records Officer
125 North 100 East
Pleasant Grove, UT  84062
E-mail: craigfrank@johnhancockcs.org
Description of Role: Records officer for John Hancock Charter School in Pleasant Grove.
Records Officer Certification
Initial Certification: 11/02/2018
Most Recent Certification: 11/11/2021
Certification Expires: 11/11/2022

Jordan School District (Utah)
7387 South Campus View Drive, West Jordan UT 84088
801-567-8100

Records Officer(s)
Caleb Olson
Records Officer
Student Services Department
7387 S. Campus View Drive
West Jordan, UT  84084
E-mail: caleb.olson@jordandistrict.org
Description of Role: Planning and Enrollment consultant in Student Services Department. Assigned to oversee records management and retention.
Records Officer Certification
Initial Certification: 01/31/2020
Most Recent Certification: 11/29/2021
Certification Expires: 11/29/2022

Jordan School District (Utah). Bingham High School
2160 West Miners Mile (10400 S), South Jordan UT 84095
801-256-5100

Jordan School District (Utah). Copper Hills High School
5445 New Brigham Highway, West Jordan UT 84088
801-256-5300

Jordan School District (Utah). Riverton High School
12476 South Silverwolf way, Riverton UT 84065
801-256-5800

Jordan School District (Utah). Valley High School
325 W.  11000 South, South Jordan UT 84095
801-572-7035
**School District Agency Names**

**with Authorized Records Officers**

---

**Jordan School District (Utah). West Jordan High School**

8136 South 2700 West, West Jordan UT 84088
801-256-5600

---

**Jordan School District (Utah). West Jordan Middle School**

West Jordan Middle School, 7550 S. Redwood Road, West Jordan UT 84084
801-412-2100

---

**Juab County School District (Utah)**

346 East 600 North, Nephi UT 84648
435-623-1940

**Records Officer(s)**

Erika Johnson
346 East 600 North
Nephi, UT 84648
E-mail: erika.johnson@juabsd.org

**Records Officer Certification**

Initial Certification: 04/11/2022
Most Recent Certification: 04/11/2022
Certification Expires: 04/11/2023

---

**Kane County School District (Utah)**

746 South 175 East, Kanab UT 84741
435-644-2555

**Records Officer(s)**

Kimberly Blake
Records Officer
746 South 175 East
Kanab, UT 84741
E-mail: blakek@kane.k12.ut.us
Description of Role: I serve as School District Secretary as well as Records Clerk.

**Records Officer Certification**

Initial Certification: 03/19/2014
Most Recent Certification: 04/07/2022
Certification Expires: 04/07/2023

---

**Karl G. Maeser Preparatory Academy (Utah)**

531 North State Street, Lindon UT 84042
801-785-4687

**Records Officer(s)**

Mrs. Michelle Treadwell
Records Officer
320 W 600 S
Lindon
E-mail: michelle.treadwell@maeserprep.org
Description of Role: registrar

**Records Officer Certification**

Initial Certification: 01/20/2022
Most Recent Certification: 01/20/2022
Certification Expires: 01/20/2023
School District Agency Names

with Authorized Records Officers

Todd Naylor
Finance Manager
320 West 600 South
Lindon, UT 84042
E-mail: todd.naylor@maeserprep.org

Records Officer Certification
Initial Certification: 11/16/2021
Most Recent Certification: 11/16/2021
Certification Expires: 11/16/2022

Lakeview Academy (Utah)
527 West 400 North, Saratoga Springs UT 84043
801-331-6788

Records Officer(s)

Mrs. Autumn Halliday
Agency Employee
527 W 400 N
Saratoga Springs, UT 84045
E-mail: ahallday@lakeview-academy.com

Records Officer Certification
Initial Certification: 05/15/2014
Most Recent Certification: 09/09/2021
Certification Expires: 09/09/2022

Leadership Academy of Utah (Utah)
1366 So. Legend Hills Drive, Ste.19, Clearfield UT 84015
385-243-0021

Records Officer(s)

Linda Hansen
Leadership Academy
1366 So. Legend Hills Drive
Ste.19
Clearfield, UT 84015
E-mail: linda@lautah.org

Records Officer Certification
Initial Certification: 03/10/2022
Most Recent Certification: 03/10/2022
Certification Expires: 03/10/2023

Leadership Learning Academy (Utah)
100 West 2675 North, Layton UT 84041
801-593-9552

Records Officer(s)

Emily Bejarano
Academica West
290 North Flint Street
Kaysville, UT 84037
E-mail: emily@academicawest.com
Description of Role: Records Management

Records Officer Certification
Initial Certification: 01/07/2013
Most Recent Certification: 03/17/2022
Certification Expires: 03/17/2023

Sheri Rhees
E-mail: Srhees@llacharter.org
Legacy Preparatory Academy (Utah)
1375 West Center Street, North Salt Lake UT 84054
801-936-0555

Records Officer(s)
Carol Chomjak
2214 South 1250 West
Woods Cross, UT 84087
E-mail: cchomjak@legacyprep.org

Records Officer Certification
Initial Certification: 03/29/2022
Most Recent Certification: 03/29/2022
Certification Expires: 03/29/2023

Mrs. Danielle Fiedel
Records Officer
2214 South 1250 West
Woods Cross, UT 84087
E-mail: dfiedel@legacyprep.org

Description of Role: Legacy Preparatory Academy Registrar (Charter School K-9)

Records Officer Certification
Initial Certification: 03/29/2022
Most Recent Certification: 03/29/2022
Certification Expires: 03/29/2023

Emily Bejarano
Academica West
290 North Flint Street
Kaysville, UT 84037
E-mail: emily@academicawest.com

Description of Role: Records Management

Records Officer Certification
Initial Certification: 01/07/2013
Most Recent Certification: 03/17/2022
Certification Expires: 03/17/2023

Lincoln Academy (Utah)
1582 West 3300 North, Pleasant Grove UT 84062
801-756-2039

Records Officer(s)
Jennifer Christensen
Records Officer
E-mail: jchristensen@lincoln-academy.org
Description of Role: Enrollment Coordinator for Lincoln Academy

Records Officer Certification
Initial Certification: 02/01/2022
Most Recent Certification: 02/01/2022
Certification Expires: 02/01/2023

Logan School District (Utah)
101 West Center Street, Logan UT 84321
435-755-2301
Records Officer(s)

Jeff Barben
Business Administrator
101 West Center Street
Logan, UT 84321
E-mail: jeff.barben@loganschools.org

Records Officer Certification
- Initial Certification: 02/04/2016
- Most Recent Certification: 07/29/2021
- Certification Expires: 07/29/2022

Records Officer has not completed required training certification.

Melisa Richardson
Agency Employee
E-mail: melisa.richardson@loganschools.org
Description of Role: I am the IT & Student Services Director for Logan City School District

Records Officer Certification
- Initial Certification: 08/28/2020
- Most Recent Certification: 09/03/2021
- Certification Expires: 09/03/2022

Records Officer has not completed required training certification.

Gretchen Edwards
Records Officer
Special Education
960 N 1400 E
Logan, UT 84321
E-mail: gretchen.edwards@loganschools.org
Description of Role: Special education secretary in charge of student records.

Records Officer Certification
- Initial Certification: 02/16/2022
- Most Recent Certification: 02/16/2022
- Certification Expires: 02/16/2023

Daryl Guymon
101 West Center Street
Logan, UT 84321
E-mail: daryl.guymon@loganschools.org

Records Officer Certification
- Initial Certification: 10/19/2020
- Most Recent Certification: 10/19/2020
- Certification Expires: 10/19/2021

Records Officer has not completed required training certification.

Jill Ochsenbein
E-mail: jill.ochsenbein@loganschools.org

Records Officer Certification
- Initial Certification: 
- Most Recent Certification: 
- Certification Expires: 

Records Officer has not completed required training certification.

Nicole Humphreys
E-mail: nicole.humphreys@loganschools.org

Records Officer Certification
- Initial Certification: 
- Most Recent Certification: 
- Certification Expires: 

Records Officer has not completed required training certification.

Maria Gallardo
Administrative Assistant Special Education Department
Logan City School District
101 W. Center St
Logan, UT 84321
E-mail: maria.gallardo@loganschools.org

Records Officer Certification
- Initial Certification: 
- Most Recent Certification: 
- Certification Expires: 

Records Officer has not completed required training certification.
Lumen Scholar Institute (Utah)
1353 West 760 North, Orem UT 84057
801-987-9497

Records Officer(s)
Jonathan Seal
Director of Operations
Lumen Scholar Institute
1353 West 760 North
Orem, UT  84057
E-mail:  jseal@lumenscholar.org

Records Officer Certification
Initial Certification:  02/09/2021
Most Recent Certification:  03/23/2022
Certification Expires:  03/23/2023

Mana Academy Charter School (Utah)
2355 South Technology Drive, West Valley City UT 84119
801-972-6262

Records Officer(s)
Richard Wolfgramm
E-mail:  rwolfgramm@themanaacademy.org

Records Officer Certification
Initial Certification:  03/12/2021
Most Recent Certification:  04/13/2022
Certification Expires:  04/13/2023

Maria Montessori Academy (Utah)
2505 North 200 East, North Ogden UT 84414
801-827-0150

Records Officer(s)
Emily Bejarano
Academica West
290 North Flint Street
Kaysville, UT  84037
E-mail:  emily@academicawest.com
Description of Role:  Records Management

Records Officer Certification
Initial Certification:  01/07/2013
Most Recent Certification:  03/17/2022
Certification Expires:  03/17/2023

Kelsey Richardson
Board Liason
Academica West
E-mail:  Kelsey@academicawest.com

Records Officer Certification
Initial Certification:  02/16/2021
Most Recent Certification:  02/15/2022
Certification Expires:  02/15/2023

Merit College Preparatory Academy (Utah)
Millard County School District (Utah)
285 East 450 North, Delta UT 84624
435-864-1000

Records Officer(s)
Corey Holyoak
Business Administrator
285 East 450 North
Delta, UT 84624
E-mail: Corey.holyoak@millardk12.org
Records Officer Certification
Initial Certification: 11/10/2021
Most Recent Certification: 11/10/2021
Certification Expires: 11/10/2022

Millard County School District (Utah). Local Building Authority.

Millard County School District (Utah). Local Building Authority. Board of Trustees.

Millard County School District (Utah). Millard High School
200 West Eagle Avenue, Fillmore UT 84631
435-743-6201

Records Officer(s)
Corey Holyoak
Business Administrator
285 East 450 North
Delta, UT 84624
E-mail: Corey.holyoak@millardk12.org

Records Officer Certification
Initial Certification: 11/10/2021
Most Recent Certification: 11/10/2021
Certification Expires: 11/10/2022

Moab Charter School (Utah)
358 East 300 South, Moab UT 84532
435-259-2277

Records Officer(s)
Carrie Ann Smith
E-mail: carrieann@moabcharterschool.org

Records Officer Certification
Initial Certification: 01/07/2021
Most Recent Certification: 01/07/2021
Certification Expires: 01/07/2022
Records Officer’s certification has expired.

Monticello Academy (Utah)
2782 South Corporate Park Drive, West Valley City UT 84120
801-417-8040

Records Officer(s)
Randi Limb
E-mail: randi.limb@monticelloacademy.net

Records Officer Certification
Initial Certification: 05/21/2019
Most Recent Certification: 03/01/2022
Certification Expires: 03/01/2023

Morgan County School District (Utah)
240 East Young Street, Box 530, Morgan UT 84050
435-829-3411

Records Officer(s)
Scott McMillan
Business Administrator
E-mail: smcmillan@morgansd.org

Records Officer Certification
Initial Certification: 07/22/2019
Most Recent Certification: 07/15/2021
Certification Expires: 07/15/2022
Records Officer’s certification has expired.

Mountain Heights Academy (Utah)
9067 South 1300 West # 204, West Jordan UT 84088
801-721-6329

Records Officer(s)
Emily Bejarano  
Academica West  
290 North Flint Street  
Kaysville, UT 84037  
E-mail: emily@academicawest.com  
Description of Role: Records Management  
Records Officer Certification  
Initial Certification: 01/07/2013  
Most Recent Certification: 03/17/2022  
Certification Expires: 03/17/2023  

Whisper Rood  
Agency Employee  
9067 South 1300 West  
Suite 303  
West Jordan, UT 84088  
E-mail: wrood@mountainheightsacademy.org  
Description of Role: GRAMA, Records management, paper files  
Records Officer Certification  
Initial Certification: 01/16/2013  
Most Recent Certification: 04/22/2021  
Certification Expires: 04/22/2022  
Records Officer’s certification has expired.  

Mrs. Kara Finley  
Records Officer  
290 N Flint Street  
Kaysville, UT 84037  
E-mail: kara@academicawest.com  
Records Officer Certification  
Initial Certification: 08/12/2014  
Most Recent Certification: 01/31/2022  
Certification Expires: 01/31/2023  

Crystal Ingersoll  
Registrar  
9067 South 1300 West # 204  
West Jordan, UT 84088  
E-mail: cingersoll@mountainheightsacademy.org  
Records Officer Certification  
Initial Certification: 05/04/2022  
Most Recent Certification: 05/04/2022  
Certification Expires: 05/04/2023  

Mountain Sunrise Academy  
1802 East 145 North, Saratoga Springs UT 84045  

Records Officer(s)  

Lindsey Lambson  
E-mail: lindsey.lambson@mountainsunriseacademy.org  
Records Officer Certification  
Initial Certification:  
Most Recent Certification:  
Certification Expires:  
Records Officer has not completed required training certification.  

Chelle Feidler  
1802 East 145 North  
Saratoga Springs, UT 84045  
E-mail: chelle.feidler@mountainsunriseacademy.org  
Records Officer Certification  
Initial Certification: 05/06/2021  
Most Recent Certification: 05/06/2021  
Certification Expires: 05/06/2022  
Records Officer’s certification has expired.  

Mountain View Montessori (Utah)
1160 North 645 West, Washington UT 84780
435-251-8539

Records Officer(s)
Heather King
Registrar
Mountain View Montessori
1160 North 645 West
Washington, UT  84780
E-mail:  heather.king@mvmutah.org

Records Officer Certification
Initial Certification:  12/07/2020
Most Recent Certification:  12/02/2021
Certification Expires:  12/02/2022

Mountain West Montessori Academy (Utah)
4125 West Foxview Drive, South Jordan UT 84095
801-566-6962

Records Officer(s)
Emily Bejarano
Academica West
290 North Flint Street
Kaysville, UT  84037
E-mail:  emily@academicawest.com

Records Officer Certification
Initial Certification:  01/07/2013
Most Recent Certification:  03/17/2022
Certification Expires:  03/17/2023

Dawn Kawaguchi
290 N. Flint Street
Kaysville, UT  84037
E-mail:  dawn@academicawest.com

Records Officer Certification
Initial Certification:  06/28/2018
Most Recent Certification:  06/28/2018
Certification Expires:  06/28/2019
Records Officer's certification has expired.

Terra Olsen
4125 Foxview Drive
South Jordan, UT  84095
E-mail:  tolsen@mwmacademy.org

Records Officer Certification
Initial Certification:  04/09/2021
Most Recent Certification:  04/09/2021
Certification Expires:  04/09/2022
Records Officer's certification has expired.

Mountainville Academy (Utah)
195 South Main Street, Alpine UT 84004
801-756-9805

Records Officer(s)
Murray City School District (Utah)
147 East 5065 South, Murray UT 84107
801-264-7400

Records Officer(s)

Doug Perry
Records Officer
Hillcrest High
178 E 5300 S
Murray 84107
E-mail: dperry@murrayschools.org

Records Officer Certification
Initial Certification: 02/12/2020
Most Recent Certification: 03/01/2022
Certificate Expires: 03/01/2023

Kristen Davis
Executive Secretary to the Superintendent
5102 S. Commerce Drive
Murray, UT 84107
E-mail: kdavis@murrayschools.org

Records Officer Certification
Initial Certification: 04/15/2019
Most Recent Certification: 04/15/2021
Certificate Expires: 04/15/2022
Records Officer's certification has expired.

Murray City School District (Utah). Murray High School
5450 South State Street, Murray UT 84107
801-264-7460

Records Officer(s)

Kristen Davis
Executive Secretary to the Superintendent
5102 S. Commerce Drive
Murray, UT 84107
E-mail: kdavis@murrayschools.org

Records Officer Certification
Initial Certification: 04/15/2019
Most Recent Certification: 04/15/2021
Certificate Expires: 04/15/2022
Records Officer's certification has expired.

Navigator Pointe Academy (Utah)
6844 South Navigator Road, West Jordan UT 84088-4405
801-840-1210

Records Officer(s)
School District Agency Names
with Authorized Records Officers

Allyson Pierce
Data Manager
6844 Navigator Drive
West Jordan, UT 84084
E-mail: apierce@npacademy.org

Records Officer Certification
Initial Certification: 01/27/2021
Most Recent Certification: 01/27/2022
Certification Expires: 01/27/2023

Nebo School District (Utah)
350 South Main, Spanish Fork UT 84660
801-354-7400

Records Officer(s)

Jeff Peterson
Records Officer
350 S. Main
Spanish Fork, UT 84660
E-mail: jeff.peterson@nebo.edu

Records Officer Certification
Initial Certification: 12/22/2016
Most Recent Certification: 01/04/2022
Certification Expires: 01/04/2023

Mr. Reed B. Park
Records Officer
350 South Main
Spanish Fork, UT 84660
E-mail: reed.park@nebo.edu

Description of Role: District Legal Counsel and designated records officer to respond to GRAMA requests made to Nebo School District.

Records Officer Certification
Initial Certification: 01/04/2021
Most Recent Certification: 02/04/2022
Certification Expires: 02/04/2023

Nebo School District (Utah). Department of Finance
350 South Main, Spanish Fork UT 84660
801-354-7412

Records Officer(s)

Mrs. Kandie N Jensen
Accountant
350 South Main
Spanish Fork, UT 84660
E-mail: kandie.jensen@nebo.edu

Records Officer Certification
Initial Certification: 11/16/2018
Most Recent Certification: 11/10/2021
Certification Expires: 11/10/2022

Jeff Peterson
Records Officer
350 S. Main
Spanish Fork, UT 84660
E-mail: jeff.peterson@nebo.edu

Records Officer Certification
Initial Certification: 12/22/2016
Most Recent Certification: 01/04/2022
Certification Expires: 01/04/2023
Nebo School District (Utah). Department of Personnel
350 South Main, Spanish Fork UT 84660
801-354-7414

Records Officer(s)
Jeff Peterson
Records Officer
350 S. Main
Spanish Fork, UT 84660
E-mail: jeff.peterson@nebo.edu

Records Officer Certification
Initial Certification: 12/22/2016
Most Recent Certification: 01/04/2022
Certification Expires: 01/04/2023

Nebo School District (Utah). Spanish Fork High School
99 North 300 West, Spanish Fork UT 84660
801-798-4060

Records Officer(s)
Jeff Peterson
Records Officer
350 S. Main
Spanish Fork, UT 84660
E-mail: jeff.peterson@nebo.edu

Records Officer Certification
Initial Certification: 12/22/2016
Most Recent Certification: 01/04/2022
Certification Expires: 01/04/2023

Noah Webster Academy (Utah)
205 East 400 South, Orem UT 84058
801-426-6624

Records Officer(s)
Kat Nelson
Business Manager
205 East 400 South
Orem, UT 84058
E-mail: knelson@mynwa.us

Records Officer Certification
Initial Certification: 03/26/2019
Most Recent Certification: 03/08/2022
Certification Expires: 03/08/2023

North Davis Preparatory Academy (Utah)
1765 West Hill Field Road, Layton UT 84041
801-547-1809

Records Officer(s)
Emily Bejarano
Academica West
290 North Flint Street
Kaysville, UT 84037
E-mail: emily@academicawest.com
Description of Role: Records Management
School District Agency Names
with Authorized Records Officers

Records Officer Certification
Initial Certification: 01/07/2013
Most Recent Certification: 03/17/2022
Certification Expires: 03/17/2023

Mrs. Candace Hamblin
Records Officer
1591 West Hillfield Road
Layton, UT 84041
E-mail: CHamblin@NorthDavisPrep.org
Description of Role: Secretary/Registrar for North Davis Preparatory Academy

Records Officer Certification
Initial Certification: 11/20/2013
Most Recent Certification: 09/02/2021
Certification Expires: 09/02/2022

Records Officer Certification has expired.

Maria Gabriela Smith
Records Officer
North Davis Preparatory Academy
North Davis Preparatory Academy
1591 W Hillfield Road
Layton, UT 84041
E-mail: gsmitdh@northdavisprep.org
Description of Role: Registrar

Records Officer Certification
Initial Certification: 11/05/2018
Most Recent Certification: 03/24/2022
Certification Expires: 03/24/2023

Gaby Smith
1591 W. Hill Field Rd
Layton, UT 84041
E-mail: gsmith@northdavisprep.org

Records Officer Certification
Initial Certification: 02/22/2021
Most Recent Certification: 02/22/2021
Certification Expires: 02/22/2023

Records Officer's certification has expired.

North Sanpete County School District (Utah)
220 East 700 South, Mount Pleasant UT 84647
435-462-2485

Records Officer(s)
Melanie Lee
220 East 700 South
Mount Pleasant, UT 84647
E-mail: melanie.lee@nsanpete.org

Records Officer Certification
Initial Certification: 11/05/2018
Most Recent Certification: 02/25/2022
Certification Expires: 02/25/2023

North Star Academy (Utah)
2920 West 14010 South, Bluffdale UT 84065
801-302-9579

Records Officer(s)
Emily Bejarano
Academia West
290 North Flint Street
Kaysville, UT 84037
E-mail: emily@academicawest.com
School District Agency Names

with Authorized Records Officers

Description of Role: Records Management

Records Officer Certification
- Initial Certification: 01/07/2013
- Most Recent Certification: 03/17/2022
- Certification Expires: 03/17/2023

Mrs. Connie Jo Butterfield
Records Officer
2920 West 14010 south
Bluffdale, UT 84065
E-mail: cbutterfield@north-staracademy.com
Description of Role: Secretary

Records Officer Certification
- Initial Certification: 10/30/2019
- Most Recent Certification: 11/02/2020
- Certification Expires: 11/02/2021

Records Officer's certification has expired.

North Summit County School District (Utah)
65 South Main, Coalville UT 84017
435-336-5654

Records Officer(s)

Mrs. Marci Sargent
Business Administrator
PO Box 497
65 S Main
Coalville, UT 84017
E-mail: msargent@nsummit.org

Records Officer Certification
- Initial Certification: 08/02/2021
- Most Recent Certification: 06/14/2022
- Certification Expires: 06/14/2023

Northern Utah Academy for Math, Engineering, and Science (Utah)
2750 N University Park Blvd, Layton UT 84041
801-395-3350

Ogden School District (Utah)
1950 Monroe Blvd., Ogden UT 84401
801-737-7300

Records Officer(s)

Jer Bates
1950 Monroe Blvd
Ogden, UT 84401
E-mail: batesj@ogdensd.org

Records Officer Certification
- Initial Certification: 07/10/2017
- Most Recent Certification: 06/20/2022
- Certification Expires: 06/20/2023

Ogden School District (Utah). Edison Elementary School
935 East 1050 North, Ogden UT 84404

Ogden School District (Utah). Business Office
School District Agency Names
with Authorized Records Officers

1950 Monroe Blvd., Ogden UT 84401
801-737-7300

Records Officer(s)

Jer Bates
1950 Monroe Blvd
Ogden, UT 84401
E-mail: batesj@ogdensd.org

Records Officer Certification
Initial Certification: 07/10/2017
Most Recent Certification: 06/20/2022
Certification Expires: 06/20/2023

Ogden School District (Utah). Office of Personnel and Staff Support Services
2444 Adams Avenue, Ogden UT 84401
801-737-7300

Odyssey Charter School (Utah)
738 East Quality Drive, American Fork UT 84003
801-492-8105

Records Officer(s)

Russell Schellhous
Director
738 E Quality Drive
American Fork, UT 84003
E-mail: rschellhous@odysseycharter.net

Records Officer Certification
Initial Certification: 07/06/2017
Most Recent Certification: 06/07/2022
Certification Expires: 06/07/2023

Ogden Preparatory Academy (Utah)
1415 Lincoln Ave, Ogden UT 84404
801-627-2066

Records Officer(s)

Beckie Reisen
Administrative Assistant
1415-1435 Lincoln Ave
Ogden, UT 84404
E-mail: breisen@ogdenprep.org

Records Officer Certification
Initial Certification: 01/05/2022
Most Recent Certification: 01/05/2022
Certification Expires: 01/05/2023

Lupe Rocha
Administrative Assistant
1415-1435 Lincoln Ave
Ogden, UT 84404
E-mail: lrocha@ogdenprep.org

Records Officer Certification
Initial Certification: 01/06/2022
Most Recent Certification: 01/06/2022
Certification Expires: 01/06/2023
Debbie Deem
1415 Lincoln Ave
Ogden, UT  84404
E-mail:  ddeem@ogdenprep.org
Records Officer Certification
Initial Certification:  10/20/2016
Most Recent Certification:  05/06/2021
Certification Expires:  05/06/2022
Records Officer’s certification has expired.

Alfredo Perez
1415 Lincoln Ave
Ogden, UT  84404
E-mail:  aperez@ogdenprep.org
Records Officer Certification
Initial Certification:  
Most Recent Certification:  
Certification Expires:  
Records Officer has not completed required training certification.

Stephanie Mathers
1415 Lincoln Ave
Ogden, UT  84404
E-mail:  smathers@ogdenprep.org
Records Officer Certification
Initial Certification:  
Most Recent Certification:  
Certification Expires:  
Records Officer has not completed required training certification.

Open Classroom (Utah)
134 D Street, Salt Lake City UT 84103
801-578-8144

Pacific Heritage Academy (Utah)
1755 West 1100 North, Salt Lake City UT 84116
801-363-1892

Records Officer(s)
Valerie Hill
E-mail:  valerie.hill@phlearning.org
Records Officer Certification
Initial Certification:  12/10/2020
Most Recent Certification:  11/30/2021
Certification Expires:  11/30/2022

Paradigm High School (Utah)
11577 South 3600 West, South Jordan UT 84095
801-676-1018

Records Officer(s)
Mrs. Rebeca Bowe
Records Officer
11577 South 3600 West
South Jordan, UT  84095
E-mail:  rbowe@paradigmhigh.org
Description of Role:  Registrar
Records Officer Certification
Initial Certification:  11/27/2017
Most Recent Certification:  01/11/2022
Certification Expires:  01/11/2023
Park City School District (Utah)
2700 Kearns Blvd., Park City UT 84060
435-645-5600

Records Officer(s)
Lorie Pearce
2700 Kearns Blvd
Park City, UT 84060
E-mail: lpearce@pcschools.us
Records Officer Certification
  Initial Certification: 02/07/2020
  Most Recent Certification: 01/19/2022
  Certification Expires: 01/19/2023

Todd Hauber
Business Administrator
2700 Kearns Blvd.
Park City, UT 84060
E-mail: thuber@pcschools.us
Records Officer Certification
  Initial Certification: 04/24/2014
  Most Recent Certification: 08/05/2022
  Certification Expires: 08/05/2023

Pinnacle Canyon Academy (Utah)
210 North 600 East, Price UT 84501
435-613-8102

Records Officer(s)
Ashley Downard
210 North 600 East
Price, UT 84501
E-mail: downarda@panthermail.com
Records Officer Certification
  Initial Certification:
  Most Recent Certification:
  Certification Expires:
  Records Officer has not completed required training certification.

Piute County School District (Utah)
500 North Main Street, P.O. Box 69, Junction UT 84740
435-577-2912

Records Officer(s)
Koby Willis
Superintendent
500 North Main
Junction, UT 84740
E-mail: koby.willis@piutek12.org
Records Officer Certification
  Initial Certification: 01/18/2019
  Most Recent Certification: 01/10/2022
  Certification Expires: 01/10/2023

Promontory School of Expeditionary Learning (Utah)
School District Agency Names

with Authorized Records Officers

1051 West 2700 South, Perry UT 84302
435-919-1900

Records Officer(s)

Mrs. Shawna Ann Ulm
Records Officer
1051 West 2700 South
Perry, UT  84302
E-mail: sulm@promontoryschool.org
Description of Role: School Secretary / records keeper

Records Officer Certification
Initial Certification: 09/25/2014
Most Recent Certification: 06/20/2022
Certification Expires: 06/20/2023

Dalene Baxter
Administrative Assistant
1051 West 2700 South
Perry, UT  84302
E-mail: dbaxter@promontoryschool.org

Records Officer Certification
Initial Certification: 06/20/2022
Most Recent Certification: 06/20/2022
Certification Expires: 06/20/2023

Providence Hall (Utah)

4795 West Patriot Ridge Drive, Herriman UT 84095
801-727-8260

Records Officer(s)

Shannon Singleton
4557 West Patriot Ridge Drive
Herriman, UT  84095
E-mail: ssingleton@providencehall.com

Records Officer Certification
Initial Certification: 06/20/2022
Most Recent Certification: 06/20/2022
Certification Expires: 06/20/2023

Records Officer has not completed required training certification.

Provo City School District (Utah)

280 West 940 North, Provo UT 84604
801-374-4800

Records Officer(s)

Stefanie Bryant
Business Administrator
280 West 940 North
Provo, UT  84604
E-mail: stefb@provo.edu

Records Officer Certification
Initial Certification: 11/07/2018
Most Recent Certification: 10/15/2020
Certification Expires: 10/15/2021

Records Officer’s certification has expired.

Devyn Dayley
Director of Accounting
280 W 940 N
Provo, UT  84604
E-mail: devynd@provo.edu
School District Agency Names
with Authorized Records Officers

Records Officer Certification
Initial Certification: 06/30/2018
Most Recent Certification: 12/08/2020
Certification Expires: 12/08/2021

Records Officer Certification has expired.

Mr. Jay Clint Smith
Records Officer
280 W 940 N
Provo, UT 84604
E-mail: clints@provo.edu
Description of Role: Data Privacy Coordinator

Records Officer Certification
Initial Certification: 07/02/2020
Most Recent Certification: 06/16/2022
Certification Expires: 06/16/2023

Provo City School District (Utah). Provo High School
1125 North University Avenue, Provo UT 84604
801-373-6550

Records Officer(s)

Mr. Jay Clint Smith
Records Officer
280 W 940 N
Provo, UT 84604
E-mail: clints@provo.edu
Description of Role: Data Privacy Coordinator

Records Officer Certification
Initial Certification: 07/02/2020
Most Recent Certification: 06/16/2022
Certification Expires: 06/16/2023

Provo City School District (Utah). Center for High School Studies
243 East 2320 North, Provo UT 84604
801-374-4830

Records Officer(s)

Mr. Jay Clint Smith
Records Officer
280 W 940 N
Provo, UT 84604
E-mail: clints@provo.edu
Description of Role: Data Privacy Coordinator

Records Officer Certification
Initial Certification: 07/02/2020
Most Recent Certification: 06/16/2022
Certification Expires: 06/16/2023

449 North 500 West, Provo UT 84601
801-374-4955

Records Officer(s)

Mr. Jay Clint Smith
Records Officer
280 W 940 N
Provo, UT 84604
E-mail: clints@provo.edu
Description of Role: Data Privacy Coordinator

Records Officer Certification
Initial Certification: 07/02/2020
Most Recent Certification: 06/16/2022
Certification Expires: 06/16/2023

Provo City School District (Utah). Timpview High School
3570 Timpview Dr., Provo UT 84604
801-221-9720

Records Officer(s)
Mr. Jay Clint Smith
School District Agency Names
with Authorized Records Officers

Records Officer Certification
Initial Certification: 07/02/2020
Most Recent Certification: 06/16/2022
Certification Expires: 06/16/2023

Ms. Emily Bejarano
Records Officer(s)

Academica West
290 North Flint Street
Kaysville, UT  84037
E-mail: emily@academicawest.com
Description of Role: Records Management

Records Officer Certification
Initial Certification: 01/07/2013
Most Recent Certification: 03/17/2022
Certification Expires: 03/17/2023

Stephanie Wray
Records Officer Certification
Initial Certification:
Most Recent Certification:
Certification Expires:
Records Officer has not completed required training certification.

Ranches Academy (Utah)
7789 Tawny Owl Circle, Eagle Mountain UT 84043
801-789-4000

Stephanie Colson
Records Officer(s)

E-mail: scolson@theranchesacademy.com
Records Officer Certification
Initial Certification:
Most Recent Certification: 11/05/2020
Certification Expires: 11/05/2021
Records Officer's certification has expired.

Reagan Academy (Utah)
1143 West Center, Springville UT 84663
801-489-7828

Tanelle Shade
Records Officer(s)

Record Officer
1143 W Center
Springville, UT  84663
School District Agency Names

with Authorized Records Officers

E-mail: tshade@reaganacademy.org

Records Officer Certification
Initial Certification: 01/11/2013
Most Recent Certification: 11/12/2021
Certification Expires: 11/12/2022

Real Salt Lake Academy High School (Utah)
9256 S State Street, Sandy UT 84070
801-597-3096

Records Officer(s)

Kirstin Whitehead
14787 South Academy Parkway
Herriman, UT  84095
E-mail: kwhitehead@rslacademy.org

Records Officer Certification
Initial Certification: 02/09/2021
Most Recent Certification: 01/20/2022
Certification Expires: 01/20/2023

Renaissance Academy (Utah)
3435 North 1120 East, Lehi UT 84043
801-768-4202

Records Officer(s)

Ms. Emily Simons
Records Officer
3435 North 1120 East
Lehi, UT  84043
E-mail: esimons@renacademy.org
Description of Role: I am the executive assistant to the school director and the secretary to the board of directors.

Records Officer Certification
Initial Certification: 06/22/2016
Most Recent Certification: 12/09/2021
Certification Expires: 12/09/2022

Susi Blackhurst
3435 North 1120 East
Lehi, UT  84043
E-mail: sblackhurst@renacademy.org
Records Officer Certification
Initial Certification: 06/22/2016
Most Recent Certification: 12/09/2021
Certification Expires: 12/09/2022

Mark Ursic
Principal
3435 North 1120 East
Lehi, UT  84043
E-mail: mursic@renacademy.org

Rich County School District (Utah)
25 South 100 West, P.O. Box 67, Randolph UT 84064
435-793-2135
School District Agency Names

with Authorized Records Officers

Records Officer(s)

**Jennie Johnson**
Business Administrator
25 South 100 West
Randolph, UT  84064
E-mail: jjohnson@richschool.org

**Records Officer Certification**
- Initial Certification: 01/23/2019
- Most Recent Certification: 03/01/2022
- Certification Expires: 03/01/2023

**Tammy Hoffman**
145 West Church Street
Randolph, UT  84064
E-mail: thoffman@richschool.org

**Records Officer Certification**
- Initial Certification: 11/18/2014
- Most Recent Certification: 02/09/2021
- Certification Expires: 02/09/2022

**Karl Allen**
54 East 100 South
Laketown, UT  84038
E-mail: kallen@richschool.org

**Records Officer Certification**
- Initial Certification: 11/17/2014
- Most Recent Certification: 03/08/2022
- Certification Expires: 03/08/2023

**Andrea Weston**
Administrative Assistant
Rich High School
145 East Church St
Randolph, UT  84064
E-mail: aweston@richschool.org

**Records Officer Certification**
- Initial Certification: 
- Most Recent Certification: 03/08/2022
- Certification Expires: 03/08/2023

**Records Officer has not completed required training certification.**

---

Rockwell Charter High (Utah)

Rockwell Charter High, 3435 E. Stonebridge Ln, Eagle Mountain UT 84005
801-789-7625

Records Officer(s)

**Candice Spivey**
Executive Assistant to the Administ
3435 E Stonebridge Lane
Eagle Mountain, UT  84005
E-mail: cspivey@rockwellhigh.net

**Description of Role:** Records management for the school

**Records Officer Certification**
- Initial Certification: 01/09/2013
- Most Recent Certification: 01/09/2014
- Certification Expires: 01/09/2015

**Records Officer’s certification has expired.**

**Misty Dipo**
3435 East Stonebridge Lane
Eagle Mountain, UT  84005
E-mail: mdipo@rockwellhigh.net

**Records Officer Certification**
- Initial Certification: 11/02/2021
- Most Recent Certification: 11/02/2021
- Certification Expires: 11/02/2022
Roots Charter High School (Utah)
2250 South 1300 West, West Valley City UT 84119

Records Officer(s)
Whitney Chilcote
2250 South 1300 West
West Valley City, UT 84119
E-mail: wchilcote@rootshigh.org

Records Officer Certification
Initial Certification: 06/07/2021
Most Recent Certification: 06/07/2021
Certification Expires: 06/07/2022

Records Officer’s certification has expired.

Salt Lake Arts Academy (Utah)
844 South 200 East, Salt Lake City UT 84111
801-531-1173

Records Officer(s)
Jen Guillory
844 South 200 East
Salt Lake City, UT 84111
E-mail: jeng@slarts.org

Records Officer Certification
Initial Certification: 03/13/2022
Most Recent Certification: 03/13/2022
Certification Expires: 03/13/2023

Salt Lake Center for Science Education (Utah)
1400 West Goodwin Avenue, Salt Lake City UT 84116
801-578-8226

Records Officer(s)
Jillian S Norton
440 East 100 South
Salt Lake City, UT 84111
E-mail: jillian.norton@slcschools.org

Records Officer Certification
Initial Certification: 07/09/2018
Most Recent Certification: 08/02/2022
Certification Expires: 08/02/2023

Salt Lake City School District (Utah)
440 East 100 South, Salt Lake City UT 84111-1891
801-578-8348

Records Officer(s)
Jillian S Norton
440 East 100 South
Salt Lake City, UT 84111
E-mail: jillian.norton@slcschools.org

Records Officer Certification
Initial Certification: 07/09/2018
Most Recent Certification: 08/02/2022
Certification Expires: 08/02/2023
Salt Lake City School District (Utah). Bryant Intermediate School
40 South 800 East, Salt Lake City UT 84102
801-500-3008

Records Officer(s)
Jillian S Norton
440 East 100 South
Salt Lake City, UT 84111
E-mail: jillian.norton@slcschools.org

Records Officer Certification
Initial Certification: 07/09/2018
Most Recent Certification: 08/02/2022
Certification Expires: 08/02/2023

Salt Lake City School District (Utah). East High School
840 South 1300 East, Salt Lake City UT 84102
801-853-1661

Records Officer(s)
Jillian S Norton
440 East 100 South
Salt Lake City, UT 84111
E-mail: jillian.norton@slcschools.org

Records Officer Certification
Initial Certification: 07/09/2018
Most Recent Certification: 08/02/2022
Certification Expires: 08/02/2023

Salt Lake City School District (Utah). Highland High School
2166 South 1700 East, Salt Lake City UT 84106
801-484-4343

Records Officer(s)
Jillian S Norton
440 East 100 South
Salt Lake City, UT 84111
E-mail: jillian.norton@slcschools.org

Records Officer Certification
Initial Certification: 07/09/2018
Most Recent Certification: 08/02/2022
Certification Expires: 08/02/2023

Salt Lake City School District (Utah). Horizonte Instruction and Training Center
1234 South Main, Salt Lake City UT 84101-3117
801-578-8574

Records Officer(s)
Jillian S Norton
440 East 100 South
Salt Lake City, UT 84111
E-mail: jillian.norton@slcschools.org

Records Officer Certification
Initial Certification: 07/09/2018
Most Recent Certification: 08/02/2022
Certification Expires: 08/02/2023
School District Agency Names

with Authorized Records Officers

Salt Lake City School District (Utah). Human Sexuality Curriculum Committee.

Salt Lake City School District (Utah). Office of Accounting
440 East 100 South, Salt Lake City UT 84111
801-328-7341

Records Officer(s)
Jillian S Norton
440 East 100 South
Salt Lake City, UT 84111
E-mail: jillian.norton@slcschools.org

Records Officer Certification
Initial Certification: 07/09/2018
Most Recent Certification: 08/02/2022
Certification Expires: 08/02/2023

Salt Lake City School District (Utah). Business Services
440 East 100 South, Salt Lake City UT 84111-1891
801-578-8334

Records Officer(s)
Jillian S Norton
440 East 100 South
Salt Lake City, UT 84111
E-mail: jillian.norton@slcschools.org

Records Officer Certification
Initial Certification: 07/09/2018
Most Recent Certification: 08/02/2022
Certification Expires: 08/02/2023

440 East 100 South, Salt Lake City UT 84111-1891
801-578-8334

Records Officer(s)
Jillian S Norton
440 East 100 South
Salt Lake City, UT 84111
E-mail: jillian.norton@slcschools.org

Records Officer Certification
Initial Certification: 07/09/2018
Most Recent Certification: 08/02/2022
Certification Expires: 08/02/2023

440 East 100 South, Salt Lake City UT 84111-1891
801-322-1471

Records Officer(s)
Jillian S Norton
440 East 100 South
Salt Lake City, UT 84111
E-mail: jillian.norton@slcschools.org
School District Agency Names
with Authorized Records Officers

Records Officer Certification
Initial Certification: 07/09/2018
Most Recent Certification: 08/02/2022
Certification Expires: 08/02/2023

Salt Lake City School District (Utah). Business Services. Food Services
440 East 100 South, Salt Lake City UT 84111-1891
801-578-8599

Records Officer(s)
Jillian S Norton
440 East 100 South
Salt Lake City, UT 84111
E-mail: jillian.norton@slcschools.org
Records Officer Certification
Initial Certification: 07/09/2018
Most Recent Certification: 08/02/2022
Certification Expires: 08/02/2023

Salt Lake City School District (Utah). Business Services. Purchasing
440 East 100 South, Salt Lake City UT 84111-1891
801-578-8264

Records Officer(s)
Jillian S Norton
440 East 100 South
Salt Lake City, UT 84111
E-mail: jillian.norton@slcschools.org
Records Officer Certification
Initial Certification: 07/09/2018
Most Recent Certification: 08/02/2022
Certification Expires: 08/02/2023

Salt Lake City School District (Utah). Business Services. Transportation
440 East 100 South, Salt Lake City UT 84111-1891
801-974-8345

Records Officer(s)
Jillian S Norton
440 East 100 South
Salt Lake City, UT 84111
E-mail: jillian.norton@slcschools.org
Records Officer Certification
Initial Certification: 07/09/2018
Most Recent Certification: 08/02/2022
Certification Expires: 08/02/2023

Salt Lake City School District (Utah). Personnel Services
440 East 100 South, Salt Lake City UT 84111
801-578-8340

Records Officer(s)
Jillian S Norton
440 East 100 South
Salt Lake City, UT 84111
E-mail: jillian.norton@slcschools.org
School District Agency Names
with Authorized Records Officers

Records Officer Certification
Initial Certification: 07/09/2018
Most Recent Certification: 08/02/2022
Certification Expires: 08/02/2023

Salt Lake City School District (Utah). Office of Superintendent
440 East 100 South, Salt Lake City UT 84111-1891
801-578-8349

Records Officer(s)
Jillian S Norton
440 East 100 South
Salt Lake City, UT 84111
E-mail: jillian.norton@slcschools.org
Records Officer Certification
Initial Certification: 07/09/2018
Most Recent Certification: 08/02/2022
Certification Expires: 08/02/2023

Salt Lake City School District (Utah). Washington Elementary School

Salt Lake City School District (Utah). West High School
241 North 300 West, Salt Lake City UT 84103
801-578-8500

Records Officer(s)
Jillian S Norton
440 East 100 South
Salt Lake City, UT 84111
E-mail: jillian.norton@slcschools.org
Records Officer Certification
Initial Certification: 07/09/2018
Most Recent Certification: 08/02/2022
Certification Expires: 08/02/2023

Salt Lake City School District (Utah). Whittier Elementary School
1600 South 300 East, Salt Lake City UT 84115
801-481-4846

Records Officer(s)
Jillian S Norton
440 East 100 South
Salt Lake City, UT 84111
E-mail: jillian.norton@slcschools.org
Records Officer Certification
Initial Certification: 07/09/2018
Most Recent Certification: 08/02/2022
Certification Expires: 08/02/2023

Salt Lake School for the Performing Arts (Utah)
2291 South 2000 East, Salt Lake City UT 84106
801-466-6700
San Juan County School District (Utah)
200 North Main Street, Blanding UT 84511
435-678-1211

Records Officer(s)

Tyrel Pemberton
200 North Main
Blanding, UT 84511
E-mail: tpemberton@sjsd.org

Records Officer Certification
Initial Certification: 06/30/2021
Most Recent Certification: 06/30/2021
Certification Expires: 06/30/2022

Tyrel Pemberton's certification has expired.

Eva Ewald
San Juan School District
200 North Main Street
Blanding, UT 84511
E-mail: eewald@sjsd.org

Records Officer Certification
Initial Certification:
Most Recent Certification:
Certification Expires:

Eva Ewald has not completed required training certification.

San Juan County School District (Utah). Albert R. Lyman Middle School.

San Juan County School District (Utah). Blanding Elementary School.

San Juan County School District (Utah). Bluff Elementary School.

San Juan County School District (Utah). La Sal Elementary School.

San Juan County School District (Utah). Montezuma Creek Elementary School.

San Juan County School District (Utah). Monticello Elementary School.

San Juan County School District (Utah). Monticello High School.

San Juan County School District (Utah). Monument Valley High School.

San Juan County School District (Utah). Navajo Mountain High School.

San Juan County School District (Utah). San Juan High School.
San Juan County School District (Utah). Tse’Bii’Nidzisgai Elementary.

San Juan County School District (Utah). Whitehorse High School.

Scholar Academy (Utah)
772 North Main #375, Tooele UT 84074
435-566-6957

Records Officer(s)
Emily Bejarano
Academica West
290 North Flint Street
Kaysville, UT  84037
E-mail: emily@academicawest.com
Description of Role: Records Management
Records Officer Certification
Initial Certification: 01/07/2013
Most Recent Certification: 03/17/2022
Certification Expires: 03/17/2023

Mrs. Krystal Taylor
Records Officer
290 N. Flint Street
Kaysville, UT  84037
E-mail: krystal@academicawest.com
Description of Role: Charter School Board Liaison
Records Officer Certification
Initial Certification: 09/08/2015
Most Recent Certification: 02/01/2022
Certification Expires: 02/01/2023

Sevier County School District (Utah)
180 East 600 North, Richfield UT 84701
435-896-8214

Records Officer(s)
Stacie Monroe
180 East 600 North
Richfield, UT  84701
E-mail: stacie.monroe@seviersd.org
Records Officer Certification
Initial Certification: 11/08/2021
Most Recent Certification: 11/08/2021
Certification Expires: 11/08/2022

Soldier Hollow Charter School (Utah)
Soldier Hollow Charter School, 3444 West 3000 South, Heber City UT 84032
435-654-1347

Records Officer(s)
Jennifer Jacobsmeyer
Registrar
3444 West 3000 South
Heber City, UT  84032
E-mail: jennifer.jacobsmeyer@myshcs.org
South Sanpete County School District (Utah)
39 South Main, Manti UT 84642
435-835-2261

Records Officer(s)
Kera Peterson
Records Officer
39 S. Main
Manti, UT 84642
E-mail: kera.peterson@ssanpete.org
Records Officer Certification
Initial Certification: 03/27/2022
Most Recent Certification: 03/27/2022
Certification Expires: 03/27/2023

Jake Hill
Business Administrator
South Sanpete School District
39 South Main
39 South Main
Manti, UT 84642
E-mail: jake.hill@ssanpete.org
Records Officer Certification
Initial Certification: 10/28/2020
Most Recent Certification: 11/01/2021
Certification Expires: 11/01/2022

Records Officer’s certification has expired.

South Summit County School District (Utah)
285 East 400 South, Kamas UT 84036
435-783-4301

Records Officer(s)
Dawn McMillan
Records Officer
285 E 400 S
Kamas, UT 84036
E-mail: dmcmillan@ssummit.org
Description of Role: I’m the District Administrative Assistant, for South Summit School District, who needs to take the GRAM Certification.
Records Officer Certification
Initial Certification: 04/16/2020
Most Recent Certification: 04/15/2021
Certification Expires: 04/15/2022

Spectrum Academy (Utah)
575 Cutler Drive, North Salt Lake UT 84054
801-936-0318

Records Officer(s)
Jaime Christensen
Director
575 Cutler Drive
North Salt Lake, UT 84054
E-mail: jchristensen@spectrumcharter.org
**School District Agency Names**

*with Authorized Records Officers*

---

**St. George Academy (Utah)**

1995 Dove Circle, St. George UT 84770

435-625-1799

**Records Officer(s)**

**Courtney Webb**

Records Officer

380 East 3090 South

Washington, UT 84780

E-mail: cwebb@stgacademy.org

**Records Officer Certification**

- Initial Certification: 02/12/2021
- Most Recent Certification: 02/12/2021
- Certification Expires: 02/12/2022

Records Officer’s certification has expired.

**Jennifer Racker**

Records Officer

380 E 3090 S

Washington, UT 84780

E-mail: jracker@stgacademy.org

**Description of Role:** Admin Assistant/Registrar

**Records Officer Certification**

- Initial Certification: 02/23/2022
- Most Recent Certification: 02/23/2022
- Certification Expires: 02/23/2023

---

**SUCCESS Academy (Utah)**

351 West University Boulevard, Multipurpose Center #205, Cedar City UT 84721

435-865-8790

**Records Officer(s)**

**Mackenzie Stratton**

Records Officer

351 W University Blvd #205

Cedar City, UT 84720

E-mail: stratton@successacademy.org

**Description of Role:** Registrar at SUCCESS Academy

**Records Officer Certification**

- Initial Certification: 03/31/2017
- Most Recent Certification: 12/15/2021
- Certification Expires: 12/15/2022

---

**Summit Academy (Utah)**

1225 East 13200 South, Draper UT 84020

**Records Officer(s)**

**Michael Clark**

Executive Director

1225 East 13200 South

Draper, UT 84020

E-mail: michael.clark@summitacademyschools.org
School District Agency Names
with Authorized Records Officers

Records Officer Certification
Initial Certification: 09/11/2022
Most Recent Certification:
Certification Expires:
Records Officer has not completed required training certification.

Summit Academy (Utah). Bluffdale Campus
Records Officer(s)
Mrs. Alysha Hathaway
Facility
1225 East 13200 South
Draper, UT 84020
E-mail: alysha.hathaway@summitacademyschools.org
Description of Role: Facility Manager
Records Officer Certification
Initial Certification: 02/04/2021
Most Recent Certification: 02/04/2021
Certification Expires: 02/04/2022
Records Officer's certification has expired.

Summit Academy (Utah). Draper Campus
1225 East 13200 South, Draper UT 84020
801-572-9007
Records Officer(s)
Mrs. Alysha Hathaway
Facility
1225 East 13200 South
Draper, UT 84020
E-mail: alysha.hathaway@summitacademyschools.org
Description of Role: Facility Manager
Records Officer Certification
Initial Certification: 02/04/2021
Most Recent Certification: 02/04/2021
Certification Expires: 02/04/2022
Records Officer's certification has expired.

Summit Academy (Utah). High School
1492 South 560 West, Bluffdale UT 84065
801-495-3272
Records Officer(s)
Mrs. Alysha Hathaway
Facility
1225 East 13200 South
Draper, UT 84020
E-mail: alysha.hathaway@summitacademyschools.org
Description of Role: Facility Manager
Records Officer Certification
Initial Certification: 02/04/2021
Most Recent Certification: 02/04/2021
Certification Expires: 02/04/2022
Records Officer's certification has expired.

Syracuse Arts Academy (Utah)
2893 West 1700 South, Syracuse UT 84075
801-779-2066
School District Agency Names

with Authorized Records Officers

Records Officer(s)

Emily Bejarano
Academica West
290 North Flint Street
Kaysville, UT 84037
E-mail: emily@academicawest.com
Description of Role: Records Management

Records Officer Certification
Initial Certification: 01/07/2013
Most Recent Certification: 03/17/2022
Certification Expires: 03/17/2023

Dawn Kawaguchi
290 N. Flint Street
Kaysville, UT 84037
E-mail: dawn@academicawest.com

Records Officer Certification
Initial Certification: 06/28/2018
Most Recent Certification: 06/28/2018
Certification Expires: 06/28/2019

Records Officer’s certification has expired.

Terra Academy (Utah)
267 Aggie Boulevard, Vernal UT 84078
844-322-6562

Records Officer(s)

Janet Zenner
1160 Pollo Loco Rd.
Vernal, UT 84078
E-mail: jzenner@theterraacademy.org

Records Officer Certification
Initial Certification: 05/31/2022
Most Recent Certification: 05/31/2022
Certification Expires: 05/31/2023

Thomas Edison Charter School (Utah)
180 East 2600 North, North Logan UT 84321
435-787-2820

Records Officer(s)

Steve Finley
Red Apple Financial
433 North 1500 West
Marriott-Slaterville, UT 84401
E-mail: steve@redapplefinance.com

Records Officer Certification
Initial Certification: 02/04/2021
Most Recent Certification: 02/04/2021
Certification Expires: 02/04/2022

Records Officer’s certification has expired.

Nichole Knudson
Office Manager
1275 West 2350 South
Nibley, UT 84321
E-mail: nichole.knudson@edisoncs.org

Records Officer Certification
Initial Certification: 11/05/2021
Most Recent Certification: 11/05/2021
Certification Expires: 11/05/2022
Thomas Edison Charter School (Utah). North Campus
180 East 2600 North, North Logan UT 84321
435-787-2820

Records Officer(s)
Steve Finley
Red Apple Financial
433 North 1500 West
Marriot-Slaterville, UT 84401
E-mail: steve@redapplefinance.com
Records Officer Certification
Initial Certification: 02/04/2021
Most Recent Certification: 02/04/2021
Certification Expires: 02/04/2022
Records Officer’s certification has expired.

Thomas Edison Charter School (Utah). South Campus
1275 West 2350 South, Nibley UT 84321
435-752-0123

Records Officer(s)
Ms. Jacqueline Pyne
Agency Employee
1481 W 660 S
Logan, UT 84321
E-mail: jpyne@edisoncs.org
Description of Role: I am in charge of archives at the school I work at, and am taking this training for my job.
Records Officer Certification
Initial Certification: 07/02/2018
Most Recent Certification: 11/08/2021
Certification Expires: 11/08/2022

Timpanogos Academy (Utah)
70 South 100 East, Lindon UT 84042
801-785-4979

Records Officer(s)
Karyl Montgomery
Timpanogos Academy
70 S. 100 E.
70 S. 100 E.
Lindon, UT 84042
E-mail: kmontgomery@timpacademy.org
Description of Role: Bookkeeper/Accounting/HR
Records Officer Certification
Initial Certification: 06/20/2013
Most Recent Certification: 08/11/2022
Certification Expires: 08/11/2023
Tintic School District (Utah)
545 East Main Street, P.O. Box 210, Eureka UT 84628
435-433-6363

Records Officer(s)
Sarah Underwood
Office Assistant
55 Main St
Eureka, UT 84628
E-mail: sunderwood@tintic.org

Records Officer Certification
Initial Certification: 08/19/2021
Most Recent Certification: 08/19/2021
Certification Expires: 08/19/2022
Records Officer’s certification has expired.

Becky Jones
Administrative Assistant
55 E. Main Street
PO Box 210
Eureka, UT 84628
E-mail: bjoness@tintic.org

Description of Role: All areas of records management

Records Officer Certification
Initial Certification: 01/09/2013
Most Recent Certification: 05/19/2021
Certification Expires: 05/19/2022
Records Officer’s certification has expired.

Tooele County School District (Utah)
92 Lodestone Way, Tooele UT 84074
435-833-1900

Records Officer(s)
Mr. Lark N. Reynolds
Business Administrator
92 Lodestone Way
92 Lodestone Way
Tooele, UT 84074-8050
E-mail: lreynolds@tooeleschools.org

Records Officer Certification
Initial Certification: 03/11/2013
Most Recent Certification: 01/20/2022
Certification Expires: 01/20/2023

Christina Aragon
Records Officer
92 Lodestone Way
Tooele, UT 84074
E-mail: caramon@tooeleschools.org

Description of Role: HR Specialist and Records Manager

Records Officer Certification
Initial Certification: 02/10/2021
Most Recent Certification: 02/15/2022
Certification Expires: 02/15/2023

Treeside Charter School (Utah)
1724 S. State Street, Provo UT 84606
385-309-1668

Records Officer(s)
Mrs. Jessica Ricks
Agency Employee
150 N 1100 W
Provo, UT 84601
E-mail: jricks@treesidecharter.org
Description of Role: School Registrar and Business clerk
Records Officer Certification
Initial Certification: 04/14/2020
Most Recent Certification: 11/01/2021
Certification Expires: 11/01/2022

Uintah County School District (Utah)

635 West 200 South, Vernal UT 84078
435-781-3100

Records Officer(s)

Phyllis Elgiar
Superintendent's Secretary
635 West 200 South
Vernal, UT 84078
E-mail: phyllis.elgiar@uintah.net
Description of Role: GHAMA
Records Officer Certification
Initial Certification: 04/24/2013
Most Recent Certification: 06/09/2022
Certification Expires: 06/09/2023

Dorothy McConkie
635 WEST 200 SOUTH
Vernal, UT 84078
E-mail: dorothy.mcconkie@uintah.net
Description of Role: Records management
Records Officer Certification
Initial Certification: 11/25/2013
Most Recent Certification: 03/08/2022
Certification Expires: 03/08/2023

Karine Simper
635 West 200 South
Vernal, UT 84078
E-mail: karine.simper@uintah.net
Records Officer Certification
Initial Certification: 04/29/2013
Most Recent Certification: 03/03/2022
Certification Expires: 03/03/2023

Mrs. Laura Bowden
Agency Employee
1880 West 500 North
Vernal, UT 84078
E-mail: laura.bowden@uintah.net
Description of Role: Uintah High School Counseling Center Secretary
Records Officer Certification
Initial Certification:
Most Recent Certification:
Certification Expires:
Records Officer has not completed required training certification.

Karyn Harvey
Records Officer
635 W 200 S
Vernal, UT 84078
E-mail: karyn.harvey@uintah.net
School District Agency Names
with Authorized Records Officers

Records Officer Certification
Initial Certification: 03/02/2016
Most Recent Certification: 05/20/2019
Certification Expires: 05/20/2020
Records Officer's certification has expired.

Robyn White
E-mail: robyn.white@uintah.net

Records Officer Certification
Initial Certification: 03/02/2016
Most Recent Certification: 10/23/2020
Certification Expires: 10/23/2021
Records Officer's certification has expired.

Uintah County School District (Utah). Curriculum Materials Review Committee.

Uintah River High School (Utah)
P.O. Box 230, Fort Duchesne UT 84026
435-725-4088

Records Officer(s)
Brittany Luck
Principal
E-mail: brittanyl@utetribes.com

Records Officer Certification
Initial Certification: 03/15/2021
Most Recent Certification: 03/15/2022
Certification Expires: 03/15/2023

Utah Arts Academy
1091 N. Bluff St., Suite #801, St. George UT 84770
435-414-4535

Records Officer(s)
Heather Carroll
Administrative Assistant
1091 N Bluff St Ste 801
St George, UT 84770
E-mail: heatherc@utahartsacademy.org

Records Officer Certification
Initial Certification: 12/08/2016
Most Recent Certification: 12/15/2021
Certification Expires: 12/15/2022

Utah Career Path High (Utah)
550 E. 300 S., Room 2037, Kaysville UT 84037
801-593-2440

Records Officer(s)
Emily Bejarano
Academica West
290 North Flint Street
Kaysville, UT 84037
E-mail: emily@academicawest.com
Description of Role: Records Management
School District Agency Names
with Authorized Records Officers

Records Officer Certification
Initial Certification: 01/07/2013
Most Recent Certification: 03/17/2022
Certification Expires: 03/17/2023

Mrs. Kara Finley
Records Officer
290 N Flint Street
Kaysville, UT 84037
E-mail: kara@academicawest.com
Records Officer Certification
Initial Certification: 08/12/2014
Most Recent Certification: 01/31/2022
Certification Expires: 01/31/2023

Stefanie Meads
Office Manager
550 E 300 S
Kaysville, UT 84037
E-mail: stefanie.meads@utahcph.org
Records Officer Certification
Initial Certification: 04/23/2021
Most Recent Certification: 03/17/2022
Certification Expires: 03/17/2023

Utah Charter Academies
12892 South Pony Express Road, Draper UT 84020
801-553-8500

Records Officer(s)
Kate York
Non-Employee
E-mail: kyork@apamail.org
Records Officer Certification
Initial Certification: 11/20/2018
Most Recent Certification: 01/03/2022
Certification Expires: 01/03/2023

Utah Charter Academies. Draper I Campus
12892 S. Pony Express Road, Draper UT 84020
801-553-8500

Utah Charter Academies. Draper II Campus
11938 S Lone Peak Parkway, Draper UT 84020
801-810-3590

American Preparatory Academy. Salem Campus
1195 South Elk Ridge Drive, Salem UT 84653
801-465-4434

Utah Charter Academies. West Valley I Campus
1255 W Crystal Ave, West Valley City UT 84119
801-839-3613
Utah Charter Academies. West Valley II Campus
3636 West 3100 South, West Valley City UT 84119
385-351-3090

Utah County Academy of Sciences (Utah)
940 West 800 South, Orem UT 84058
801-863-2222

Records Officer(s)
Julie Schiffman
E-mail: julie.schiffman@ucas-edu.net
Records Officer Certification
Initial Certification: 02/04/2021
Most Recent Certification: 01/27/2022
Certification Expires: 01/27/2023

Utah Connections Academy (Utah)
687 West 700 South, Suite E, Woods Cross UT 84087
801-298-6660

Utah International Charter School (Utah)
350 East Baird Circle, South Salt Lake UT 84115
385-290-1306

Records Officer(s)
Ivy Farguheson
Principal
350 East Baird Circle
Salt Lake City, UT 84115
E-mail: ifarguheson@utahinternational.org
Records Officer Certification
Initial Certification: 01/26/2022
Most Recent Certification: 01/26/2022
Certification Expires: 01/26/2023

Utah Military Academy (Utah)
5120 South 1050 West, Riverdale UT 84405
801-689-3013

Records Officer(s)
Mrs. Jordon Chandler
5120 South 1050 West
Riverdale, UT 84405
E-mail: jchandler@utahmilitaryacademy.org
Records Officer Certification
Initial Certification: 08/05/2020
Most Recent Certification: 09/08/2021
Certification Expires: 09/08/2022
Records Officer’s certification has expired.

Utah Virtual Academy (Utah)
School District Agency Names

with Authorized Records Officers

512 East 4500 South, Murray UT 84107
801-262-4922

Records Officer(s)
Emily Bejarano
Academia West
290 North Flint Street
Kaysville, UT  84037
E-mail:  emily@academicawest.com
Description of Role:  Records Management
Records Officer Certification
Initial Certification:  01/07/2013
Most Recent Certification:  03/17/2022
Certification Expires:  03/17/2023

Valley Academy Charter School (Utah)
539 N 870 W, Hurricane UT 84737
435-635-0772

Records Officer(s)
Kelly Fausett
539 North 870 West
Hurricane, UT  84737
E-mail:  kelly@valleyacademycharter.com
Records Officer Certification
Initial Certification:  03/31/2020
Most Recent Certification:  04/11/2022
Certification Expires:  04/11/2022
Records Officer's certification has expired.

Vanguard Academy (Utah)
2650 South Decker Lake Lane, West Valley City UT 84119
801-327-8724

Records Officer(s)
Rebekah Lucas
2650 South Decker Lane
West Valley City, UT  84119
E-mail:  rebekah.lucas@vanguardcharter.org
Records Officer Certification
Initial Certification:  04/07/2021
Most Recent Certification:  03/15/2022
Certification Expires:  03/15/2023

Venture Academy (Utah)
495 North 1500 West, Ogden UT 84404
801-393-3900

Records Officer(s)
Roxanne Wayment
495 North 1500 West
Marriott-Slaterville, UT  84404
E-mail:  rwayment@venturelearning.org
Records Officer Certification
Initial Certification:  03/10/2022
Most Recent Certification:  03/10/2022
Certification Expires:  03/10/2023
Vista at Entrada School of Performing Arts and Technology (Utah)
585 East Center, Ivins UT 84738
435-678-4110

Records Officer(s)
Chris Barnum
Principal/Director
Vista School
585 East Center Street
Ivins, UT 84738
E-mail: cbarnum@vistautah.com

Records Officer Certification
Initial Certification: 04/08/2022
Most Recent Certification: 04/08/2022
Certification Expires: 04/08/2023

Voyage Academy Charter School (Utah)
1891 North 1500 West, Clinton UT 84015
801-776-4900

Records Officer(s)
Anna L Stanton
Records Officer
1891 North 1500 West
Clinton, UT 84015
E-mail: astanton@voyageacademyutah.org
Description of Role: Executive Administrator

Records Officer Certification
Initial Certification: 05/28/2015
Most Recent Certification: 06/20/2022
Certification Expires: 06/20/2023

Emily Bejarano
Academica West
290 North Flint Street
Kaysville, UT 84037
E-mail: emily@academicawest.com
Description of Role: Records Management

Records Officer Certification
Initial Certification: 01/07/2013
Most Recent Certification: 03/17/2022
Certification Expires: 03/17/2023

Walden School of Liberal Arts (Utah)
4230 North University Avenue, Provo UT 84604
801-374-1545

Records Officer(s)
Lexi Zucker
Agency Employee
4266 N University Ave.
Provo, UT 84604
E-mail: registrar@waldenschool.us
Description of Role: Office Manager

Records Officer Certification
Initial Certification: 12/04/2018
Most Recent Certification: 01/20/2022
Certification Expires: 01/20/2023
Wallace Stegner Academy (Utah)
972 South Bending River Ct., Salt Lake City UT 84104
801-884-7950

Records Officer(s)
Emily Bejarano
Academica West
290 North Flint Street
Kaysville, UT 84037
E-mail: emily@academicawest.com
Description of Role: Records Management
Records Officer Certification
Initial Certification: 01/07/2013
Most Recent Certification: 03/17/2022
Certification Expires: 03/17/2023

Adam Gerlach
Director
E-mail: agerlach@wsacharter.org
Records Officer Certification
Initial Certification: 03/12/2021
Most Recent Certification: 03/07/2022
Certification Expires: 03/07/2023

Mrs. Kara Finley
Records Officer
290 N Flint Street
Kaysville, UT 84037
E-mail: kara@academicawest.com
Records Officer Certification
Initial Certification: 08/12/2014
Most Recent Certification: 01/31/2022
Certification Expires: 01/31/2023

Wasatch County School District (Utah)
101 East 200 North, Heber City UT 84032
435-654-0280

Records Officer(s)
Mr. Keith Johansen
Agency Employee
101 East 200 North
Heber City, UT 84032
E-mail: keith.johansen@wasatch.edu
Description of Role: Business Administrator - Wasatch County School District
Records Officer Certification
Initial Certification: 08/11/2015
Most Recent Certification: 03/10/2022
Certification Expires: 03/10/2023

Mr. Jonathan Devenish
Records Officer
101 E 200 N
Heber City, UT 84032
E-mail: jonathan.devenish@wasatch.edu
Records Officer Certification
Initial Certification: 08/11/2015
Most Recent Certification: 03/10/2022
Certification Expires: 03/10/2023

Mrs. Sara E Richards
Records Officer
101 E 200 S
Heber, UT 84032
School District Agency Names
with Authorized Records Officers

E-mail: sara.richards@wasatch.edu

Records Officer Certification
Initial Certification: 10/09/2019
Most Recent Certification: 01/28/2021
Certification Expires: 01/28/2022

Stacey Moore
Administrative Assistant
Wasatch School District
101 East 200 North
Heber City, UT 84032
E-mail: stacey.moore@wasatch.edu

Records Officer Certification
Initial Certification: 04/26/2017
Most Recent Certification: 03/10/2022
Certification Expires: 03/10/2023

Wasatch County School District (Utah). Local Building Authority.
101 E 200 N, Heber City UT 84032

Wasatch Peak Academy (Utah)
414 North Cutler Drive, North Salt Lake UT 84054
801-936-3066

Records Officer(s)

Emily Bejarano
Academica West
290 North Flint Street
Kaysville, UT 84037
E-mail: emily@academicawest.com
Description of Role: Records Management

Records Officer Certification
Initial Certification: 01/07/2013
Most Recent Certification: 03/17/2022
Certification Expires: 03/17/2023

Mrs. Krystal Taylor
Records Officer
290 N. Flint Street
Kaysville, UT 84037
E-mail: krystal@academicawest.com
Description of Role: Charter School Board Liaison

Records Officer Certification
Initial Certification: 09/08/2015
Most Recent Certification: 02/01/2022
Certification Expires: 02/01/2023

Wasatch Waldorf Charter School (Utah)
1800 East Harrison Ave., Salt Lake City UT 84108
801-871-3950

Records Officer(s)

Kara Salisbury
1800 East Harrison Ave
Salt Lake City, UT 84106
E-mail: ksalisbury@wasatchwaldorf.org

Records Officer Certification
Initial Certification: 07/04/2018
Most Recent Certification: 07/18/2022
Certification Expires: 07/18/2023
Washington County School District (Utah)
121 West Tabernacle, St. George UT 84770
435-673-3553

Records Officer(s)

Brent Bills
121 West Tabernacle
St. George, UT 84770
E-mail: brent.bills@washk12.org

Records Officer Certification
Initial Certification: 01/08/2019
Most Recent Certification: 11/22/2021
Certification Expires: 11/22/2022

Kajsa Boyer
121 West Tabernacle
St. George, UT 84770
E-mail: kboyer@washk12.org

Records Officer Certification
Initial Certification: 
Most Recent Certification: 
Certification Expires: 
Records Officer has not completed required training certification.

Wayne County School District (Utah)
79 North 100 West, P.O. Box 127, Bicknell UT 84715
435-425-3813

Records Officer(s)

Tyler Newton
Records Officer
E-mail: tylernewton@waynesd.org
Description of Role: Business Administrator

Records Officer Certification
Initial Certification: 08/01/2019
Most Recent Certification: 09/17/2021
Certification Expires: 09/17/2022

Wayne County School District (Utah). Wayne High School
79 North 100 West, Bicknell UT 84715
(435)425-3813

Weber School District (Utah)
5320 Adams Ave. Parkway, Ogden UT 84405
801-476-7800

Records Officer(s)
Dr. Robert Dan Petersen
Records Officer
5320 South Adams Avenue
Ogden, UT 84405
E-mail: rpetersen@wsd.net
Description of Role: I am the Business Administrator for Weber School District and the official clerk of the Board.
Records Officer Certification
Initial Certification: 05/06/2014
Most Recent Certification: 01/05/2021
Certification Expires: 01/05/2022
Records Officer's certification has expired.

Lane Findlay
5320 S Adams Ave Parkway
Ogden, UT 84405
E-mail: lafindlay@wsd.net
Records Officer Certification
Initial Certification: 11/16/2018
Most Recent Certification: 01/04/2022
Certification Expires: 01/04/2023

Cami Orr
Agency Employee
5320 Adams Ave Pkwy
Ogden, UT 84405
E-mail: caorr@wsd.net
Records Officer Certification
Initial Certification:
Most Recent Certification:
Certification Expires:
Records Officer has not completed required training certification.

Weber School Foundation (Utah)
Weber School Foundation, 5320 Adams Ave Pkwy, Ogden UT 84405
801-476-7896

Records Officer(s)
Jamie Ellison
Record officer
5320 Adams Ave Pkwy
Ogden, UT 84405
E-mail: jaellison@wsd.net
Records Officer Certification
Initial Certification:
Most Recent Certification:
Certification Expires:
Records Officer has not completed required training certification.

Weber State University Charter Academy (Utah)
1351 Edvalson Street, Dept. 1305, Ogden UT 84408
801-626-7110

Records Officer(s)
Carol VandenAkker
Secretary/Business Administrator
1305 University Circle
Ogden, UT 84408-1305
E-mail: charteracademy@weber.edu
Records Officer Certification
Initial Certification:
Most Recent Certification:
Certification Expires:
Records Officer has not completed required training certification.
School District Agency Names

with Authorized Records Officers

Sally West
Administrative Assistant
1305 University Circle
Ogden, UT  84408
E-mail:  sallywest@weber.edu
Records Officer Certification
Initial Certification:  10/14/2021
Most Recent Certification:  10/14/2021
Certification Expires:  10/14/2022

Weilenmann School of Discovery (Utah)
4199 Kilby Road, Park City UT 84098
435-575-5411

Records Officer(s)
Peter Leeman
4199 Kilby Road
Park City, UT  84098
E-mail:  peterleeman@wsdpc.org
Description of Role:  Records management
Records Officer Certification
Initial Certification:  11/08/2018
Most Recent Certification:  09/15/2021
Certification Expires:  09/15/2022

Winter Sports School in Park City (Utah)
4251 Shadow Mountain Drive, Park City UT 84098
435-649-8760

Records Officer(s)
Megan Altman
E-mail:  maltman@wintersportsschool.org
Records Officer Certification
Initial Certification:  11/05/2018
Most Recent Certification:  02/01/2022
Certification Expires:  02/01/2023