



School District Agency Names

Updated: 10/04/2024 12:03 AM

with Authorized Records Officers

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

Records Officer's certification has expired.

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

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: 02/02/2023
Certification Expires: 02/02/2024

Records Officer's certification has expired.

Melissa Smith

E-mail: melissa.smith@academicawest.com

Records Officer Certification

Initial Certification:
Most Recent Certification:
Certification Expires:

Records Officer has not completed required training certification.

Alpine School District (Utah). Alpine Life and Learning Center

1165 West 800 South, Orem UT 84058
801-227-2440



School District Agency Names

Updated: 10/04/2024 12:03 AM

with Authorized Records Officers

Records Officer(s)

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.

Alpine School District (Utah)

575 North 100 East, American Fork UT 84003
801-610-8400

Records Officer(s)

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.

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

Records Officer's certification has expired.

Mrs. Naomi Krautner

Records Officer
575 N 100 E
American Fork, UT 84003
E-mail: naomikrautner@alpinedistrict.org
Description of Role: Paralegal/Executive Secretary

Records Officer Certification

Initial Certification: 11/02/2022
Most Recent Certification: 11/02/2022
Certification Expires: 11/02/2023

Records Officer's certification has expired.



School District Agency Names

Updated: 10/04/2024 12:03 AM

with Authorized Records Officers

Kimberly Bird

575 North 100 East
American Fork, UT 84003
E-mail: kbird@alpinedistrict.org

Records Officer Certification

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

Sidney Turner

Human Resources Specialist
575 North 100 East
American Fork, UT 84003
E-mail: Sidneyturner@alpinedistrict.org

Records Officer Certification

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

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.

Mrs. Naomi Krautner

Records Officer
575 N 100 E
American Fork, UT 84003
E-mail: naomikrautner@alpinedistrict.org
Description of Role: Paralegal/Executive Secretary

Records Officer Certification

Initial Certification: 11/02/2022
Most Recent Certification: 11/02/2022
Certification Expires: 11/02/2023
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)



School District Agency Names

Updated: 10/04/2024 12:03 AM

with Authorized Records Officers

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.

Mrs. Naomi Krautner

Records Officer

575 N 100 E

American Fork, UT 84003

E-mail: naomikrautner@alpinedistrict.org

Description of Role: Paralegal/Executive Secretary

Records Officer Certification

Initial Certification: 11/02/2022

Most Recent Certification: 11/02/2022

Certification Expires: 11/02/2023

Records Officer's certification has expired.

Alpine School District (Utah). American Fork Jr. High School

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.

Mrs. Naomi Krautner

Records Officer

575 N 100 E

American Fork, UT 84003

E-mail: naomikrautner@alpinedistrict.org

Description of Role: Paralegal/Executive Secretary

Records Officer Certification

Initial Certification: 11/02/2022

Most Recent Certification: 11/02/2022

Certification Expires: 11/02/2023

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.



School District Agency Names

Updated: 10/04/2024 12:03 AM

with Authorized Records Officers

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.

Mrs. Naomi Krautner

Records Officer

575 N 100 E

American Fork, UT 84003

E-mail: naomikrautner@alpinedistrict.org

Description of Role: Paralegal/Executive Secretary

Records Officer Certification

Initial Certification: 11/02/2022

Most Recent Certification: 11/02/2022

Certification Expires: 11/02/2023

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.

Mrs. Naomi Krautner

Records Officer

575 N 100 E

American Fork, UT 84003

E-mail: naomikrautner@alpinedistrict.org

Description of Role: Paralegal/Executive Secretary

Records Officer Certification

Initial Certification: 11/02/2022

Most Recent Certification: 11/02/2022

Certification Expires: 11/02/2023

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.



School District Agency Names

Updated: 10/04/2024 12:03 AM

with Authorized Records Officers

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.

Mrs. Naomi Krautner

Records Officer

575 N 100 E

American Fork, UT 84003

E-mail: naomikrautner@alpinedistrict.org

Description of Role: Paralegal/Executive Secretary

Records Officer Certification

Initial Certification: 11/02/2022

Most Recent Certification: 11/02/2022

Certification Expires: 11/02/2023

Records Officer's certification has expired.

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

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.

Mrs. Naomi Krautner

Records Officer

575 N 100 E

American Fork, UT 84003

E-mail: naomikrautner@alpinedistrict.org

Description of Role: Paralegal/Executive Secretary

Records Officer Certification

Initial Certification: 11/02/2022

Most Recent Certification: 11/02/2022

Certification Expires: 11/02/2023

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.



School District Agency Names

Updated: 10/04/2024 12:03 AM

with Authorized Records Officers

Mrs. Naomi Krautner

Records Officer
575 N 100 E
American Fork, UT 84003
E-mail: naomikrautner@alpinedistrict.org
Description of Role: Paralegal/Executive Secretary

Records Officer Certification

Initial Certification: 11/02/2022
Most Recent Certification: 11/02/2022
Certification Expires: 11/02/2023
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.

Mrs. Naomi Krautner

Records Officer
575 N 100 E
American Fork, UT 84003
E-mail: naomikrautner@alpinedistrict.org
Description of Role: Paralegal/Executive Secretary

Records Officer Certification

Initial Certification: 11/02/2022
Most Recent Certification: 11/02/2022
Certification Expires: 11/02/2023
Records Officer's certification has expired.

Alpine School District (Utah). Centennial Elementary School.

Alpine School District (Utah). Central Elementary School

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.



School District Agency Names

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with Authorized Records Officers

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.

Mrs. Naomi Krautner

Records Officer
575 N 100 E
American Fork, UT 84003
E-mail: naomikrautner@alpinedistrict.org
Description of Role: Paralegal/Executive Secretary

Records Officer Certification

Initial Certification: 11/02/2022
Most Recent Certification: 11/02/2022
Certification Expires: 11/02/2023
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.

Mrs. Naomi Krautner

Records Officer
575 N 100 E
American Fork, UT 84003
E-mail: naomikrautner@alpinedistrict.org
Description of Role: Paralegal/Executive Secretary

Records Officer Certification

Initial Certification: 11/02/2022
Most Recent Certification: 11/02/2022
Certification Expires: 11/02/2023
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.



School District Agency Names

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with Authorized Records Officers

Mrs. Naomi Krautner

Records Officer
575 N 100 E
American Fork, UT 84003
E-mail: naomikrautner@alpinedistrict.org
Description of Role: Paralegal/Executive Secretary

Records Officer Certification

Initial Certification: 11/02/2022
Most Recent Certification: 11/02/2022
Certification Expires: 11/02/2023
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.

Mrs. Naomi Krautner

Records Officer
575 N 100 E
American Fork, UT 84003
E-mail: naomikrautner@alpinedistrict.org
Description of Role: Paralegal/Executive Secretary

Records Officer Certification

Initial Certification: 11/02/2022
Most Recent Certification: 11/02/2022
Certification Expires: 11/02/2023
Records Officer's certification has expired.



School District Agency Names

Updated: 10/04/2024 12:03 AM

with Authorized Records Officers

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.

Mrs. Naomi Krautner

Records Officer

575 N 100 E

American Fork, UT 84003

E-mail: naomikrautner@alpinedistrict.org

Description of Role: Paralegal/Executive Secretary

Records Officer Certification

Initial Certification: 11/02/2022

Most Recent Certification: 11/02/2022

Certification Expires: 11/02/2023

Records Officer's certification has expired.

Alpine School District (Utah). Grovecrest Elementary School

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.

Mrs. Naomi Krautner

Records Officer

575 N 100 E

American Fork, UT 84003

E-mail: naomikrautner@alpinedistrict.org

Description of Role: Paralegal/Executive Secretary



School District Agency Names

Updated: 10/04/2024 12:03 AM

with Authorized Records Officers

Records Officer Certification

Initial Certification: 11/02/2022

Most Recent Certification: 11/02/2022

Certification Expires: 11/02/2023

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.

Mrs. Naomi Krautner

Records Officer

575 N 100 E

American Fork, UT 84003

E-mail: naomikrautner@alpinedistrict.org

Description of Role: Paralegal/Executive Secretary

Records Officer Certification

Initial Certification: 11/02/2022

Most Recent Certification: 11/02/2022

Certification Expires: 11/02/2023

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.



School District Agency Names

Updated: 10/04/2024 12:03 AM

with Authorized Records Officers

Mrs. Naomi Krautner

Records Officer
575 N 100 E
American Fork, UT 84003
E-mail: naomikrautner@alpinedistrict.org
Description of Role: Paralegal/Executive Secretary

Records Officer Certification

Initial Certification: 11/02/2022
Most Recent Certification: 11/02/2022
Certification Expires: 11/02/2023

Records Officer's certification has expired.

Alpine School District (Utah). Lakeridge Jr. High School

951 South 400 West, Orem UT 84058
801-227-8752

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.

Mrs. Naomi Krautner

Records Officer
575 N 100 E
American Fork, UT 84003
E-mail: naomikrautner@alpinedistrict.org
Description of Role: Paralegal/Executive Secretary

Records Officer Certification

Initial Certification: 11/02/2022
Most Recent Certification: 11/02/2022
Certification Expires: 11/02/2023

Records Officer's certification has expired.

Alpine School District (Utah). Legacy Elementary School

28 East 1340 North, American Fork UT 84003

Alpine School District (Utah). Lehi Elementary School

765 North Center, Lehi UT 84043
801-610-8712

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.



School District Agency Names

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with Authorized Records Officers

Mrs. Naomi Krautner

Records Officer
575 N 100 E
American Fork, UT 84003
E-mail: naomikrautner@alpinedistrict.org
Description of Role: Paralegal/Executive Secretary

Records Officer Certification

Initial Certification: 11/02/2022
Most Recent Certification: 11/02/2022
Certification Expires: 11/02/2023

Records Officer's certification has expired.

Alpine School District (Utah). Lehi High School

180 North 500 East, Lehi UT 84043
801-768-7000

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.

Mrs. Naomi Krautner

Records Officer
575 N 100 E
American Fork, UT 84003
E-mail: naomikrautner@alpinedistrict.org
Description of Role: Paralegal/Executive Secretary

Records Officer Certification

Initial Certification: 11/02/2022
Most Recent Certification: 11/02/2022
Certification Expires: 11/02/2023

Records Officer's certification has expired.

Alpine School District (Utah). Lehi Jr. High School

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.

Mrs. Naomi Krautner

Records Officer
575 N 100 E
American Fork, UT 84003
E-mail: naomikrautner@alpinedistrict.org
Description of Role: Paralegal/Executive Secretary



School District Agency Names

Updated: 10/04/2024 12:03 AM

with Authorized Records Officers

Records Officer Certification

Initial Certification: 11/02/2022

Most Recent Certification: 11/02/2022

Certification Expires: 11/02/2023

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.

Mrs. Naomi Krautner

Records Officer

575 N 100 E

American Fork, UT 84003

E-mail: naomikrautner@alpinedistrict.org

Description of Role: Paralegal/Executive Secretary

Records Officer Certification

Initial Certification: 11/02/2022

Most Recent Certification: 11/02/2022

Certification Expires: 11/02/2023

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.

Mrs. Naomi Krautner

Records Officer

575 N 100 E

American Fork, UT 84003

E-mail: naomikrautner@alpinedistrict.org



School District Agency Names

Updated: 10/04/2024 12:03 AM

with Authorized Records Officers

Description of Role: Paralegal/Executive Secretary

Records Officer Certification

Initial Certification: 11/02/2022

Most Recent Certification: 11/02/2022

Certification Expires: 11/02/2023

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.

Mrs. Naomi Krautner

Records Officer

575 N 100 E

American Fork, UT 84003

E-mail: naomikrautner@alpinedistrict.org

Description of Role: Paralegal/Executive Secretary

Records Officer Certification

Initial Certification: 11/02/2022

Most Recent Certification: 11/02/2022

Certification Expires: 11/02/2023

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)



School District Agency Names

Updated: 10/04/2024 12:03 AM

with Authorized Records Officers

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.

Mrs. Naomi Krautner

Records Officer

575 N 100 E

American Fork, UT 84003

E-mail: naomikrautner@alpinedistrict.org

Description of Role: Paralegal/Executive Secretary

Records Officer Certification

Initial Certification: 11/02/2022

Most Recent Certification: 11/02/2022

Certification Expires: 11/02/2023

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

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.

Mrs. Naomi Krautner

Records Officer

575 N 100 E

American Fork, UT 84003

E-mail: naomikrautner@alpinedistrict.org

Description of Role: Paralegal/Executive Secretary

Records Officer Certification

Initial Certification: 11/02/2022

Most Recent Certification: 11/02/2022

Certification Expires: 11/02/2023

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)



School District Agency Names

Updated: 10/04/2024 12:03 AM

with Authorized Records Officers

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.

Mrs. Naomi Krautner

Records Officer

575 N 100 E

American Fork, UT 84003

E-mail: naomikrautner@alpinedistrict.org

Description of Role: Paralegal/Executive Secretary

Records Officer Certification

Initial Certification: 11/02/2022

Most Recent Certification: 11/02/2022

Certification Expires: 11/02/2023

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.

Mrs. Naomi Krautner

Records Officer

575 N 100 E

American Fork, UT 84003

E-mail: naomikrautner@alpinedistrict.org

Description of Role: Paralegal/Executive Secretary

Records Officer Certification

Initial Certification: 11/02/2022

Most Recent Certification: 11/02/2022

Certification Expires: 11/02/2023

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



School District Agency Names

Updated: 10/04/2024 12:03 AM

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.

Mrs. Naomi Krautner

Records Officer

575 N 100 E

American Fork, UT 84003

E-mail: naomikrautner@alpinedistrict.org

Description of Role: Paralegal/Executive Secretary

Records Officer Certification

Initial Certification: 11/02/2022

Most Recent Certification: 11/02/2022

Certification Expires: 11/02/2023

Records Officer's certification has expired.

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.

Mrs. Naomi Krautner

Records Officer

575 N 100 E

American Fork, UT 84003

E-mail: naomikrautner@alpinedistrict.org

Description of Role: Paralegal/Executive Secretary

Records Officer Certification

Initial Certification: 11/02/2022

Most Recent Certification: 11/02/2022

Certification Expires: 11/02/2023

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.



School District Agency Names

Updated: 10/04/2024 12:03 AM

with Authorized Records Officers

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.

Mrs. Naomi Krautner

Records Officer

575 N 100 E

American Fork, UT 84003

E-mail: naomikrautner@alpinedistrict.org

Description of Role: Paralegal/Executive Secretary

Records Officer Certification

Initial Certification: 11/02/2022

Most Recent Certification: 11/02/2022

Certification Expires: 11/02/2023

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

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.

Mrs. Naomi Krautner

Records Officer

575 N 100 E

American Fork, UT 84003

E-mail: naomikrautner@alpinedistrict.org

Description of Role: Paralegal/Executive Secretary

Records Officer Certification

Initial Certification: 11/02/2022

Most Recent Certification: 11/02/2022

Certification Expires: 11/02/2023

Records Officer's certification has expired.

Alpine School District (Utah). Manila Elementary School

1726 North 600 West, Pleasant Grove UT 84062

801-785-8720



School District Agency Names

Updated: 10/04/2024 12:03 AM

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.

Mrs. Naomi Krautner

Records Officer

575 N 100 E

American Fork, UT 84003

E-mail: naomikrautner@alpinedistrict.org

Description of Role: Paralegal/Executive Secretary

Records Officer Certification

Initial Certification: 11/02/2022

Most Recent Certification: 11/02/2022

Certification Expires: 11/02/2023

Records Officer's certification has expired.

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



School District Agency Names

Updated: 10/04/2024 12:03 AM

with Authorized Records Officers

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.

Mrs. Naomi Krautner

Records Officer

575 N 100 E

American Fork, UT 84003

E-mail: naomikrautner@alpinedistrict.org

Description of Role: Paralegal/Executive Secretary

Records Officer Certification

Initial Certification: 11/02/2022

Most Recent Certification: 11/02/2022

Certification Expires: 11/02/2023

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.

Mrs. Naomi Krautner

Records Officer

575 N 100 E

American Fork, UT 84003

E-mail: naomikrautner@alpinedistrict.org

Description of Role: Paralegal/Executive Secretary

Records Officer Certification

Initial Certification: 11/02/2022

Most Recent Certification: 11/02/2022

Certification Expires: 11/02/2023

Records Officer's certification has expired.

Alpine School District (Utah). Shelley Elementary School

602 North 200 West, American Fork UT 84003

801-756-8540



School District Agency Names

Updated: 10/04/2024 12:03 AM

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.

Mrs. Naomi Krautner

Records Officer

575 N 100 E

American Fork, UT 84003

E-mail: naomikrautner@alpinedistrict.org

Description of Role: Paralegal/Executive Secretary

Records Officer Certification

Initial Certification: 11/02/2022

Most Recent Certification: 11/02/2022

Certification Expires: 11/02/2023

Records Officer's certification has expired.

Alpine School District (Utah). Skyridge High School

3000 North Center Street, Lehi UT 84043

801-610-8820

Alpine School District (Utah). Snow Springs Elementary School

850 S 1700 W, Lehi UT 84043

Alpine School District (Utah). Thunder Ridge Elementary School

264 N 750 W, Saratoga Springs UT 84045

Alpine School District (Utah). Timberline Middle School

500 West Canyon Crest, Alpine UT 84004

801-610-8765

Alpine School District (Utah). Timpanogos High School

1450 North 200 East, Orem UT 84057

801-610-8175

Alpine School District (Utah). Traverse Mountain Elementary School

2500 W CHAPEL RIDGE RD, Lehi UT 84043

Alpine School District (Utah). Valley View Elementary School

941 Orchard Drive, Pleasant Grove UT 84062

801-610-8121

Records Officer(s)



School District Agency Names

Updated: 10/04/2024 12:03 AM

with Authorized Records Officers

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.

Mrs. Naomi Krautner

Records Officer

575 N 100 E

American Fork, UT 84003

E-mail: naomikrautner@alpinedistrict.org

Description of Role: Paralegal/Executive Secretary

Records Officer Certification

Initial Certification: 11/02/2022

Most Recent Certification: 11/02/2022

Certification Expires: 11/02/2023

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

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.

Mrs. Naomi Krautner

Records Officer

575 N 100 E

American Fork, UT 84003

E-mail: naomikrautner@alpinedistrict.org

Description of Role: Paralegal/Executive Secretary

Records Officer Certification

Initial Certification: 11/02/2022

Most Recent Certification: 11/02/2022

Certification Expires: 11/02/2023

Records Officer's certification has expired.

Alpine School District (Utah). Vista Heights Middle School

484 West Pony Express Parkway, Saratoga Springs UT 84045

801-610-8770

Alpine School District (Utah). Westfield Elementary School

380 S LONG DR, Alpine UT 84004

Alpine School District (Utah). Westlake High School



School District Agency Names

Updated: 10/04/2024 12:03 AM

with Authorized Records Officers

99 North Thunder Boulevard, Saratoga Springs UT 84045
801-610-8815

Alpine School District (Utah). Westmore Elementary School

1150 South Main Street, Orem UT 84058
801-227-8742

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). Willowcreek Middle School

2275 West 300 North, Lehi UT 84043
801-610-8766

Alpine School District (Utah). Windsor Elementary School

1315 North Main, Orem UT 84057
801-227-8745

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.

American Academy of Innovation (Utah)

5806 West Copper Stone Drive, South Jordan UT 84095
801-201-5030

Records Officer(s)

Mia Prazen

5410 W. South Jordan Parkway
South Jordan, UT 84095
E-mail: mia.prazen@aaiutah.org

Records Officer Certification

Initial Certification:
Most Recent Certification:
Certification Expires:

Records Officer has not completed required training certification.



School District Agency Names

Updated: 10/04/2024 12:03 AM

with Authorized Records Officers

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

Records Officer Certification

Initial Certification: 06/25/2015

Most Recent Certification: 02/02/2023

Certification Expires: 02/02/2024

Records Officer's certification has expired.

Kathy James

Registrar

E-mail: kjames@americanleadership.net

Records Officer Certification

Initial Certification: 11/18/2020

Most Recent Certification: 11/12/2021

Certification Expires: 11/12/2022

Records Officer's certification has expired.

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

Initial Certification: 01/07/2013

Most Recent Certification: 03/17/2022

Certification Expires: 03/17/2023

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: 02/02/2023

Certification Expires: 02/02/2024

Records Officer's certification has expired.

Melissa Smith

E-mail: melissa.smith@academicawest.com

Records Officer Certification

Initial Certification:

Most Recent Certification:

Certification Expires:

Records Officer has not completed required training certification.

Athenian Academy (Utah)



School District Agency Names

Updated: 10/04/2024 12:03 AM

with Authorized Records Officers

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

Records Officer's certification has expired.

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: jturgeon@athlosacademies.org

Records Officer Certification

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

Records Officer's certification has expired.

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

Records Officer's certification has expired.

Beaver County School District (Utah)

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



School District Agency Names

Updated: 10/04/2024 12:03 AM

with Authorized Records Officers

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.

Bairrett 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

Records Officer's certification has expired.

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). 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.

Beaver County School District (Utah). Belknap Elementary School

30 West 300 North, PO Box 686, Beaver UT 84713

435-438-2281

Records Officer(s)



School District Agency Names

Updated: 10/04/2024 12:03 AM

with Authorized Records Officers

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. 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
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)



School District Agency Names

Updated: 10/04/2024 12:03 AM

with Authorized Records Officers

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

Records Officer's certification has expired.

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



School District Agency Names

Updated: 10/04/2024 12:03 AM

with Authorized Records Officers

Records Officer Certification

Initial Certification: 08/04/2019

Most Recent Certification: 09/11/2022

Certification Expires: 09/11/2023

Records Officer's certification has expired.

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:

Most Recent Certification:

Certification Expires:

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:

Most Recent Certification:

Certification Expires:

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



School District Agency Names

Updated: 10/04/2024 12:03 AM

with Authorized Records Officers

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

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 School Food Services

960 S Main, Brigham City UT 84302
435-734-4800

Records Officer(s)



School District Agency Names

Updated: 10/04/2024 12:03 AM

with Authorized Records Officers

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.



School District Agency Names

Updated: 10/04/2024 12:03 AM

with Authorized Records Officers

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

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 Student Services

960 S Main Street, Brigham City UT 84302

435-734-4800

Records Officer(s)



School District Agency Names

Updated: 10/04/2024 12:03 AM

with Authorized Records Officers

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). Discovery Elementary School.

820 North 500 West, Brigham City UT 84302

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



School District Agency Names

Updated: 10/04/2024 12:03 AM

with Authorized Records Officers

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). Golden Spike Elementary School.

730 E. 300 N., Brigham City UT 84302

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

Records Officer Certification

Initial Certification:

Most Recent Certification:

Certification Expires:

Records Officer has not completed required training certification.



School District Agency Names

Updated: 10/04/2024 12:03 AM

with Authorized Records Officers

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

Records Officer(s)



School District Agency Names

Updated: 10/04/2024 12:03 AM

with Authorized Records Officers

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). 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). Sunrise High School.

230 West 200 South, Brigham City UT 84302

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



School District Agency Names

Updated: 10/04/2024 12:03 AM

with Authorized Records Officers

Records Officer Certification

Initial Certification:

Most Recent Certification:

Certification Expires:

Records Officer has not completed required training certification.

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: lwilliams@bridgecharter.org

Records Officer Certification

Initial Certification:

Most Recent Certification:

Certification Expires:

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

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: 02/02/2023

Certification Expires: 02/02/2024

Records Officer's certification has expired.

Melissa Smith

E-mail: melissa.smith@academicawest.com

Records Officer Certification

Initial Certification:

Most Recent Certification:

Certification Expires:

Records Officer has not completed required training certification.

Cache County School District (Utah)

2063 North 1200 East, North Logan UT 84321

435-752-3925

Records Officer(s)

Kirk McRae

Human Resource Director

2063 North 1200 East

North Logan, UT 84321

E-mail: kirk.mcrae@ccsdut.org

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



School District Agency Names

Updated: 10/04/2024 12:03 AM

with Authorized Records Officers

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

Cache County School District (Utah). River Heights Elementary School



School District Agency Names

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with Authorized Records Officers

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
435-563-6269

Cache County School District (Utah). Wellsville Elementary School

90 East 100 South, Wellsville UT 84339
435-245-3764

Cambridge Preparatory Academy

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
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.

Canyon Rim Academy (Utah)

3005 South 2900 East, Salt Lake City UT 84109
801-474-2066

Records Officer(s)



School District Agency Names

Updated: 10/04/2024 12:03 AM

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: 02/28/2023
Certification Expires: 02/28/2024
Records Officer's certification has expired.

Canyons School District (Utah). Education Foundation

Canyons Education Foundation, 9361 South 300 East, Sandy UT 84070
801-826-5178

Canyons School District (Utah). Education Foundation. Board.

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
Records Officer's certification has expired.

Mrs. Tawni Brown

Agency Employee
9361 S 300 East
Sandy, UT 84070
E-mail: tawni.brown@canyonsdistrict.org
Description of Role: Administrative Assistant

Records Officer Certification

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

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 Newcaslte Drive, Sandy UT 84093
801-826-6700

Records Officer(s)



School District Agency Names

Updated: 10/04/2024 12:03 AM

with Authorized Records Officers

Mrs. Tawni Brown

Agency Employee
9361 S 300 East
Sandy, UT 84070
E-mail: tawni.brown@canyonsdistrict.org
Description of Role: Administrative Assistant

Records Officer Certification

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

Canyons School District (Utah). Alta High School

11055 South 1000 East, Sandy UT 84094
801-826-5600

Records Officer(s)

Mrs. Tawni Brown

Agency Employee
9361 S 300 East
Sandy, UT 84070
E-mail: tawni.brown@canyonsdistrict.org
Description of Role: Administrative Assistant

Records Officer Certification

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

Canyons School District (Utah). Alta View Elementary School

10333 S Crocus St, Sandy UT 84094
801-826-7600

Records Officer(s)

Mrs. Tawni Brown

Agency Employee
9361 S 300 East
Sandy, UT 84070
E-mail: tawni.brown@canyonsdistrict.org
Description of Role: Administrative Assistant

Records Officer Certification

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

Canyons School District (Utah). Altara Elementary School

Altara Elementary School, 800 E 11000 S, Sandy UT 84094
801-826-7675

Records Officer(s)

Mrs. Tawni Brown

Agency Employee
9361 S 300 East
Sandy, UT 84070
E-mail: tawni.brown@canyonsdistrict.org
Description of Role: Administrative Assistant



School District Agency Names

Updated: 10/04/2024 12:03 AM

with Authorized Records Officers

Records Officer Certification

Initial Certification:

Most Recent Certification:

Certification Expires:

Records Officer has not completed required training certification.

Canyons School District (Utah). Bell View Elementary School

9800 S 800 E, Sandy UT 84094

801-826-7750

Records Officer(s)

Mrs. Tawni Brown

Agency Employee

9361 S 300 East

Sandy, UT 84070

E-mail: tawni.brown@canyonsdistrict.org

Description of Role: Administrative Assistant

Records Officer Certification

Initial Certification:

Most Recent Certification:

Certification Expires:

Records Officer has not completed required training certification.

Canyons School District (Utah). Bella Vista Elementary School

2131 E 7000 S, Cottonwood Heights UT 84121

801-826-7825

Records Officer(s)

Mrs. Tawni Brown

Agency Employee

9361 S 300 East

Sandy, UT 84070

E-mail: tawni.brown@canyonsdistrict.org

Description of Role: Administrative Assistant

Records Officer Certification

Initial Certification:

Most Recent Certification:

Certification Expires:

Records Officer has not completed required training certification.

Canyons School District (Utah). Brighton High School

2220 East Bengal Blvd, Cottonwood Heights UT 84121

801-826-5800

Records Officer(s)

Mrs. Tawni Brown

Agency Employee

9361 S 300 East

Sandy, UT 84070

E-mail: tawni.brown@canyonsdistrict.org

Description of Role: Administrative Assistant

Records Officer Certification

Initial Certification:

Most Recent Certification:

Certification Expires:

Records Officer has not completed required training certification.

Canyons School District (Utah). Brookwood Elementary School



School District Agency Names

Updated: 10/04/2024 12:03 AM

with Authorized Records Officers

8640 S Snowbird Dr, Sandy UT 84093
801-826-7900

Records Officer(s)

Mrs. Tawni Brown

Agency Employee
9361 S 300 East
Sandy, UT 84070
E-mail: tawni.brown@canyonsdistrict.org
Description of Role: Administrative Assistant

Records Officer Certification

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

Canyons School District (Utah). Butler Elementary School

2700 E 7000 S, Cottonwood Heights UT 84121
801-826-7975

Records Officer(s)

Mrs. Tawni Brown

Agency Employee
9361 S 300 East
Sandy, UT 84070
E-mail: tawni.brown@canyonsdistrict.org
Description of Role: Administrative Assistant

Records Officer Certification

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

Canyons School District (Utah). Butler Middle School

7530 S 2700 E, Cottonwood Heights UT 84121
801-826-6800

Records Officer(s)

Mrs. Tawni Brown

Agency Employee
9361 S 300 East
Sandy, UT 84070
E-mail: tawni.brown@canyonsdistrict.org
Description of Role: Administrative Assistant

Records Officer Certification

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

Canyons School District (Utah). Canyon View Elementary School

3050 E 7800 S, Cottonwood Heights UT 84121
801-826-8050

Records Officer(s)



School District Agency Names

Updated: 10/04/2024 12:03 AM

with Authorized Records Officers

Mrs. Tawni Brown

Agency Employee
9361 S 300 East
Sandy, UT 84070
E-mail: tawni.brown@canyonsdistrict.org
Description of Role: Administrative Assistant

Records Officer Certification

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

Canyons School District (Utah). Copperview Elementary School

8449 S 150 W, Midvale UT 84047
801-826-8125

Records Officer(s)

Mrs. Tawni Brown

Agency Employee
9361 S 300 East
Sandy, UT 84070
E-mail: tawni.brown@canyonsdistrict.org
Description of Role: Administrative Assistant

Records Officer Certification

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

Canyons School District (Utah). Corner Canyon High School

12943 S 700 E, Draper UT 84020
801-826-6400

Records Officer(s)

Mrs. Tawni Brown

Agency Employee
9361 S 300 East
Sandy, UT 84070
E-mail: tawni.brown@canyonsdistrict.org
Description of Role: Administrative Assistant

Records Officer Certification

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

Canyons School District (Utah). Crescent Elementary School

11100 S 230 E, Sandy UT 84070
801-826-8200

Records Officer(s)

Mrs. Tawni Brown

Agency Employee
9361 S 300 East
Sandy, UT 84070
E-mail: tawni.brown@canyonsdistrict.org
Description of Role: Administrative Assistant



School District Agency Names

Updated: 10/04/2024 12:03 AM

with Authorized Records Officers

Records Officer Certification

Initial Certification:

Most Recent Certification:

Certification Expires:

Records Officer has not completed required training certification.

Canyons School District (Utah). East Midvale Elementary School

6990 South 300 East, Midvale UT 84047

801-826-8350

Records Officer(s)

Mrs. Tawni Brown

Agency Employee

9361 S 300 East

Sandy, UT 84070

E-mail: tawni.brown@canyonsdistrict.org

Description of Role: Administrative Assistant

Records Officer Certification

Initial Certification:

Most Recent Certification:

Certification Expires:

Records Officer has not completed required training certification.

Canyons School District (Utah). East Sandy Elementary School

8295 S 870 E, Sandy UT 84094

801-826-8425

Records Officer(s)

Mrs. Tawni Brown

Agency Employee

9361 S 300 East

Sandy, UT 84070

E-mail: tawni.brown@canyonsdistrict.org

Description of Role: Administrative Assistant

Records Officer Certification

Initial Certification:

Most Recent Certification:

Certification Expires:

Records Officer has not completed required training certification.

Canyons School District (Utah). Eastmont Middle School

10100 S 1300 E, Sandy UT 84094

801-826-7000

Records Officer(s)

Mrs. Tawni Brown

Agency Employee

9361 S 300 East

Sandy, UT 84070

E-mail: tawni.brown@canyonsdistrict.org

Description of Role: Administrative Assistant

Records Officer Certification

Initial Certification:

Most Recent Certification:

Certification Expires:

Records Officer has not completed required training certification.

Canyons School District (Utah). Edgemont Elementary School



School District Agency Names

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with Authorized Records Officers

1085 E 9800 S, Sandy UT 84094
801-826-8500

Records Officer(s)

Mrs. Tawni Brown

Agency Employee
9361 S 300 East
Sandy, UT 84070
E-mail: tawni.brown@canyonsdistrict.org
Description of Role: Administrative Assistant

Records Officer Certification

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

Canyons School District (Utah). Granite Elementary School

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

Records Officer(s)

Mrs. Tawni Brown

Agency Employee
9361 S 300 East
Sandy, UT 84070
E-mail: tawni.brown@canyonsdistrict.org
Description of Role: Administrative Assistant

Records Officer Certification

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

Canyons School District (Utah). Hillcrest High School

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

Records Officer(s)

Mrs. Tawni Brown

Agency Employee
9361 S 300 East
Sandy, UT 84070
E-mail: tawni.brown@canyonsdistrict.org
Description of Role: Administrative Assistant

Records Officer Certification

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

Canyons School District (Utah). Indian Hills Middle School

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

Records Officer(s)



School District Agency Names

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with Authorized Records Officers

Mrs. Tawni Brown

Agency Employee
9361 S 300 East
Sandy, UT 84070
E-mail: tawni.brown@canyonsdistrict.org
Description of Role: Administrative Assistant

Records Officer Certification

Initial Certification:
Most Recent Certification:
Certification Expires:

Records Officer has not completed required training certification.

Canyons School District (Utah). Jordan High School

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

Records Officer(s)

Mrs. Tawni Brown

Agency Employee
9361 S 300 East
Sandy, UT 84070
E-mail: tawni.brown@canyonsdistrict.org
Description of Role: Administrative Assistant

Records Officer Certification

Initial Certification:
Most Recent Certification:
Certification Expires:

Records Officer has not completed required training certification.

Canyons School District (Utah). Lone Peak Elementary School

11515 S High Mesa Dr, Sandy UT 84092
801-826-8650

Records Officer(s)

Mrs. Tawni Brown

Agency Employee
9361 S 300 East
Sandy, UT 84070
E-mail: tawni.brown@canyonsdistrict.org
Description of Role: Administrative Assistant

Records Officer Certification

Initial Certification:
Most Recent Certification:
Certification Expires:

Records Officer has not completed required training certification.

Canyons School District (Utah). Midvale Middle School

7852 S Pioneer St, Midvale UT 84047
801-826-7300

Records Officer(s)

Mrs. Tawni Brown

Agency Employee
9361 S 300 East
Sandy, UT 84070
E-mail: tawni.brown@canyonsdistrict.org
Description of Role: Administrative Assistant



School District Agency Names

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with Authorized Records Officers

Records Officer Certification

Initial Certification:

Most Recent Certification:

Certification Expires:

Records Officer has not completed required training certification.

Canyons School District (Utah). Midvalley Elementary School

217 E 7800 S, Midvale UT 84047

801-826-8800

Records Officer(s)

Mrs. Tawni Brown

Agency Employee

9361 S 300 East

Sandy, UT 84070

E-mail: tawni.brown@canyonsdistrict.org

Description of Role: Administrative Assistant

Records Officer Certification

Initial Certification:

Most Recent Certification:

Certification Expires:

Records Officer has not completed required training certification.

Canyons School District (Utah). Mount Jordan Middle School

9360 S 300 E, Sandy UT 84070

801-826-7400

Records Officer(s)

Mrs. Tawni Brown

Agency Employee

9361 S 300 East

Sandy, UT 84070

E-mail: tawni.brown@canyonsdistrict.org

Description of Role: Administrative Assistant

Records Officer Certification

Initial Certification:

Most Recent Certification:

Certification Expires:

Records Officer has not completed required training certification.

Canyons School District (Utah). Oak Hollow Elementary School

884 E 1440 S, Draper UT 84020

801-826-8875

Records Officer(s)

Mrs. Tawni Brown

Agency Employee

9361 S 300 East

Sandy, UT 84070

E-mail: tawni.brown@canyonsdistrict.org

Description of Role: Administrative Assistant

Records Officer Certification

Initial Certification:

Most Recent Certification:

Certification Expires:

Records Officer has not completed required training certification.

Canyons School District (Utah). Oakdale Elementary School



School District Agency Names

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with Authorized Records Officers

1900 E Creek Road, Sandy UT 84093
801-826-8950

Records Officer(s)

Mrs. Tawni Brown

Agency Employee
9361 S 300 East
Sandy, UT 84070
E-mail: tawni.brown@canyonsdistrict.org
Description of Role: Administrative Assistant

Records Officer Certification

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

Canyons School District (Utah). Park Lane Elementary School

9955 S 2300 E, Sandy UT 84092
801-826-9025

Records Officer(s)

Mrs. Tawni Brown

Agency Employee
9361 S 300 East
Sandy, UT 84070
E-mail: tawni.brown@canyonsdistrict.org
Description of Role: Administrative Assistant

Records Officer Certification

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

Canyons School District (Utah). Peruvian Park Elementary School

1545 E 8425 S, Sandy UT 84093
801-826-9100

Records Officer(s)

Mrs. Tawni Brown

Agency Employee
9361 S 300 East
Sandy, UT 84070
E-mail: tawni.brown@canyonsdistrict.org
Description of Role: Administrative Assistant

Records Officer Certification

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

Canyons School District (Utah). Quail Hollow Elementary School

2625 E Newcastle Dr, Sandy UT 84093
801-826-9175

Records Officer(s)



School District Agency Names

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with Authorized Records Officers

Mrs. Tawni Brown

Agency Employee
9361 S 300 East
Sandy, UT 84070
E-mail: tawni.brown@canyonsdistrict.org
Description of Role: Administrative Assistant

Records Officer Certification

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

Canyons School District (Utah). Ridgecrest Elementary School

1800 E 7200 S, Cottonwood Heights UT 84121
801-826-9250

Records Officer(s)

Mrs. Tawni Brown

Agency Employee
9361 S 300 East
Sandy, UT 84070
E-mail: tawni.brown@canyonsdistrict.org
Description of Role: Administrative Assistant

Records Officer Certification

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

Canyons School District (Utah). Sandy Elementary School

8725 S 280 E, Sandy UT 84070
801-826-9325

Records Officer(s)

Mrs. Tawni Brown

Agency Employee
9361 S 300 East
Sandy, UT 84070
E-mail: tawni.brown@canyonsdistrict.org
Description of Role: Administrative Assistant

Records Officer Certification

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

Canyons School District (Utah). Silver Mesa Elementary School

8920 S 1700 E, Sandy UT 84093
801-826-9400

Records Officer(s)

Mrs. Tawni Brown

Agency Employee
9361 S 300 East
Sandy, UT 84070
E-mail: tawni.brown@canyonsdistrict.org
Description of Role: Administrative Assistant



School District Agency Names

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with Authorized Records Officers

Records Officer Certification

Initial Certification:

Most Recent Certification:

Certification Expires:

Records Officer has not completed required training certification.

Canyons School District (Utah). Sprucewood Elementary School

12025 S 1000 E, Sandy UT 84094

801-826-9475

Records Officer(s)

Mrs. Tawni Brown

Agency Employee

9361 S 300 East

Sandy, UT 84070

E-mail: tawni.brown@canyonsdistrict.org

Description of Role: Administrative Assistant

Records Officer Certification

Initial Certification:

Most Recent Certification:

Certification Expires:

Records Officer has not completed required training certification.

Canyons School District (Utah). Sunrise Elementary School

1520 E 11265 S, Sandy UT 84092

801-826-9550

Records Officer(s)

Mrs. Tawni Brown

Agency Employee

9361 S 300 East

Sandy, UT 84070

E-mail: tawni.brown@canyonsdistrict.org

Description of Role: Administrative Assistant

Records Officer Certification

Initial Certification:

Most Recent Certification:

Certification Expires:

Records Officer has not completed required training certification.

Canyons School District (Utah). Union Middle School

615 E 8000 S, Sandy UT 84070

801-826-7500

Records Officer(s)

Mrs. Tawni Brown

Agency Employee

9361 S 300 East

Sandy, UT 84070

E-mail: tawni.brown@canyonsdistrict.org

Description of Role: Administrative Assistant

Records Officer Certification

Initial Certification:

Most Recent Certification:

Certification Expires:

Records Officer has not completed required training certification.

Canyons School District (Utah). Willow Canyon Elementary School



School District Agency Names

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with Authorized Records Officers

9650 S 1700 E, Sandy UT 84092
801-826-9625

Records Officer(s)

Mrs. Tawni Brown

Agency Employee
9361 S 300 East
Sandy, UT 84070
E-mail: tawni.brown@canyonsdistrict.org
Description of Role: Administrative Assistant

Records Officer Certification

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

Canyons School District (Utah). Willow Springs Elementary School

13288 S Lone Rock Drive, Draper UT 84020
801-826-9700

Records Officer(s)

Mrs. Tawni Brown

Agency Employee
9361 S 300 East
Sandy, UT 84070
E-mail: tawni.brown@canyonsdistrict.org
Description of Role: Administrative Assistant

Records Officer Certification

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

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: 07/25/2022
Certification Expires: 07/25/2023
Records Officer's certification has expired.

Carbon County School District (Utah). Bruin Point Elementary.

100 Viking Blvd, Sunnyside UT 84539

Carbon County School District (Utah). Carbon High School

750 East 400 North, Price UT 84501
435-637-2463



School District Agency Names

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with Authorized Records Officers

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). Helper Middle School.

151 Uintah St., Helper UT 84526

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

Carbon County School District (Utah). Wellington Elementary School

250 West 200 North, PO Box 407, Wellington UT 84542

435-637-2570

Career Academy of Utah

Records Officer(s)

Meghan Griffin

310 East 4500 South Suite 620

Murray, UT 84107

E-mail: meggriffin@k12.com

Records Officer Certification

Initial Certification: 07/13/2022

Most Recent Certification: 07/13/2022

Certification Expires: 07/13/2023

Records Officer's certification has expired.



School District Agency Names

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with Authorized Records Officers

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

Records Officer's certification has expired.

CS Lewis Academy (Utah)

364 North State Road 198, Santaquin UT 84655

801-754-3376

Daggett County School District (Utah)



School District Agency Names

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with Authorized Records Officers

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: lrobinson@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: 10/26/2022
Certification Expires: 10/26/2023
Records Officer's certification has expired.

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: 10/26/2022
Certification Expires: 10/26/2023
Records Officer's certification has expired.

DaVinci Academy (Utah)

2033 Grant Avenue, Ogden UT 84401
801-409-0700

Records Officer(s)



School District Agency Names

Updated: 10/04/2024 12:03 AM

with Authorized Records Officers

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

Records Officer's certification has expired.

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

Records Officer's certification has expired.

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
Description of Role: Paralegal in the Policy and Law Office of the Davis School District.

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.

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

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with Authorized Records Officers

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.

Davis School District (Utah). Bluff Ridge Elementary.

2680 South Bluff Ridge Dr, Syracuse UT 84075



School District Agency Names

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with Authorized Records Officers

Davis School District (Utah). Boulton Elementary.

2611 South Orchard Dr, Bountiful UT 84010

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.



School District Agency Names

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with Authorized Records Officers

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 School District (Utah). Buffalo Point Elementary.

1924 South Doral Dr, Syracuse UT 84075

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 School District (Utah). Canyon Creek Elementary.

755 South 1100 West, Farmington UT 84025

Davis School District (Utah). Canyon Heights Adult Learning Center.

525 East 300 South, Kaysville UT 84037

Davis School District (Utah). Centennial Jr. High School.

740 South Sunset Dr, Kaysville UT 84037

Davis County School District (Utah). Centerville Elementary School

350 North 100 East, Centerville UT 84014

801-402-1400

Records Officer(s)



School District Agency Names

Updated: 10/04/2024 12:03 AM

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). Centerville Junior High School

625 South Main Street, Centerville UT 84014

801-402-6100

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 School District (Utah). Central Davis Jr. High School.

663 Church St, Layton UT 84041

Davis School District (Utah). Clearfield High School.

Davis School District (Utah). Clinton Elementary.

1101 West 1800 North, Clinton UT 84015

Davis School District (Utah). Columbia Elementary.

378 South 50 West, Kaysville UT 84037

Davis School District (Utah). Cook Elementary.

1175 West 1350 South, Syracuse UT 84075

Davis School District (Utah). Creekside Elementary.

275 West Mutton Hollow Rd, Kaysville UT 84037

Davis School District (Utah). Crestview Elementary.

185 West Golden Ave, Layton UT 84041



School District Agency Names

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with Authorized Records Officers

Davis School District (Utah). Davis Community Learning Center.

210 East Center St, Clearfield UT 84015

Davis School District (Utah). Davis Connect K-6.

369 W. Gentile, Layton UT 84041

Davis School District (Utah). Davis High School.

325 South Main St, Kaysville UT 84037

Davis School District (Utah). Doxey Elementary.

944 North 250 West, Sunset UT 84015

Davis School District (Utah). Eagle Bay Elementary.

1933 West Clark Ln, Farmington UT 84025

Davis School District (Utah). East Layton Elementary.

2470 East Cherry Ln, Layton UT 84040

Davis School District (Utah). Ellison Park Elementary.

800 North Cold Creek Way, Layton UT 84041

Davis School District (Utah). Endeavor Elementary.

1870 South 25 West, Kaysville UT 84037

Davis School District (Utah). Fairfield Jr. High School.

951 North Fairfield Rd, Kaysville UT 84037

Davis School District (Utah). Farmington Elementary.

50 West 200 South, Farmington UT 84025

Davis School District (Utah). Farmington High School.

548 West Glovers Ln, Farmington UT 84025

Davis School District (Utah). Farmington Jr. High School.

150 South 200 West, Farmington UT 84025

Davis School District (Utah). Foxboro Elementary.

587 North Foxboro Dr, North Salt Lake UT 84054

Davis School District (Utah). Fremont Elementary.

2525 North 160 West, Sunset UT 84015



School District Agency Names

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with Authorized Records Officers

Davis School District (Utah). Heritage Elementary.

1354 West Weaver Ln, Layton UT 84041

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 School District (Utah). Holbrook Elementary.

1018 East 250 North, Bountiful UT 84010

Davis School District (Utah). Holt Elementary.

448 North 1000 West, Clearfield UT 84015

Davis School District (Utah). Kay's Creek Elementary.

2260 West Island Dr, Kaysville UT 84037

Davis School District (Utah). Kaysville Elementary.

50 North 100 East, Kaysville UT 84037

Davis School District (Utah). Kaysville Jr. High School.

100 East 350 South, Kaysville UT 84037

Davis School District (Utah). King Elementary.

601 East 1000 North, Layton UT 84041

Davis School District (Utah). Knowlton Elementary.

801 Shepard Ln, Farmington UT 84025-0588

Davis School District (Utah). Lakeside Elementary.

Davis School District (Utah). Layton Elementary.

369 West Gentile St, Layton UT 84041



School District Agency Names

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with Authorized Records Officers

Davis School District (Utah). Layton High School.

440 Lancer Ln, Layton UT 84041

Davis School District (Utah). Legacy Jr. High School.

411 North 3200 West, Layton UT 84041

Davis School District (Utah). Lincoln Elementary.

591 West Antelope Dr, Layton UT 84041

Davis School District (Utah). Meadowbrook Elementary.

700 North 325 West, Bountiful UT 84010

Davis School District (Utah). Millcreek Jr. High School.

245 East 1000 South, Bountiful UT 84010

Davis School District (Utah). Morgan Elementary School.

1065 Thornfield Rd, Kaysville UT 84037

Davis School District (Utah). Mountain High School.

490 South 500 East, Kaysville UT 84037

Davis School District (Utah). Mountain View Elementary.

2025 East 3100 North, Layton UT 84040

Davis School District (Utah). Mueller Park Jr. High School.

955 East 1800 South, Bountiful UT 84010

Davis School District (Utah). Muir Elementary.

2275 South Davis Blvd, Bountiful UT 84010

Davis School District (Utah). North Davis Jr. High School.

835 South State St., Clearfield UT 84015

Davis School District (Utah). North Layton Jr. High School.

1100 West Antelope Dr, Layton UT 84041

Davis School District (Utah). Northridge High School.

2430 North Hill Field Rd, Layton UT 84041

Davis School District (Utah). Oak Hills Elementary.

1235 East 600 South, Bountiful UT 84010



School District Agency Names

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with Authorized Records Officers

Davis School District (Utah). Odyssey Elementary.

2050 South 1955 West, Woods Cross UT 84087

Davis School District (Utah). Orchard Elementary.

205 East Center St, North Salt Lake UT 84054

Davis School District (Utah). Parkside Elementary.

2262 North 1500 West, Clinton UT 84015

Davis School District (Utah). Reading Elementary.

360 West 2025 North, Centerville UT 84014

Davis School District (Utah). Renaissance Academy.

264 South 500 East, Kaysville UT 84037

Davis School District (Utah). Sand Springs Elementary.

242 North 3200 West, Layton UT 84041

Davis School District (Utah). Snow Horse Elementary.

1095 West Smith Ln, Kaysville UT 84037

Davis School District (Utah). South Clearfield Elementary.

990 East 700 South, Clearfield UT 84015

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@dsgmail.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 School District (Utah). South Weber Elementary.

1285 East Lester St, South Weber UT 84405

Davis School District (Utah). Stewart Elementary.

1155 North Main St, Centerville UT 84014



School District Agency Names

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with Authorized Records Officers

Davis School District (Utah). Sunburst Elementary School.

2504 West Sunburst Drive, Layton UT 84041

Davis School District (Utah). Sunset Elementary.

2014 North 250 West, Sunset UT 84015

Davis School District (Utah). Sunset Jr. High School.

1610 North 250 West, Sunset UT 84015

Davis School District (Utah). Syracuse Elementary.

1503 South 2000 West, Syracuse UT 84075

Davis School District (Utah). Syracuse High School.

665 South 2000 West, Syracuse UT 84075

Davis School District (Utah). Syracuse Jr. High School.

1450 South 2000 West, Syracuse UT 84075

Davis School District (Utah). Taylor Elementary.

293 East Pages Ln, Centerille UT 84014

Davis School District (Utah). Tolman Elementary.

300 East 1200 North, Bountiful UT 84010

Davis School District (Utah). Vae View Elementary.

1750 West 1600 North, Layton UT 84041

Davis School District (Utah). Valley View Elementary.

1395 South 600 East, Bountiful UT 84010

Davis School District (Utah). Viewmont High School.

120 West 1000 North, Bountiful UT 84010

Davis School District (Utah). Vista Education Campus.

97 South 200 East, Farmington UT 84025

Davis School District (Utah). Wasatch Elementary.

210 East Center St, Clearfield UT 84015

Davis School District (Utah). West Bountiful Elementary.

500 North 800 West, West Bountiful UT 84087



School District Agency Names

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with Authorized Records Officers

Davis School District (Utah). West Clinton Elementary.

2826 West 1800 North, Clinton UT 84015

Davis School District (Utah). West Point Elementary.

3788 West 300 North, West Point UT 84015

Davis School District (Utah). West Point Jr. High.

2775 West 550 North, West Point UT 84015

Davis School District (Utah). Whitesides Elementary.

233 North Colonial Ave, Layton UT 84041

Davis School District (Utah). Windridge Elementary.

1300 South 700 East, Kaysville UT 84037

Davis School District (Utah). Woods Cross Elementary.

745 West 1100 South, Woods Cross UT 84087

Davis School District (Utah). Woods Cross High School.

600 West 2200 South, Woods Cross UT 84087

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

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



School District Agency Names

Updated: 10/04/2024 12:03 AM

with Authorized Records Officers

Records Officer Certification

Initial Certification: 03/13/2014

Most Recent Certification: 03/16/2022

Certification Expires: 03/16/2023

Records Officer's certification has expired.

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

Records Officer's certification has expired.

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

Records Officer's certification has expired.

Duchesne County School District (Utah). Centennial Elementary.

940 South 500 East, Roosevelt UT 84066

Duchesne County School District (Utah). ConAmore Training Center

325 East Main, Myton UT 84052

435-725-4750

Records Officer(s)

Mr. Dee E Miles

Records Officer

50 East 100 South

PO Box 446

Duchesne, UT 84021

E-mail: dmiles@dcsd.org



School District Agency Names

Updated: 10/04/2024 12:03 AM

with Authorized Records Officers

Records Officer Certification

Initial Certification: 03/13/2014
Most Recent Certification: 03/16/2022
Certification Expires: 03/16/2023
Records Officer's certification has expired.

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
Records Officer's certification has expired.

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
Records Officer's certification has expired.

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

Records Officer Certification

Initial Certification: 03/13/2014
Most Recent Certification: 03/16/2022
Certification Expires: 03/16/2023
Records Officer's certification has expired.

Duchesne County School District (Utah). Kings Peak Elementary School.



School District Agency Names

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with Authorized Records Officers

437 NORTH 300 WEST, Roosevelt UT 84066

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

Records Officer's certification has expired.

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

Records Officer's certification has expired.

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

Records Officer's certification has expired.

Duchesne County School District (Utah). Tabiona School

10 North Main, Tabiona UT 84072

435-738-1320



School District Agency Names

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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

Records Officer's certification has expired.

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

Records Officer Certification

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

Records Officer's certification has expired.

Early Light Academy at Daybreak (Utah)

11709 S. Vadiana 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

Records Officer Certification

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

Records Officer's certification has expired.

Mrs. Michelle Drachman

11709 S Vadiana Drive
South Jordan, UT 84095
E-mail: mdrachman@earlylightacademy.org

Records Officer Certification

Initial Certification: 02/17/2021
Most Recent Certification: 02/15/2022
Certification Expires: 02/15/2023

Records Officer's certification has expired.

Melissa Smith

E-mail: melissa.smith@academicawest.com



School District Agency Names

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with Authorized Records Officers

Records Officer Certification

Initial Certification:

Most Recent Certification:

Certification Expires:

Records Officer has not completed required training certification.

East Hollywood High (Utah)

2185 South 3600 West, West Valley City UT 84119

801-886-8181

Records Officer(s)

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

Records Officer's certification has expired.

Elevated Charter School (Utah)

Emery County School District (Utah)

120 North Main Street, P.O. Box 120, Huntington UT 84528

435-687-9846

Records Officer(s)

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

Records Officer's certification has expired.

Emery County School District (Utah). Book Cliff Elementary.

255 S Solomon St, Green River UT 84525

Emery County School District (Utah). Canyon View Middle School.

550 North 400 West, Huntington UT 84528

Emery County School District (Utah). Cleveland Elementary.

30 S 100 W, Cleveland UT 84518

Emery County School District (Utah). Cottonwood Elementary.

55 East 200 South, Orangeville UT 84537



School District Agency Names

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with Authorized Records Officers

Emery County School District (Utah). Emery High School.

955 North Center St, Castle Dale UT 84513

Emery County School District (Utah). Ferron Elementary.

45 North 100 West, Ferron UT 84523

Emery County School District (Utah). Green River High School.

745 W. Pirate Ave., Green River UT 84525

Emery County School District (Utah). Huntington Elementary.

70 East 100 North, Huntington UT 84528

Emery County School District (Utah). San Rafael Middle School.

390 West 500 South, Ferron UT 84523

Endeavor Hall (Utah)

2610 Decker Lake Lane, Salt Lake City UT 84119

801-972-1153

Records Officer(s)

Sara Gorringer

E-mail: sara.gorringer@endeavorhall.org

Records Officer Certification

Initial Certification: 03/12/2021

Most Recent Certification: 03/09/2022

Certification Expires: 03/09/2023

Records Officer's certification has expired.

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

Records Officer Certification

Initial Certification: 10/03/2018

Most Recent Certification: 04/07/2022

Certification Expires: 04/07/2023

Records Officer's certification has expired.

Entheos Academy (Utah). Kearns Campus

4710 West 6200 South, Kearns UT 84118

801-417-5444

Records Officer(s)

Sue Talmadge

Records Officer



School District Agency Names

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with Authorized Records Officers

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
Records Officer's certification has expired.

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
Records Officer's certification has expired.

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
Records Officer's certification has expired.

Excelsior Academy (Utah)

124 E Erda Way, Erda UT 84074

435-882-3062

Records Officer(s)

Cami Thorpe

Enrollment Specialist
124 E Erda Way
Erda, UT 84074
E-mail: cthorne@excelsior-academy.org

Records Officer Certification

Initial Certification: 01/16/2013
Most Recent Certification: 06/13/2022
Certification Expires: 06/13/2023
Records Officer's certification has expired.

Fast Forward Charter High School (Utah)

875 West 1400 North, Logan UT 84321

435-713-4255

Records Officer(s)



School District Agency Names

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with Authorized Records Officers

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

Records Officer's certification has expired.

Franklin Discovery Academy (Utah)

320 E 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

Records Officer's certification has expired.

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

Records Officer's certification has expired.

Garfield County School District (Utah)

Box 398, 145 East Center, Panguitch UT 84759

435-676-8821

Records Officer(s)

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



School District Agency Names

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with Authorized Records Officers

Records Officer Certification

Initial Certification: 01/24/2013
Most Recent Certification: 07/05/2022
Certification Expires: 07/05/2023
Records Officer's certification has expired.

Garfield County School District (Utah). Antimony Elementary School.

Garfield County School District (Utah). Boulder Elementary School.

50 School House Lane, Boulder UT 84716

Garfield County School District (Utah). Bryce Valley Elementary School.

Garfield County School District (Utah). Bryce Valley High School.

721 West Bryce Way, Tropic UT 84776

Garfield County School District (Utah). Escalante Elementary.

50 North 300 East, Escalante UT 84726

Garfield County School District (Utah). Escalante High School.

800 East Highway 12, Escalante UT 84726

Garfield County School District (Utah). Panguitch Elementary School.

235 West 100 South, Panguitch UT 84759

Garfield County School District (Utah). Panguitch High School.

Garfield County School District (Utah). Panguitch Middle School.

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 84721
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
Records Officer's certification has expired.

Jonada Munk

Business Manager
201 Thoroughbred Way
Enoch, UT 84720



School District Agency Names

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with Authorized Records Officers

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: 12/09/2020

Most Recent Certification: 12/09/2021

Certification Expires: 12/09/2022

Records Officer's certification has expired.

Mireille Evans

Special Ed Administrative Asst.

2277 S. 3000 E.

St. George, UT 84790

E-mail: mevans@gwacademy.org

Records Officer Certification

Initial Certification:

Most Recent Certification:

Certification Expires:

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

Records Officer's certification has expired.



School District Agency Names

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with Authorized Records Officers

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

Records Officer's certification has expired.

Grand County School District (Utah). Grand County High School.

608 South 400 East, Moab UT 84532

Grand County School District (Utah). Helen M. Knight Elementary.

505 N MiVida Dr, Moab UT 84532

Grand County School District (Utah). Margaret L. Hopkin Middle School.

439 South 100 East, Moab UT 84532

Grand County School District (Utah). Preschool.

190 East 100 North, Moab UT 84532

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

Records Officer Certification

Initial Certification:

Most Recent Certification:

Certification Expires:

Records Officer has not completed required training certification.

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: 07/08/2019

Most Recent Certification: 11/04/2022

Certification Expires: 11/04/2023

Records Officer's certification has expired.



School District Agency Names

Updated: 10/04/2024 12:03 AM

with Authorized Records Officers

Jennifer Williams

Agency Employee
520 East 100 North
Moab, UT 84532
E-mail: jwilliams@grandcountymys.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
Records Officer's certification has expired.

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: 09/12/2022
Certification Expires: 09/12/2023
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.

Ashley Hyde

Agency Employee
2500 S State Street
South Salt Lake, UT 84115
E-mail: ascantlin@graniteschools.org

Records Officer Certification

Initial Certification: 06/08/2022
Most Recent Certification: 06/08/2022
Certification Expires: 06/08/2023
Records Officer's certification has expired.

Granite School District (Utah). Academy Park Elementary School.

4580 Westpoint Dr, West Valley City UT 84120



School District Agency Names

Updated: 10/04/2024 12:03 AM

with Authorized Records Officers

Granite School District (Utah). Arcadia Elementary School.

3461 West 4850 South, Taylorsville UT 84129

Granite School District (Utah). Bacchus Elementary School.

5925 S. 5975 West, Kearns UT 84118

Granite School District (Utah). Beehive Elementary School.

5655 S. 5220 West, Kearns UT 84118

Granite School District (Utah). Bennion Elementary School.

5775 South Sierra Grande Drive, Taylorsville UT 84129

Granite School District (Utah). Bennion Junior High School.

6055 South 2700 West, Taylorsville UT 84129

Granite School District (Utah). Bonneville Junior High School.

5330 South Gurene Dr., Salt Lake City UT 84117

Granite School District (Utah). Calvin Smith Elementary School.

2150 W. 6200 S., Taylorsville UT 84129

Granite School District (Utah). Churchill Junior High School.

3450 E. Oakview Dr., Salt Lake City UT 84124

Granite School District (Utah). Copper Hills Elementary School.

7635 West 3715 South, Magna UT 84044

Granite School District (Utah). Cottonwood Elementary School.

5205 S Holladay Blvd., Salt Lake City UT 84117

Granite School District (Utah). Cottonwood High School.

5715 South 1300 East, Murray UT 84107

Granite School District (Utah). Crestview Elementary School.

2100 E Lincoln Lane, Salt Lake City UT 84124

Granite School District (Utah). Cyprus High School

8623 West 3000 South, Magna UT 84044

385-646-5300

Granite School District (Utah). David Gourley Elementary School.

4905 S 4300 W, Kearns UT 84118



School District Agency Names

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with Authorized Records Officers

Granite School District (Utah). Diamond Ridge Elementary School.

6034 W. Mill Valley Lane, West Valley City UT 84118

Granite School District (Utah). Eastwood Elementary School.

3305 South Wasatch Blvd., Salt Lake City UT 84109

Granite School District (Utah). Eisenhower Junior High School.

4351 Redwood Road, Taylorsville UT 84123

Granite School District (Utah). Elk Run Elementary School.

3550 S Helen Drive, Magna UT 84044

Granite School District (Utah). Evergreen Junior High School.

3401 South 2000 East, Salt Lake City UT 84109

Granite School District (Utah). Philo T. Farnsworth Elementary School.

3751 South 4225 West, West Valley City UT 84120

Granite School District (Utah). Fox Hills Elementary School

3775 West 6020 South, taylorsville UT 84129

385-646-4828

Granite School District (Utah). Fremont Elementary School.

4249 South Atherton Dr., Taylorsville UT 84123

Granite School District (Utah). Gearld Wright STEM Elementary School.

6760 West 3100 South, West Valley City UT 84120

Granite School District (Utah). Granger Elementary School.

3700 South 1950 West, West Valley City UT 84119

Granite School District (Utah). Granger High School

3580 South 3600 West, West Valley City UT 84119

385-646-5320

Granite School District (Utah). Granite Connection High School.

501 East 3900 South, Salt Lake City UT 84107

Granite School District (Utah). Granite Online.

2500 South State Street, South Salt Lake UT 84115



School District Agency Names

Updated: 10/04/2024 12:03 AM

with Authorized Records Officers

Granite School District (Utah). Granite Park Junior High School.

3031 S. 200 East, Salt Lake City UT 84115

Granite School District (Utah). Granite Peaks Adult Education.

501 E. 3900 S., Salt Lake City UT 84107

Granite School District (Utah). Granite Technical Institute.

2500 S. State St., Salt Lake City UT 84115

Granite School District (Utah). Hartvigsen School.

1510 W 5400 S, Taylorsville UT 84123

Granite School District (Utah). Hilda B. Jones Center.

382 E Baird Circle, Salt Lake City UT 84115

Granite School District (Utah). Hillsdale Elementary School.

3275 W 3100 S, West Valley UT 84118

Granite School District (Utah). Hillside Elementary School.

4283 South 6000 West, West Valley City UT 84120

Granite School District (Utah). Howard R. Driggs Elementary School.

4340 South 2700 E, Salt Lake City UT 84124

Granite School District (Utah). Hunter Elementary School.

4351 South 5400 West, West Valley UT 84120

Granite School District (Utah). Hunter High School.

4200 S 5600 W, West Valley City UT 84120

Granite School District (Utah). Hunter Junior High School.

6131 West 3785 South, West Valley City UT 84120

Granite School District (Utah). Jackling Elementary School.

3760 S Atlas Way, West Valley UT 84120

Granite School District (Utah). James E. Moss Elementary School.

4399 South 500 East, Salt Lake City UT 84107

Granite School District (Utah). Jim Bridger Elementary School.

5368 W Cyclamen Way, West Jordan UT 84084



School District Agency Names

Updated: 10/04/2024 12:03 AM

with Authorized Records Officers

Granite School District (Utah). Kearns High School.

5525 S. Cougar Lane, Kearns UT 84118

Granite School District (Utah). Kearns Junior High School.

4040 W SAMS BLVD, Kearns UT 84118

Granite School District (Utah). Kennedy Junior High School.

4495 South 4800 West, West Valley City UT 84120

Granite School District (Utah). Lake Ridge Elementary School.

7400 West 3395 South, Magna UT 84044

Granite School District (Utah). Lincoln Elementary School.

450 East 3700 South, Salt Lake City UT 84115

Granite School District (Utah). Magna Elementary School.

8500 W. 3100 S., Magna UT 84044

Granite School District (Utah). Matheson Junior High School.

3650 Montclair Street, Magna UT 84044

Granite School District (Utah). Millcreek Elementary School.

3761 South 1100 East, Salt Lake City UT 84106

Granite School District (Utah). Monroe Elementary School.

4450 West 3100 South, West Valley City UT 84120

Granite School District (Utah). Morningside Elementary School.

4170 South 3000 East, Holladay UT 84120

Granite School District (Utah). Neil Armstrong Academy.

5194 Highbury Parkway, West Valley City UT 84120

Granite School District (Utah). Oakridge Elementary School.

4325 Jupiter Drive, Salt Lake City UT 84124

Granite School District (Utah). Oakwood Elementary School.

5815 South Highland Drive, Holladay UT 84120

Granite School District (Utah). Olympus High School

4055 South 2300 East, Salt Lake City UT 84124
385-646-5400



School District Agency Names

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with Authorized Records Officers

Granite School District (Utah). Olympus Jr. High School.

2217 East Murray Holladay Road, Salt Lake City UT 84117

Granite School District (Utah). Orchard Elementary School.

6744 West 3800 South, West Valley City UT 84120

Granite School District (Utah). Pioneer Elementary School.

3860 South 3380 West, West Valley City UT 84119

Granite School District (Utah). Pleasant Green Elementary School.

8201 West 2700 South, Magna UT 84044

Granite School District (Utah). Plymouth Elementary School.

5220 South 1470 West, Taylorsville UT 84123

Granite School District (Utah). Redwood Elementary School.

2650 S Redwood Road, West Valley City UT 84119

Granite School District (Utah). Robert Frost Elementary School.

3444 West 4400 South, West Valley City UT 84119

Granite School District (Utah). Rolling Meadows Elementary School.

2950 West Whitehall Drive, West Valley UT 84119

Granite School District (Utah). Roosevelt Continuation School.

3225 S 800 E, Millcreek UT 84109

Granite School District (Utah). Rosecrest Elementary School.

2420 East Fisher Lane (2935 South), Salt Lake City UT 84109

Granite School District (Utah). Silver Hills Elementary School.

5770 West 5100 South, Salt Lake City UT 84118

Granite School District (Utah). Skyline High School

3251 East 360 South, Salt Lake City UT 84109

385-646-5420

Granite School District (Utah). South Kearns Elementary School.

5544 South 4385 West, Kearns UT 84118

Granite School District (Utah). Spring Lane Elementary School.

5315 South 1700 East, Holladay UT 84117



School District Agency Names

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with Authorized Records Officers

Granite School District (Utah). Stansbury Elementary School.

3050 S 2700 W, West Valley City UT 84119

Granite School District (Utah). Taylorsville Elementary School.

2010 Mantle Ave, Taylorsville UT 84129

Granite School District (Utah). Taylorsville High School

5225 S. Redwood Road, Taylorsville UT 84119

385-646-5455

Granite School District (Utah). Thomas Jefferson Jr. High School.

5850 South 5600 West, Kearns UT 84118

Granite School District (Utah). Truman Elementary School.

4639 South 3200 West, West Valley City UT 84119

Granite School District (Utah). Twin Peaks Elementary School.

5325 South 1045 East, Salt Lake City UT 84117

Granite School District (Utah). Upland Terrace Elementary School.

3700 South 2860 East, Salt Lake City UT 84109

Granite School District (Utah). Valley Crest Elementary School.

5240 West 3100 South, West Valley City UT 84120

Granite School District (Utah). Valley Junior High School.

4195 South 3200 West, West Valley City UT 84119

Granite School District (Utah). Vista Elementary School.

4925 South 2200 West, Taylorsville UT 84129

Granite School District (Utah). Wasatch Junior High School.

3750 South 3100 East, Salt Lake City UT 84109

Granite School District (Utah). West Kearns Elementary School.

4900 South 4620 West, Kearns UT 84118

Granite School District (Utah). West Lake STEM Middle School.

3451 West 6200 South, Taylorsville UT 84129

Granite School District (Utah). West Valley Elementary School.

6049 West Brud Drive, West Valley City UT 84120



School District Agency Names

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with Authorized Records Officers

Granite School District (Utah). Western Hills Elementary School.

5190 South Heath Avenue, Kearns UT 84118

Granite School District (Utah). Whittier Elementary School

3585 South 6000 West, West Valley City UT 84118
385-646-5096

Granite School District (Utah). William Penn Elementary School.

1670 East Siggard Drive, Salt Lake City UT 84106

Granite School District (Utah). Woodrow Wilson Elementary School

2567 S Main Street, Salt Lake City UT 84115
385-646-5102

Granite School District (Utah). Woodstock Elementary School.

6015 South 1300 East, Murray UT 84107

Granite School District (Utah). Youth Educational Support School.

3225 South 800 East, Millcreek UT 84109

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

Records Officer(s)

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)



School District Agency Names

Updated: 10/04/2024 12:03 AM

with Authorized Records Officers

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

Records Officer's certification has expired.

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

Records Officer's certification has expired.

Melissa Smith

E-mail: melissa.smith@academicawest.com

Records Officer Certification

Initial Certification:
Most Recent Certification:
Certification Expires:

Records Officer has not completed required training certification.

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

Records Officer's certification has expired.

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: 02/23/2023
Certification Expires: 02/23/2024

Records Officer's certification has expired.

Melissa Smith

E-mail: melissa.smith@academicawest.com

Records Officer Certification

Initial Certification:
Most Recent Certification:
Certification Expires:

Records Officer has not completed required training certification.



School District Agency Names

Updated: 10/04/2024 12:03 AM

with Authorized Records Officers

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

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
Records Officer's certification has expired.

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
Records Officer's certification has expired.

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: 02/01/2023
Most Recent Certification: 02/01/2023
Certification Expires: 02/01/2024
Records Officer's certification has expired.



School District Agency Names

Updated: 10/04/2024 12:03 AM

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.

Iron County School District (Utah). Adult Education.

2077 W. Royal Hunte Dr., Cedar City UT 84720

Iron County School District (Utah). Iron Springs Elementary School.

235 N. 4050 W., Cedar City UT 84720

Iron County School District (Utah). Southwest Education Academy.

844 S 475 W, Cedar City UT 84720

Iron County School District (Utah). Three Peaks Elementary School.

1685 Midvalley Road, Cedar City UT 84721

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: 10/11/2022

Most Recent Certification: 10/11/2022

Certification Expires: 10/11/2023

Records Officer's certification has expired.

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

Records Officer's certification has expired.



School District Agency Names

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with Authorized Records Officers

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: 02/02/2023
Certification Expires: 02/02/2024

Records Officer's certification has expired.

Melissa Smith

E-mail: melissa.smith@academicawest.com

Records Officer Certification

Initial Certification:
Most Recent Certification:
Certification Expires:

Records Officer has not completed required training certification.

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

Records Officer's certification has expired.

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.



School District Agency Names

Updated: 10/04/2024 12:03 AM

with Authorized Records Officers

Records Officer Certification

Initial Certification: 01/31/2020
Most Recent Certification: 11/21/2022
Certification Expires: 11/21/2023
Records Officer's certification has expired.

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). Heartland Elementary School.

1451 W 7000 South, West Jordan UT 84084

Jordan School District (Utah). Joel P. Jensen Middle School.

8105 S. 3200 West, West Jordan UT 84088

Jordan School District (Utah). Jordan Hills Elementary School.

8892 S. 4800 West, West Jordan UT 84081

Jordan School District (Utah). Jordan Ridge Elementary School.

2636 W. 9800 South, South Jordan UT 84095

Jordan School District (Utah). Kauri Sue Hamilton School.

2827 West 13400 South, Riverton UT 84065

Jordan School District (Utah). Majestic Elementary Arts Academy.

7430 S. Redwood Road, West Jordan UT 84084

Jordan School District (Utah). Midas Creek Elementary School.

11901 S. Park Haven Lane, Riverton UT 84065

Jordan School District (Utah). Monte Vista Elementary School.

11121 S. 2700 West, South Jordan UT 84095

Jordan School District (Utah). Mountain Shadows Elementary School.

5255 W. 7000 South, West Jordan UT 84081

Jordan School District (Utah). Oakcrest Elementary School.

8462 S. Hilltop Oak Drive, West Jordan UT 84081



School District Agency Names

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with Authorized Records Officers

Jordan School District (Utah). Oquirrh Elementary School.

7165 S. Paddington Road, West Jordan UT 84084

Jordan School District (Utah). Oquirrh Hills Middle School.

12949 S. 2700 West, Riverton UT 84065

Jordan School District (Utah). River's Edge School.

319 W. 11000 South, South Jordan UT 84095

Jordan School District (Utah). Riverside Elementary School.

8737 S. 1220 West, West Jordan UT 84088

Jordan School District (Utah). Riverton Elementary School.

13150 South 1830 West, Riverton UT 84065

Jordan School District (Utah). Riverton High School

12476 South Sliverwolf way, Riverton UT 84065
801-256-5800

Jordan School District (Utah). Riverton High School.

12476 S. Silverwolf Way, Riverton UT 84065

Jordan School District (Utah). Rosamond Elementary School.

12195 S. Doreen Drive, Riverton UT 84065

Jordan School District (Utah). Rose Creek Elementary.

12812 S. 3600 West, Riverton UT 84065

Jordan School District (Utah). Silver Crest Elementary School.

12937 S Elementary Drive, Herriman UT 84095

Jordan School District (Utah). South Hills Middle School.

13508 S. 4000 West, Riverton UT 84065

Jordan School District (Utah). South Jordan Elementary School.

11205 S. Black Cherry Way, South Jordan UT 84095

Jordan School District (Utah). South Jordan Middle School.

10245 S 2700 W, South Jordan UT 84095

Jordan School District (Utah). South Valley School.

8400 S. Redwood Road, West Jordan UT 84088



School District Agency Names

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with Authorized Records Officers

Jordan School District (Utah). Southland Elementary School.

12675 S. 2700 West, Riverton UT 84065

Jordan School District (Utah). Southpointe Adult High School.

9301 S. Wights Fort Road, West Jordan UT 84088

Jordan School District (Utah). Sunset Ridge Middle School.

8292 S. Skyline Arch Drive, West Jordan UT 84081

Jordan School District (Utah). Terra Linda Elementary School.

8400 S. Old Bingham Highway, West Jordan UT 84088

Jordan School District (Utah). Valley High School

325 W. 11000 South, South Jordan UT 84095

801-572-7035

Jordan School District (Utah). Welby Elementary School.

4130 W. 9580 S., South Jordan UT 84095

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

8270 S Grizzly Way, West Jordan UT 84084

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

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

7550 S. Redwood Road, West Jordan UT 84084

Jordan School District (Utah). Westland Elementary School.

2925 W. 7180 South, West Jordan UT 84084

Jordan School District (Utah). Westvale Elementary School.

2300 W Gardner Ln., West Jordan UT 84088

Juab County School District (Utah)

346 East 600 North, Nephi UT 84648

435-623-1940



School District Agency Names

Updated: 10/04/2024 12:03 AM

with Authorized Records Officers

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

Records Officer's certification has expired.

Juab County School District (Utah). Juab High School.

802 N 650 E, Nephi UT 84648

Juab County School District (Utah). Juab Junior High School.

555 North 800 West, Nephi UT 84648

Juab County School District (Utah). Mona Elementary School.

260 East 200 South, Mona UT 84645

Juab County School District (Utah). Nebo View Elementary School.

380 East 200 North, Nephi UT 84648

Juab County School District (Utah). Red Cliffs Elementary School.

1199 South Main Street, Nephi UT 84648

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

Records Officer's certification has expired.

Kane County School District (Utah). Big Water School.

700 Aaron Burr Rd, PO Box 410126, Big Water UT 84741

Kane County School District (Utah). Kanab Elementary School.

1357 South Vermillion Drive, Kanab UT 84741

Kane County School District (Utah). Kanab High School.



School District Agency Names

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with Authorized Records Officers

59 E. Cowboy Way, Kanab UT 84741

Kane County School District (Utah). Kanab Middle School.

690 S Cowboy Way, Kanab UT 84741

Kane County School District (Utah). Lake Powell School.

1000 Ferry Rd., PO Box 4345, Lake Powell UT 84533

Kane County School District (Utah). Valley Elementary School.

110 E. State Street, Orderville UT 84758

Kane County School District (Utah). Valley High School.

150 N Center Street, Orderville UT 84758

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

Records Officer's certification has expired.

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

Records Officer's certification has expired.

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: ahalliday@lakeview-academy.com



School District Agency Names

Updated: 10/04/2024 12:03 AM

with Authorized Records Officers

Records Officer Certification

Initial Certification: 05/15/2014
Most Recent Certification: 09/26/2022
Certification Expires: 09/26/2023
Records Officer's certification has expired.

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: 02/02/2023
Certification Expires: 02/02/2024
Records Officer's certification has expired.

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
Records Officer's certification has expired.

Sheri Rhees

E-mail: Srhees@llacharter.org

Records Officer Certification

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

Melissa Smith

E-mail: melissa.smith@academicawest.com

Records Officer Certification

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

Legacy Preparatory Academy (Utah)

1375 West Center Street, North Salt Lake UT 84054
801-936-0555

Records Officer(s)



School District Agency Names

Updated: 10/04/2024 12:03 AM

with Authorized Records Officers

Carol Chomjak

2214 South 1250 West
Woods Cross, UT 84087
E-mail: cchomjak@legacyprep.org

Records Officer Certification

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

Melissa Smith

E-mail: melissa.smith@academicawest.com

Records Officer Certification

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

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
Records Officer's certification has expired.

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
Records Officer's certification has expired.

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
Records Officer's certification has expired.

Logan School District (Utah)

101 West Center Street, Logan UT 84321
435-755-2301

Records Officer(s)



School District Agency Names

Updated: 10/04/2024 12:03 AM

with Authorized Records Officers

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: 08/03/2022
Certification Expires: 08/03/2023

Records Officer's certification has expired.

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's certification has expired.

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.

Daryl Guymon

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

Records Officer Certification

Initial Certification:
Most Recent Certification: 10/19/2020
Certification Expires: 10/19/2021

Records Officer's certification has expired.

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

Records Officer's certification has expired.

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.



School District Agency Names

Updated: 10/04/2024 12:03 AM

with Authorized Records Officers

Ana Maria Licon

Special Education Department

960 North 1400 East

Logan, UT 84321

E-mail: anamaria.licon@loganschools.org

Records Officer Certification

Initial Certification: 09/28/2022

Most Recent Certification: 09/28/2022

Certification Expires: 09/28/2023

Records Officer's certification has expired.

Logan School District (Utah). Adams Elementary School.

415 E. 500 N., Logan UT 84321

Logan School District (Utah). Bridger Elementary School.

1261 N 400 W, Logan UT 84341

Logan School District (Utah). Early Childhood Center.

325 W 400 S, Logan UT 84321

Logan School District (Utah). Ellis Elementary School.

348 W 300 N, Logan UT 84321

Logan School District (Utah). Hillcrest Elementary School.

1475 East 900 North, Logan UT 84321

Logan School District (Utah). Logan High School.

162 W 100 S, Logan UT 84321

Logan School District (Utah). Mount Logan Middle School.

875 N 200 E, Logan UT 84321

Logan School District (Utah). Riverside Preschool.

1075 Sumac Drive, Logan UT 84321

Logan School District (Utah). Wilson Elementary School.

475 E. 100 S., Logan UT 84321

Logan School District (Utah). Woodruff Elementary School.

950 W. 600 S, Logan UT 84321

Lumen Scholar Institute (Utah)

1353 West 760 North, Orem UT 84057

801-987-9497

Records Officer(s)



School District Agency Names

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with Authorized Records Officers

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

Records Officer's certification has expired.

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: 04/13/2022

Records Officer's certification has expired.

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

Records Officer's certification has expired.

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

Records Officer's certification has expired.

Melissa Smith

E-mail: melissa.smith@academicawest.com

Records Officer Certification

Initial Certification:
Most Recent Certification:
Certification Expires:

Records Officer has not completed required training certification.

Merit College Preparatory Academy (Utah)



School District Agency Names

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with Authorized Records Officers

1440 West Center, Springville UT 84663
801-491-7600

Records Officer(s)

Whitney Clegg

1440 West Center
Springville, UT 84663
E-mail: whitney.clegg@meritacademy.org

Records Officer Certification

Initial Certification: 11/04/2021
Most Recent Certification: 11/04/2021
Certification Expires: 11/04/2022

Records Officer's certification has expired.

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@millardk12.org

Records Officer Certification

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

Records Officer's certification has expired.

Millard County School District (Utah). Delta High School

50 West 300 North, Delta UT 84624
435-864-5610

Records Officer(s)

Corey Holyoak

Business Administrator
285 East 450 North
Delta, UT 84624
E-mail: Corey@millardk12.org

Records Officer Certification

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

Records Officer's certification has expired.

Millard County School District (Utah). Delta Middle School.

251 East 300 North, Delta UT 84624

Millard County School District (Utah). Delta North Elementary School.

50 N. 100 E., Delta UT 84624

Millard County School District (Utah). Delta South Elementary School.

450 South Center, Delta UT 84624



School District Agency Names

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with Authorized Records Officers

Millard County School District (Utah). Eskdale High School.

Millard County School District (Utah). Fillmore Elementary School.

555 West 400 South, Fillmore UT 84631

Millard County School District (Utah). Fillmore Middle School.

435 S 500 W, Fillmore UT 84631

Millard County School District (Utah). Garrison Elementary School.

100 School House Road, PO Box 10, Garrison UT 84728

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@millardk12.org

Records Officer Certification

Initial Certification: 11/10/2021

Most Recent Certification: 11/10/2021

Certification Expires: 11/10/2022

Records Officer's certification has expired.

Moab Charter School (Utah)

358 East 300 South, Moab UT 84532

435-259-2277

Records Officer(s)

Carrie Ann Smtih

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)



School District Agency Names

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with Authorized Records Officers

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

Records Officer's certification has expired.

Morgan County School District (Utah)

67 N 200 E, 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: 07/18/2022

Certification Expires: 07/18/2023

Records Officer's certification has expired.

Morgan County School District (Utah). Morgan Elementary School.

344 E Young Street, Morgan UT 84050

Morgan County School District (Utah). Morgan High School.

55 N 200 E, Morgan UT 84050

Morgan County School District (Utah). Morgan Middle School.

115 E Young Street, Morgan UT 84050

Morgan County School District (Utah). Mountain Green Elementary School.

6064 N Silver Leaf Drive, Morgan UT 84050

Morgan County School District (Utah). Mountain Green Middle School.

6200 N 5000 W, Morgan UT 84050

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

Records Officer's certification has expired.



School District Agency Names

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with Authorized Records Officers

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: 02/02/2023
Certification Expires: 02/02/2024

Records Officer's certification has expired.

Melissa Smith

E-mail: melissa.smith@academicawest.com

Records Officer Certification

Initial Certification:
Most Recent Certification:
Certification Expires:

Records Officer has not completed required training certification.

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: 07/15/2022
Certification Expires: 07/15/2023

Records Officer's certification has expired.

Mountain Sunrise Academy (Utah)

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 Sunrise Academy. Charter Council.



School District Agency Names

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with Authorized Records Officers

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

Records Officer's certification has expired.

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
Description of Role: Records Management

Records Officer Certification

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

Records Officer's certification has expired.

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.

Melissa Smith

E-mail: melissa.smith@academicawest.com

Records Officer Certification

Initial Certification:
Most Recent Certification:
Certification Expires:

Records Officer has not completed required training certification.



School District Agency Names

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with Authorized Records Officers

Mountainville Academy (Utah)

195 South Main Street, Alpine UT 84004

801-756-9805

Records Officer(s)

Mrs. Kristen Barnes

195 S. Main St.

Alpine, UT 84004

E-mail: kbarnes@mountainvilleacademy.org

Records Officer Certification

Initial Certification:

Most Recent Certification:

Certification Expires:

Records Officer has not completed required training certification.

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

Certification Expires: 03/01/2023

Records Officer's certification has expired.

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

Certification Expires: 04/15/2022

Records Officer's certification has expired.

Murray City School District (Utah). Early Childhood Education Center.

73 West 6100 South, Murray UT 84107

Murray City School District (Utah). Grant Elementary School.

662 W. Bulldog Cir., Murray UT 84107

Murray City School District (Utah). Hillcrest Junior High School.

178 East 5300 South, Murray UT 84107

Murray City School District (Utah). Horizon Elementary School.

5180 South 700 West (Glendon Street, Murray UT 84123)



School District Agency Names

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with Authorized Records Officers

Murray City School District (Utah). Liberty Elementary School.

140 West 6100 South, Murray UT 84107

Murray City School District (Utah). Longview Elementary School.

6240 South Longview Drive, Murray UT 84107

Murray City School District (Utah). McMillan Elementary School.

315 East 5900 South, Murray UT 84107

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

Certification Expires: 04/15/2022

Records Officer's certification has expired.

Murray City School District (Utah). Parkside Elementary School.

5175 South Parkside Drive, Murray UT 84107

Murray City School District (Utah). Riverview Junior High School.

751 West Tripp Lane, Murray UT 84123

Murray City School District (Utah). Viewmont Elementary School.

745 West 5720 South, Murray UT 84123

Navigator Pointe Academy (Utah)

6844 South Navigator Road, West Jordan UT 84088-4405

801-840-1210

Records Officer(s)

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

Records Officer's certification has expired.



School District Agency Names

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with Authorized Records Officers

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

Records Officer's certification has expired.

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

Records Officer's certification has expired.

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

Records Officer's certification has expired.

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

Records Officer's certification has expired.

Nebo School District (Utah). Department of Personnel

350 South Main, Spanish Fork UT 84660

801-354-7414

Records Officer(s)



School District Agency Names

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with Authorized Records Officers

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
Records Officer's certification has expired.

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
Records Officer's certification has expired.

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
Records Officer's certification has expired.

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

Records Officer Certification

Initial Certification: 01/07/2013
Most Recent Certification: 03/17/2022
Certification Expires: 03/17/2023
Records Officer's certification has expired.



School District Agency Names

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with Authorized Records Officers

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: 01/13/2023
Certification Expires: 01/13/2024

Records Officer's certification has expired.

Maria Gabriela Smith

Records Officer
North Davis Preparatory Academy
North Davis Preparatory Academy
1591 w hill field road
Layton, UT 84041
E-mail: gsmith@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

Records Officer's certification has expired.

Melissa Smith

E-mail: melissa.smith@academicawest.com

Records Officer Certification

Initial Certification:
Most Recent Certification:
Certification Expires:

Records Officer has not completed required training certification.

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: 02/22/2022

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

Records Officer's certification has expired.

North Sanpete County School District (Utah). Fairview Elementary School.

651 East 150 North, Fairview UT 84629

North Sanpete County School District (Utah). Fountain Green Elementary School.



School District Agency Names

Updated: 10/04/2024 12:03 AM

with Authorized Records Officers

395 West 100 South, P.O Box 38, Fountain Green UT 84632

North Sanpete County School District (Utah). Moroni Elementary School.

98 North 200 West, Moroni UT 84646

North Sanpete County School District (Utah). Mount Pleasant Elementary School.

579 South 400 East, Mount Pleasant UT 84647

North Sanpete County School District (Utah). North Sanpete High School.

390 East 700 South, Mount Pleasant UT 84647

North Sanpete County School District (Utah). North Sanpete Middle School.

655 East 100 South, PO Box 307, Moroni UT 84646

North Sanpete County School District (Utah). Pleasant Creek School.

111 East 100 South, Mount Pleasant UT 84647

North Sanpete County School District (Utah). Spring City Elementary School.

453 East 100 North, Spring City UT 84662

North Star Academy (Utah)

2920 West 14010 South, Bluffdale UT 84065

801-302-9579

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

Records Officer's certification has expired.

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.

Melissa Smith

E-mail: melissa.smith@academicawest.com

Records Officer Certification

Initial Certification:

Most Recent Certification:

Certification Expires:

Records Officer has not completed required training certification.



School District Agency Names

Updated: 10/04/2024 12:03 AM

with Authorized Records Officers

North Summit 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

Records Officer's certification has expired.

North Summit School District (Utah). North Summit Elementary School.

240 S Beacon Hill Dr, Coalville UT 84017

North Summit School District (Utah). North Summit High School.

65 South Main, Coalville UT 84017

North Summit School District (Utah). North Summit Middle School.

64 100 N, Coalville UT 84017

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

Records Officer's certification has expired.

Ogden School District (Utah). Ben Lomond High School.

Ogden School District (Utah). Bonneville Elementary School.

490 Gramercy Ave, Ogden UT 84404



School District Agency Names

Updated: 10/04/2024 12:03 AM

with Authorized Records Officers

Ogden School District (Utah). East Ridge Elementary.

1330 9th Street, Ogden UT 84404

Ogden School District (Utah). George Washington High School.

455 28th Street, Ogden UT 84401

Ogden School District (Utah). Heritage Elementary School.

373 S 150 W, Ogden UT 84404

Ogden School District (Utah). Highland Junior High School.

325 Gramercy Avenue, Ogden UT 84404

Ogden School District (Utah). Hillcrest Elementary School.

1121 Vitt Drive, Ogden UT 84404

Ogden School District (Utah). Liberty Elementary School.

3290 Monroe Blvd., Ogden UT 84403

Ogden School District (Utah). Lincoln Elementary School.

550 E. Canfield, Ogden UT 84404

Ogden School District (Utah). Malan's Peak High School.

790 West 12th Street, Ogden UT 84404

Ogden School District (Utah). Mound Fort Junior High School.

1400 Mound Fort Drive, Ogden UT 84404

Ogden School District (Utah). Mount Ogden Junior High School.

3260 Harrison Blvd, Ogden UT 84403

Ogden School District (Utah). New Bridge Elementary School.

2150 Jefferson Ave, Ogden UT 84401

Ogden School District (Utah). Odyssey Elementary School.

375 Goddard Street, Ogden UT 84401

Ogden School District (Utah). Ogden High School.

2828 Harrison Blvd., Ogden UT 84403

Ogden School District (Utah). Business Office

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



School District Agency Names

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with Authorized Records Officers

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
Records Officer's certification has expired.

Ogden School District (Utah). Office of Personnel and Staff Support Services

2444 Adams Avenue, Ogden UT 84401
801-737-7300

Ogden School District (Utah). Ogden Technical High School (OTECH).

1950 Monroe Blvd, Ogden UT 84401

Ogden School District (Utah). Polk Elementary School.

2615 Polk Avenue, Ogden UT 84401

Ogden School District (Utah). Shadow Valley Elementary School.

4911 S 1500 E, Ogden UT 84403

Ogden School District (Utah). Wasatch Elementary School.

3370 Polk Avenue, Ogden UT 84403

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: 07/14/2022
Certification Expires: 07/14/2023
Records Officer's certification has expired.

Ogden Preparatory Academy (Utah)

1415 Lincoln Ave, Ogden UT 84404
801-627-2066

Records Officer(s)

Debbie Deem

1415 Lincoln Ave
Ogden, UT 84404
E-mail: ddeem@ogdenprep.org



School District Agency Names

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with Authorized Records Officers

Records Officer Certification

Initial Certification: 10/20/2016

Most Recent Certification: 10/26/2022

Certification Expires: 10/26/2023

Records Officer's certification has expired.

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

Records Officer's certification has expired.

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

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: 08/18/2022

Most Recent Certification: 08/18/2022

Certification Expires: 08/18/2023

Records Officer's certification has expired.

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

Records Officer's certification has expired.



School District Agency Names

Updated: 10/04/2024 12:03 AM

with Authorized Records Officers

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: 12/07/2022
Certification Expires: 01/11/2023

Records Officer's certification has expired.

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@pcschoools.us

Records Officer Certification

Initial Certification: 02/07/2020
Most Recent Certification: 02/01/2023
Certification Expires: 02/01/2024

Records Officer's certification has expired.

Todd Hauber

Business Administrator
2700 Kearns Blvd.
Park City, UT 84060
E-mail: thauber@pcschoools.us

Records Officer Certification

Initial Certification: 04/24/2014
Most Recent Certification: 08/05/2022
Certification Expires: 08/05/2023

Records Officer's certification has expired.

Mr. Colton J Elliott

Records Officer
6599 SERVICEBERRY DR.
UNIT 304
PARK CITY, UT 84098
E-mail: coelliott@pcschoools.us
Description of Role: Public Affairs Officer for Park City School District

Records Officer Certification

Initial Certification: 11/07/2022
Most Recent Certification: 11/07/2022
Certification Expires: 11/07/2023

Records Officer's certification has expired.

Park City School District (Utah). Ecker Hill Middle School.

Park City School District (Utah). Jeremy Ranch Elementary School.



School District Agency Names

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with Authorized Records Officers

Park City School District (Utah). McPolin Elementary School.

Park City School District (Utah). Park City High School.

Park City School District (Utah). Parley's Park Elementary School.

Park City School District (Utah). Trailside Elementary School.

Park City School District (Utah). Treasure Mountain Junior High School.

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@pantheremail.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: 02/01/2023
Certification Expires: 02/01/2024
Records Officer's certification has expired.

Piute County School District (Utah). Circleville Elementary School.

300 S Center St, Circleville UT 84723

Piute County School District (Utah). Oscarson Elementary School.

160 W Sevier Ave, Marysville UT 84750

Piute County School District (Utah). Piute High School.



School District Agency Names

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with Authorized Records Officers

555 N 100 W St, Junction UT 84740

Promontory School of Expeditionary Learning (Utah)

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

Records Officer's certification has expired.

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

Records Officer's certification has expired.

Tammy L Taylor

Records Officer
1051 W 2700 S
Perry, UT 84302
E-mail: ttaylor@promontoryschool.org
Description of Role: Registrar for Promontory School of Expeditionary Learning

Records Officer Certification

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

Records Officer's certification has expired.

Providence Hall (Utah)

4795 West Patriot Ridge Drive, Herriman UT 84095

801-727-8260

Records Officer(s)

Andrea Hurd

LEA Administrator
E-mail: ahurd@providencehall.com

Records Officer Certification

Initial Certification:
Most Recent Certification:
Certification Expires:

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)



School District Agency Names

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with Authorized Records Officers

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

Records Officer Certification

Initial Certification: 06/30/2018

Most Recent Certification: 12/08/2020

Certification Expires: 12/08/2021

Records Officer's 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

Records Officer's certification has expired.

Provo City School District (Utah). Amelia Earhart Elementary School.

2585 West 200 South, Provo UT 84601

Provo City School District (Utah). Canyon Crest Elementary School.

4664 NORTH CANYON RD, Provo UT 84604

Provo City School District (Utah). Centennial Middle School.

305 East 2320 North, Provo UT 84604

Provo City School District (Utah). Edgemont Elementary School.

566 EAST 3650 NORTH, Provo UT 84604

Provo City School District (Utah). Franklin Elementary School.

350 South 600 West, Provo UT 84601

Provo City School District (Utah). Independence High School.

636 N. Independence Ave, Provo UT 84601

Provo City School District (Utah). Lakeview Elementary School.

2899 West 1390 North, Provo UT 84601



School District Agency Names

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with Authorized Records Officers

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

Records Officer's certification has expired.

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

Records Officer's certification has expired.

Provo City School District (Utah). Provo Peaks Elementary School.

665 East Center, Provo UT 84606

Provo City School District (Utah). Provost Elementary School.

629 South 900 East, Provo UT 84606

Provo City School District (Utah). Rock Canyon Elementary School.

435 East 2320 North, Provo UT 84604

Provo City School District (Utah). Shoreline Middle School.

1201 West 890 South, Provo UT 84601

Provo City School District (Utah). Spring Creek Elementary School.

1740 South Nevada Ave, Provo UT 84606

Provo City School District (Utah). Sunset View Elementary School.

1520 West 600 South, Provo UT 84601



School District Agency Names

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with Authorized Records Officers

Provo City School District (Utah). Timpanogos Elementary School.

449 North 500 West, Provo UT 84601

801-374-4955

Provo City School District (Utah). Timpview High School

3570 Timpview Dr., Provo UT 84604

801-221-9720

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

Records Officer's certification has expired.

Provo City School District (Utah). Wasatch Elementary School.

1080 North 900 East, Provo UT 84604

Provo City School District (Utah). Westridge Elementary School.

1720 West 1460 North, Provo UT 84604

Quest Academy (Utah)

4862 West 4000 South, Ogden UT 84401

801-731-9859

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

Records Officer's certification has expired.

Melissa Smith

E-mail: melissa.smith@academicawest.com

Records Officer Certification

Initial Certification:

Most Recent Certification:

Certification Expires:

Records Officer has not completed required training certification.

Stephanie Wray

4862 W 4000 S

West Haven, UT 84401

E-mail: swray@questac.org



School District Agency Names

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with Authorized Records Officers

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

Records Officer(s)

Stephanie Colson

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

Records Officer(s)

Tanelle Shade

Record Officer

1143 W Center

Springville, UT 84663

E-mail: tshade@reaganacademy.org

Records Officer Certification

Initial Certification: 01/11/2013

Most Recent Certification: 11/12/2021

Certification Expires: 11/12/2022

Records Officer's certification has expired.

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: 02/06/2023

Certification Expires: 02/06/2024

Records Officer's certification has expired.

Renaissance Academy (Utah)

3435 North 1120 East, Lehi UT 84043

801-768-4202

Records Officer(s)



School District Agency Names

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with Authorized Records Officers

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

Susi Blackhurst

3435 North 1120 East
Lehi, UT 84043
E-mail: sblackhurst@renacademy.org

Records Officer Certification

Initial Certification: 02/01/2023
Most Recent Certification: 02/01/2023
Certification Expires: 02/01/2024
Records Officer's certification has expired.

Mark Ursic

Principal
3435 North 1120 East
Lehi, UT 84043
E-mail: mursic@renacademy.org

Records Officer Certification

Initial Certification: 06/22/2016
Most Recent Certification: 12/09/2021
Certification Expires: 12/09/2022
Records Officer's certification has expired.

Rich County School District (Utah)

25 South 100 West, P.O. Box 67, Randolph UT 84064
435-793-2135

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
Records Officer's certification has expired.

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
Records Officer's certification has expired.

Karla 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
Records Officer's certification has expired.



School District Agency Names

Updated: 10/04/2024 12:03 AM

with Authorized Records Officers

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

Rich County School District (Utah). North Rich Elementary School.

54 EAST 100 SOUTH, PO BOX 129, Laketown UT 84038

Rich County School District (Utah). Rich High School.

145 WEST CHURCH, P O Box 278, Randolph UT 84064

Rich County School District (Utah). Rich Middle School.

54 EAST 100 SOUTH, PO BOX 129, Laketown UT 84038

Rich County School District (Utah). South Rich Elementary School.

25 SOUTH 100 WEST, P O Box 67, Randolph UT 84064

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

Records Officer's certification has expired.

Roots Charter High School (Utah)

2250 South 1300 West, West Valley City UT 84119

Records Officer(s)



School District Agency Names

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with Authorized Records Officers

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: 07/13/2022
Certification Expires: 07/13/2023

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

Records Officer's certification has expired.

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

Records Officer's certification has expired.

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

Records Officer's certification has expired.

Salt Lake City School District (Utah). Bryant Intermediate School



School District Agency Names

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with Authorized Records Officers

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
Records Officer's certification has expired.

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
Records Officer's certification has expired.

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
Records Officer's certification has expired.

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
Records Officer's certification has expired.



School District Agency Names

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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
Records Officer's certification has expired.

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
Records Officer's certification has expired.

Salt Lake City School District (Utah). Business Services. Building and Grounds

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
Records Officer's certification has expired.

Salt Lake City School District (Utah). Business Services. Data Processing

440 East 100 South, Salt Lake City UT 84111-1891
801-322-1471

Records Officer(s)



School District Agency Names

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with Authorized Records Officers

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
Records Officer's certification has expired.

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
Records Officer's certification has expired.

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
Records Officer's certification has expired.

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
Records Officer's certification has expired.

Salt Lake City School District (Utah). Personnel Services



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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

Records Officer Certification

Initial Certification: 07/09/2018
Most Recent Certification: 08/02/2022
Certification Expires: 08/02/2023
Records Officer's certification has expired.

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
Records Officer's certification has expired.

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
Records Officer's certification has expired.

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



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Records Officer Certification

Initial Certification: 07/09/2018
Most Recent Certification: 08/02/2022
Certification Expires: 08/02/2023
Records Officer's certification has expired.

Salt Lake School for the Performing Arts (Utah)

2291 South 2000 East, Salt Lake City UT 84106
801-466-6700

Records Officer(s)

Kimberly Dahle

Registrar
E-mail: kdahle@saltlakespa.org

Records Officer Certification

Initial Certification: 10/26/2022
Most Recent Certification: 10/26/2022
Certification Expires: 10/26/2023
Records Officer's certification has expired.

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: 07/19/2022
Certification Expires: 07/19/2023
Records Officer'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:
Records Officer has not completed required training certification.

San Juan County School District (Utah). Albert R. Lyman Middle School.

535 North 100 East, Blanding UT 84511

San Juan County School District (Utah). Blanding Elementary School.

302 South 100 West, Blanding UT 84511

San Juan County School District (Utah). Bluff Elementary School.

200 W. Main, Bluff UT 84512

San Juan County School District (Utah). La Sal Elementary School.



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P.O Box 367, La Sal UT 84530

San Juan County School District (Utah). Montezuma Creek Elementary School.

State Highway #162, Montezuma Creek UT 84534

San Juan County School District (Utah). Monticello Elementary School.

197 N. 200 W., Monticello UT 84535

San Juan County School District (Utah). Monticello High School.

P.O. Box 69, Monticello UT 84535

San Juan County School District (Utah). Monument Valley High School.

100 Cougar Lane, Monument Valley UT 84536

San Juan County School District (Utah). Navajo Mountian High School.

Navajo Route #16 Navajo Mountain Ro, Tonalea AZ 86044

San Juan County School District (Utah). San Juan High School.

311 North Bronco Blvd, Blanding UT 84511

San Juan County School District (Utah). Tse'Bii'Nidzisgai Elementary.

Highway 163, 10 West Medical Drive, Monument Valley UT 84536

San Juan County School District (Utah). Whitehorse High School.

300 W 100 N, Montezuma Creek UT 84534

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

Records Officer's certification has expired.

Mrs. Krystal Taylor

Records Officer

290 N. Flint Street

Kaysville, UT 84037

E-mail: krystal@academicawest.com

Description of Role: Charter School Board Liaison



School District Agency Names

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Records Officer Certification

Initial Certification: 09/08/2015

Most Recent Certification: 02/23/2023

Certification Expires: 02/23/2024

Records Officer's certification has expired.

Melissa Smith

E-mail: melissa.smith@academicwest.com

Records Officer Certification

Initial Certification:

Most Recent Certification:

Certification Expires:

Records Officer has not completed required training certification.

Sevier County School District (Utah)

180 East 600 North, Richfield UT 84701

435-896-8214

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

Records Officer Certification

Initial Certification: 03/27/2022

Most Recent Certification: 10/26/2022

Certification Expires: 10/26/2023

Records Officer's certification has expired.

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: 10/28/2020

Most Recent Certification: 11/01/2021

Certification Expires: 11/01/2022

Records Officer's certification has expired.

Jake Hill

Business Administrator

South Sanpete School District

39 South Main

Manti, UT 84642

E-mail: jake.hill@ssanpete.org



School District Agency Names

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with Authorized Records Officers

Records Officer Certification

Initial Certification: 04/16/2020
Most Recent Certification: 04/15/2021
Certification Expires: 04/15/2022
Records Officer's certification has expired.

South Sanpete County School District (Utah). Ephraim Elementary School.

570 South 300 East, Ephraim UT 84627

South Sanpete County School District (Utah). Ephraim Middle School.

555 South 100 East, Ephraim UT 84627

South Sanpete County School District (Utah). Gunnison Valley Elementary School.

550 South 300 East, Gunnison UT 84634

South Sanpete County School District (Utah). Gunnison Valley High School.

35 East 600 South, Gunnison UT 84634

South Sanpete County School District (Utah). Gunnison Valley Middle School.

271 East 600 South, Gunnison UT 84634

South Sanpete County School District (Utah). Manti Elementary School.

150 West 100 South, Manti UT 84642

South Sanpete County School District (Utah). Manti High School.

100 West 500 North, Manti UT 84642

South Summit 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 GRAMA Certification.

Records Officer Certification

Initial Certification: 09/06/2018
Most Recent Certification: 09/15/2022
Certification Expires: 09/15/2023
Records Officer's certification has expired.

South Summit School District (Utah). Silver Summit Academy.

6407 North Business Loop Road, Park City UT 84098

South Summit School District (Utah). Silver Summit Elementary School.

6409 North Business Loop Road, Park City UT 84098



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South Summit School District (Utah). South Summit Aquatic and Fitness Center.

285 East 400 South, Kamas UT 84036

South Summit School District (Utah). South Summit Elementary School.

535 East 300 South, Kamas UT 84036

South Summit School District (Utah). South Summit High School.

45 South 300 East, Kamas UT 84036

South Summit School District (Utah). South Summit Middle School.

355 East 300 South, Kamas UT 84036

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

Description of Role: Elementary School

Records Officer Certification

Initial Certification: 06/27/2020

Most Recent Certification: 06/25/2021

Certification Expires: 06/25/2022

Records Officer's certification has expired.

St. George Academy (Utah)

1995 Dove Circle, St. George UT 84770

435-625-1799

Records Officer(s)

Courtney Webb

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

Records Officer's certification has expired.



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with Authorized Records Officers

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

Records Officer's certification has expired.

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

Records Officer Certification

Initial Certification:
Most Recent Certification:
Certification Expires:

Records Officer has not completed required training certification.

Summit Academy (Utah). Independence Campus.

15327 South Noell Nelson Dr., Bluffdale UT 84065

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)



School District Agency Names

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with Authorized Records Officers

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

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

Records Officer's certification has expired.

Melissa Smith

E-mail: melissa.smith@academicawest.com

Records Officer Certification

Initial Certification:
Most Recent Certification:
Certification Expires:

Records Officer has not completed required training certification.

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.



School District Agency Names

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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

Records Officer's certification has expired.

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

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.

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

Records Officer's certification has expired.

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.



School District Agency Names

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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

Records Officer's certification has expired.

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.

ThrivePoint Academy of Utah

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

Records Officer's certification has expired.

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



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Records Officer Certification

Initial Certification: 08/19/2021

Most Recent Certification: 10/12/2022

Certification Expires: 10/12/2023

Records Officer's certification has expired.

Becky Jones

Administrative Assistant

55 E. Main Street

PO Box 210

Eureka, UT 84628

E-mail: bjones@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

Records Officer's certification has expired.

Christina Aragon

Records Officer

92 Lodestone Way

Tooele, UT 84074

E-mail: caragon@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

Records Officer's certification has expired.

Tooele County School District (Utah). Anna Smith Elementary School.

731 North Aria Blvd., Wendover UT 84083

Tooele County School District (Utah). Blue Peak High School.

211 S. Tooele Boulevard, Tooele UT 84074

Tooele County School District (Utah). Clarke N. Johnsen Junior High School.

2152 N. 400 W., Tooele UT 84074

Tooele County School District (Utah). Community Learning Center.

211 S. Tooele Boulevard, Tooele UT 84074



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Tooele County School District (Utah). Copper Canyon Elementary School.

1600 N. Broadway, Tooele UT 84074

Tooele County School District (Utah). Digital Education Center.

211 S. Tooele Boulevard, Tooele UT 84074

Tooele County School District (Utah). Dugway School.

5010 E. School Street, Dugway UT 84022

Tooele County School District (Utah). Grantsville Elementary School.

50 S. Park Street, Grantsville UT 84029

Tooele County School District (Utah). Grantsville High School.

155 E. Cherry Street, Grantsville UT 84029

Tooele County School District (Utah). Grantsville Junior High School.

318 S. Hale Street, Grantsville UT 84029

Tooele County School District (Utah). Ibapah Elementary School.

116 Eagle's Nest, Ibapah UT 84034

Tooele County School District (Utah). Middle Canyon Elementary School.

751 E. 1000 N., Tooele UT 84074

Tooele County School District (Utah). Northlake Elementary School.

268 N. Coleman, Tooele UT 84074

Tooele County School District (Utah). Old Mill Elementary School.

130 E. Brigham Road, Stansbury Park UT 84074

Tooele County School District (Utah). Overlake Elementary School.

2052 N. 170 W., Tooele UT 84074

Tooele County School District (Utah). Rose Springs Elementary School.

5349 N. Insbrook Place, Stansbury UT 84074

Tooele County School District (Utah). Settlement Canyon Elementary School.

935 W. Timpie Road, Tooele UT 84074

Tooele County School District (Utah). Stansbury High School.

5300 N. Aberdeen Lane, Stansbury Park UT 84074



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Tooele County School District (Utah). Stansbury Park Elementary School.

485 Country Club, Stansbury Park UT 84074

Tooele County School District (Utah). Sterling Elementary School.

135 S. 7th Street, Tooele UT 84074

Tooele County School District (Utah). Tooele High School.

301 W Vine, Tooele UT 84074

Tooele County School District (Utah). Tooele Junior High School.

411 W. Vine Street, Tooele UT 84074

Tooele County School District (Utah). Twenty Wells Elementary School.

636 E. Nygreen Street, Grantsville UT 84029

Tooele County School District (Utah). Vernon Elementary School.

70 N. Main Street, Vernon UT 84080

Tooele County School District (Utah). Wendover High School.

110 Wildcat Blvd, Wendover UT 84083

Tooele County School District (Utah). West Elementary School.

451 W. 300 S., Tooele UT 84074

Tooele County School District (Utah). Willow Elementary School.

439 S. Willow, Grantsville UT 84029

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

Records Officer's certification has expired.

Uintah County School District (Utah)

635 West 200 South, Vernal UT 84078

435-781-3100



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with Authorized Records Officers

Records Officer(s)

Phyllis Elgiar

Superintendent's Secretary
635 West 200 South
Vernal, UT 84078
E-mail: phyllis.elgiar@uintah.net
Description of Role: GRAMA

Records Officer Certification

Initial Certification: 04/24/2013
Most Recent Certification: 06/09/2022
Certification Expires: 06/09/2023

Records Officer's certification has expired.

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: 03/03/2023
Certification Expires: 03/03/2024

Records Officer's certification has expired.

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

Records Officer's certification has expired.

Karyn Harvey

Records Officer
635 W 200 S
Vernal, UT 84078
E-mail: karyn.harvey@uintah.net

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.

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.

Robyn White

E-mail: robyn.white@uintah.net

Records Officer Certification

Initial Certification:
Most Recent Certification: 10/23/2020
Certification Expires: 10/23/2021

Records Officer's certification has expired.



School District Agency Names

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with Authorized Records Officers

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

Records Officer's certification has expired.

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: 01/13/2023

Certification Expires: 01/13/2024

Records Officer's certification has expired.

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

Records Officer Certification

Initial Certification: 01/07/2013

Most Recent Certification: 03/17/2022

Certification Expires: 03/17/2023

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: 02/02/2023

Certification Expires: 02/02/2024

Records Officer's certification has expired.



School District Agency Names

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with Authorized Records Officers

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
Records Officer's certification has expired.

Melissa Smith

E-mail: melissa.smith@academicawest.com

Records Officer Certification

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

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
Records Officer's certification has expired.

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 (Utah). 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



School District Agency Names

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with Authorized Records Officers

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

Records Officer's certification has expired.

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

Records Officer's certification has expired.

Utah Military Academy (Utah)

5120 South 1050 West, Riverdale UT 84405

801-689-3013

Records Officer(s)

Whitney Horning

District Operations Manager

5120 South 1050 West

Riverdale, UT 84405

E-mail: whorning@utahmilitaryacademy.org

Records Officer Certification

Initial Certification: 02/15/2023

Most Recent Certification: 02/15/2023

Certification Expires: 02/15/2024

Records Officer's certification has expired.

Utah Virtual Academy (Utah)

512 East 4500 South, Murray UT 84107

801-262-4922

Records Officer(s)



School District Agency Names

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with Authorized Records Officers

Melissa Smith

E-mail: melissa.smith@academicawest.com

Records Officer Certification

Initial Certification:

Most Recent Certification:

Certification Expires:

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

Records Officer's certification has expired.

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

Records Officer's certification has expired.

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



School District Agency Names

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with Authorized Records Officers

Records Officer Certification

Initial Certification: 03/10/2022
Most Recent Certification: 03/22/2023
Certification Expires: 03/22/2024
Records Officer's certification has expired.

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
Records Officer's certification has expired.

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
Records Officer's certification has expired.

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
Records Officer's certification has expired.

Melissa Smith

E-mail: melissa.smith@academicawest.com

Records Officer Certification

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

Walden School of Liberal Arts (Utah)



School District Agency Names

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with Authorized Records Officers

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

Records Officer's certification has expired.

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

Records Officer's certification has expired.

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

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: 02/02/2023
Certification Expires: 02/02/2024

Records Officer's certification has expired.

Melissa Smith

E-mail: melissa.smith@academicawest.com

Records Officer Certification

Initial Certification:
Most Recent Certification:
Certification Expires:

Records Officer has not completed required training certification.

Wasatch County School District (Utah)



School District Agency Names

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with Authorized Records Officers

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

Records Officer's certification has expired.

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

Records Officer's certification has expired.

Mrs. Sara E Richards

Records Officer
101 E 200 S
Heber, UT 84032
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

Records Officer's certification has expired.

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

Records Officer's certification has expired.

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



School District Agency Names

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Records Officer Certification

Initial Certification: 01/07/2013
Most Recent Certification: 03/17/2022
Certification Expires: 03/17/2023
Records Officer's certification has expired.

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: 02/23/2023
Certification Expires: 02/23/2024
Records Officer's certification has expired.

Melissa Smith

E-mail: melissa.smith@academicawest.com

Records Officer Certification

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

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
Records Officer's certification has expired.

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
Records Officer's certification has expired.

Kajsia Boyer

121 West Tabernacle
St. George, UT 84770
E-mail: kboyer@washk12.org



School District Agency Names

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with Authorized Records Officers

Records Officer Certification

Initial Certification:

Most Recent Certification:

Certification Expires:

Records Officer has not completed required training certification.

Washington County School District (Utah). Dixie High School

350 East 700 South, St. George UT 84770

435-673-4682

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: tyler.newton@waynesd.org

Description of Role: Business Administrator

Records Officer Certification

Initial Certification: 08/01/2019

Most Recent Certification: 09/21/2022

Certification Expires: 09/21/2023

Records Officer's certification has expired.

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: 01/18/2023

Certification Expires: 01/18/2024

Records Officer's certification has expired.



School District Agency Names

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with Authorized Records Officers

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 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.

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
Records Officer's certification has expired.

Weilenmann School of Discovery (Utah)

4199 Kilby Road, Park City UT 84098
435-575-5411

Records Officer(s)

Peter Leeman

Weilenmann School of Discovery
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: 09/16/2022
Certification Expires: 09/16/2023
Records Officer's certification has expired.

Winter Sports School in Park City (Utah)

4251 Shadow Mountain Drive, Park City UT 84098
435-649-8760

Records Officer(s)



School District Agency Names

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with Authorized Records Officers

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

Records Officer's certification has expired.

Winter Sports School in Park City (Utah). Human Sexuality Curriculum Materials Review Committee.