



SOP 103-Procedure for Application Submissions

1. All new Purple Star School applications will be retained to create a historical record for each school. This ensures that, in the event of administrative changes, schools will continue to have access to their previous applications as needed.
2. All renewal applications will also be retained each year, providing schools with ongoing access to their renewal history.
3. Applications will be organized annually in a folder containing PDF copies of each school's submitted application, with a corresponding hyperlinked spreadsheet for easy reference. Only the final, current version of each school's application will be retained for that application cycle. If a school submits multiple versions to correct or update its application, only the most recent submission will be maintained.
4. Application deadlines are **firm**. Applications submitted after the published deadline will not be considered.

For concerns or feedback, please contact cassie.hays@schools.utah.gov or complete [this form](#).

Rvsd. 8/24/26