



Approved: 10/8/2026

Permanent School Closure Policy

Policy No. 6013

If Freedom Preparatory Academy (“Freedom Prep” “FPA”) closes permanently, it will follow Utah Code 53G-5-504, Charter School Closure, and all related state and federal requirements. This policy applies to a closure for any reason, including termination of the charter agreement, relinquishment of the charter, or conversion to a private school.

The goals of this policy are to:

1. guide students and help every student move smoothly to a new school;
2. keep student and business records safe;
3. communicate clearly and promptly with families, staff, and other stakeholders; and
4. close the Academy's finances responsibly and in the order the law requires.

How a Closure Decision Is Made

A decision to permanently close Freedom Prep is made when:

1. the Academy's authorizing agency approves a motion to terminate the charter under Section 53G-5-503;
2. the State Board takes final action under Section 53G-5-503; or
3. the FPA Governing Board votes to relinquish the charter and gives written notice to the authorizer.

Required Notices

No later than 10 days after the closure decision date, Freedom Prep will give written notice of the decision to:

1. the authorizing agency, if Freedom Prep made the decision to close;
2. the State Board, if the State Board did not make the decision;
3. parents and guardians of all enrolled students;
4. the FPA's creditors;
5. the FPA's lease holders;
6. the FPA's bond issuers;
7. other entities that may have a claim to the Academy's assets;

8. the school district where the Academy is located, and other charter schools located in that district;
9. Freedom Prep will also publish notice of the decision for the school district where the Academy is located, as a class A notice under Section 63G-30-102, for at least 30 days.

Each notice will include:

1. the proposed closure date;
2. the Academy's plan to help students find and transition to a new school; and
3. contact information for the Academy during the transition.

The Executive Director will also notify all FPA employees in writing within the same 10-day period and share information on final pay, benefits, and Utah Retirement Systems (URS) obligations.

Closure Operations

No later than 10 days after the closure decision date, Freedom Prep will:

1. designate a records custodian to protect student files and Academy business records;
2. designate a base of operations that will stay open throughout the closure, with:
 - a. an office;
 - b. set hours of operation;
 - c. working telephone service with a voicemail message stating the hours of operation; and
 - d. a designated person to answer questions and requests during those hours;
3. keep private insurance or risk management coverage for claims that arise before closure, through the transition, and for the period after closure set by the authorizer;
4. complete, by the required deadlines, a financial audit and any other procedure required by State Board rule for every fiscal year in which it received or spent funds;
5. inventory all Academy assets; and
6. list all Academy creditors, identifying secured creditors and any assets that are security interests.

Student Transition and Records

To support students and families, Freedom Prep will:

1. hold at least one family information meeting and share a list of nearby schools, including receiving charter schools;
2. give each family, on request, copies of their student's report cards, transcripts, and attendance records;
3. transfer cumulative student records, including special education (IEP), Section 504, and health records, to each student's new school when requested, as required by FERPA and Utah law;
4. provide final transcripts for high school students, if applicable; and

5. send any records not transferred to the records custodian or to the entity designated by the authorizer or State Board, so records remain available after closure.

Distribution of Assets

Unless a bankruptcy court orders a different order under 11 U.S.C. Sec. 101 et seq., Freedom Prep will distribute its assets in this order:

1. return assets or equipment bought with federal funds to the appropriate entity, as required by federal grant rules;
2. return assets donated by a private donor to that donor if:
 - a. the assets were donated for a specific purpose;
 - b. the donor restricted their use to that purpose;
3. pay outstanding payroll obligations to Academy employees;
4. pay the Academy's creditors; and
5. pay any outstanding liability or obligation to the State Board, the state, or the federal government.

After all liabilities and obligations are paid or discharged, Freedom Prep will return any remaining assets to its authorizer. The authorizer will then either sell the assets at fair market value or assign them to another public school.

The authorizer will oversee the sale of assets and payment of liabilities and obligations under this section, Sections 53F-9-307 and 53G-5-501, and State Board rule.

Reporting and Final Audit

Freedom Prep will:

1. comply with all state and federal reporting requirements; and
2. submit all documentation and complete all state and federal reports required by the authorizer or the State Board, including documents that show the Academy followed required procedures and resolved all financial issues.

When FPA's financial affairs are closed out and dissolution is complete, the authorizer will make sure a final audit is completed. FPA will also follow any additional closure procedures the State Board adopts by rule.

I. Administration and Review

The Governing Board Chair and Executive Director are responsible for carrying out this policy.

IV. References

- [Utah Code 53G-5-504, Charter School Closure](#)