

Intradistrict Communication

DATE: October 1, 2020

TO: Principals
Assistant Principals
Administrative Assistants
Secondary Registrars & Attendance Secretaries

FROM: Michael Anderson, Associate Superintendent
Travis Hamblin, Director of Student Services
Caleb Olson, Consultant, Planning & Enrollment

SUBJECT: 2021-22 Permit Updates and Trainings

Required Action:

- Update list of individuals responsible for permit processing by October 16.
- Direct individuals responsible for permit processing to upcoming training opportunities via Canvas and video conference.

It is time to begin preparation for the out-of-boundary permit application season. As a reminder, the open enrollment window runs from December 1 to the third Friday in February (February 19, 2021). Permits will again be accepted and processed through PowerSchool.

Update Information

This year, each school will need to update the list of authorized users for their location. The building principal, by default, will have access to the system. Schools will need to identify other administrators who will need access and any staff members who will be involved in processing. This information will be updated on the Google Sheet linked below and must be completed by October 16, 2020. Further permit information and updates will be communicated directly to these individuals.

- Elementary Schools: [Use this link](#) or visit <http://bit.ly/espermitupdate>
- Secondary Schools: [Use this link](#) or visit <http://bit.ly/secpermitupdate>

Training Opportunities

Training information has been prepared in Canvas for school staff to access at times and locations more convenient to their schedules. Additionally, several Zoom sessions will be available for overviews of relevant permit law and procedure and to provide avenues for questions to be asked and answers.

The Canvas course is available now and may be accessed by those new to PowerSchool and those needing a refresher of the processes (please note that 2021-22 information is not yet accessible in the PowerSchool system). The Canvas course also contains additional trainings from Planning & Enrollment, with more to be added in the future.

To access the course, visit this link: <https://jordanpd.instructure.com/enroll/4LMJXD> If you do not have a Canvas account, enter your JSD Gmail account and click the "Forgot Password" link to setup an account and enroll in the course.

Two introductory Zoom meetings have been scheduled for **Thursday, October 8, 2020**. These meetings will last approximately an hour and will review the basics of permit law and relevant District policies, as well as an overview of the PowerSchool system. Additional Zoom meetings and trainings will be scheduled as needed.

| Date/Time | Zoom Meeting ID | Meeting Password |
|----------------------------|-----------------|------------------|
| Thursday, October 8 @10 AM | 960 4779 6163 | oct8am |
| Thursday, October 8 @ 2 PM | 920 0599 7649 | oct8pm |