

# Intradistrict Communication

DATE: June 4, 2025

TO: All administrators

FROM: Michael Anderson, Associate Superintendent  
Travis Hamblin, Director of Student Services  
McKinley Withers, Health and Wellness Consultant  
Angie Rasmussen, Student Safety and Wellness Specialist

SUBJECT: Summer SafeUT Expectations & CLOSE ALL TIPS

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Administrators,

Throughout the summer, SafeUT tips will continue to be sent through the Dashboard to all individuals assigned. Issues and tips received through SafeUT should continue to be addressed throughout the summer (notifications are not urgent unless otherwise specified and can be addressed within normal working hours). After-hours and urgent notifications will follow regular protocol.

As staff members change at each of your schools, it is important to keep our SafeUT Dashboard up to date. **We will automatically add any changes for your school's administrators, counselors, school psychologists, and school-based clinicians to your school's dashboard starting July 1st.** If you have additional updates, changes, or would like to add or remove individuals, you are encouraged to reach out with any requests.

**Please email McKinley Withers or Angie Rasmussen for any SafeUT changes or updates outside of the known updates mentioned above.** In your email, include the staff members' name, email address, and title in your email. For any individual who would like text message notifications please include a cell phone number. Non-administrative individuals may also request to remove text message alerts.

Please keep in mind that **it is critical that ALL SafeUT tips are "closed" in a timely manner and your schools SafeUT Dashboard is up to date because:**

- When tips are not closed, it appears that the school did not address or respond to the concern.
- The data is used for funding decisions.
- SafeUT uses the feedback to improve how tips are distributed which impacts our work.

Here are some helpful tools for this process:

- [Instructions](#) on how to assign, document, and close a SafeUT tip.
- A [complete training](#) for new dashboard users

If you have any questions, please feel free to contact Angie Rasmussen ([angie.rasmussen@jordandistrict.org](mailto:angie.rasmussen@jordandistrict.org)) or McKinley Withers ([mckinley.withers@jordandistrict.org](mailto:mckinley.withers@jordandistrict.org)).