

JORDAN SCHOOL DISTRICT
Anthony Godfrey, Ed.D., Superintendent of Schools
West Jordan, Utah

Intradistrict Communication

DATE: April 30, 2026

TO: Building Principals
Elementary Administrative Assistants
Secondary Attendance Secretaries
Secondary Registrars

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

SUBJECT: 2026-27 Save the Date: Back-to-School Attendance/Registrar Training

Elementary administrative assistants, secondary attendance secretaries, and secondary registrars are invited to “save the date” for a Back-to-School Attendance/Registrar Training:

When: Friday, August 7, 2026
9:00 AM to 12:00 PM
Where: ASB Auditorium

The training will contain information and updates for the 2026-27 school year. The agenda will be communicated out later this summer.

Due to space limitations, we would ask that only the elementary administrative assistant, head secondary attendance secretary, and secondary registrar for each school attend.

Staff may sign up at the link below to attend. Sign up is not required to attend, but those who sign up will receive a reminder later in the summer with the planned agenda.

<https://docs.google.com/spreadsheets/d/1HNhAMz0go1O6oEOcD29StwNG08SBcoKiEtQAqM-isUQ/edit?usp=sharing>