

The following dates have been scheduled for administrative assistant (user group) meetings this year. These will be held after the September, January, and March Principal meetings, so administrators can be informed about topics and items that will be discussed with their assistants. The 2022-23 schedule is as follows:

- o Elementary Administrative Assistant Meetings, 1:00 p.m.-3:00 p.m.
  - September 22, 2022 ASB Presentation room C100
  - January 12, 2023 ASB Auditorium A109
  - April 13, 2023 ASB Presentation room C100
- o Middle School Administrative Assistant Meetings, 1:00 p.m.-3:00 p.m.
  - September 15, 2022 DO, Room 129
  - January 19, 2023 DO, Room 129
  - April 12, 2023 DO, Room 129
- o High School Administrative Assistant Meetings, 1:00 p.m.-3:00 p.m.
  - September 20, 2022 DO, Room 129
  - January 26, 2023 DO, Room 129
  - April 20, 2023 DO, Room 129
- o Secondary Attendance & Registrar Meetings, 1:00 p.m.-3:00 p.m.
  - September 14, 2022 ASB Auditorium A109
  - January 11, 2023 ASB Auditorium A109
  - April 18, 2023 ASB Auditorium A109

All meeting handouts will still be available at “Documentation” on the Info Systems Gateway page.

We look forward to your participation in these meetings as they are a great resource for Administrative Assistants and Office ESPs to obtain the training and updated information needed for their positions.

If you have questions, please contact Lisa LeStarge at [lisa.lestarge@jordandistrict.org](mailto:lisa.lestarge@jordandistrict.org) or ext. 88120.