

Intradistrict Communication

DATE: August 7, 2025

TO: School Administrators
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: Annual Reminder of Memos from Planning & Enrollment

School staff are requested to review the following memos that contain reminders of time-sensitive information from Planning & Enrollment. The content of these memos has not changed and remains applicable to schools.

- [Initial Enrollment Without Birth Certificate](#)
- [Assigning Discipline Officers and Counselors for New-to-School Secondary Students](#)
- [New Student Grade Level Placement](#)
- [Enrollment of Returning Charter School Students](#)