

# Intradistrict Communication

DATE: August 21, 2025

TO: All Administrators

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

SUBJECT: Back to School SafeUT Reminders

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Administrators,

Please review these SafeUT reminders to start off the 2025-2026 school year.

**It is critical that ALL SafeUT tips are “closed” promptly** and your school's SafeUT Dashboard is up to date. When tips are not closed, it appears that the school did not address or respond to the concern. It can also disrupt feedback and data used by SafeUT to improve the platform or allocate State funds. Email reminders from SafeUT will be sent to the assigned user of any open tip if it is not marked as resolved after two weeks. This email will act as a reminder to close the tip. Every week after that, a reminder will be sent to the District Dashboard Admins (McKinley and Angie) that the tip is still open and should be closed.

To assist with this, school administrators will receive notifications about the number of open tips for your school with the discipline log each week.

## Here are some additional tools to support your use of SafeUT:

- If you are having trouble logging in or forgot your password, [use this link to review](#) the login FAQs. If you are concerned about not receiving tips for your school, contact Angie Rasmussen about a “test tip.”
- Review [this document](#) for a refresher on the different tabs on your dashboard. Be mindful that the “Return Tip” button is **only** used if the tip was assigned to the wrong school (and must be accompanied by a note as to why the tip needs to be re-evaluated and re-assigned). **The “Return Tip” button is not used for false tips or resolved tips.**
- [Instructions](#) on how to assign, document, and close a SafeUT tip.
- A [complete training](#) for new dashboard users.

We have made any personnel updates to your school dashboards that we are aware of, but if you have additional updates, changes, or would like to add or remove anyone, you are encouraged to reach out with any requests. Please email McKinley Withers or Angie Rasmussen ([angie.rasmussen@jordandistrict.org](mailto:angie.rasmussen@jordandistrict.org)). In your email, include the individual’s name, email address, and title in your email. For any individual who would like text message notifications in addition to email notifications, please include a cell phone number.