

Intradistrict Communication

DATE: November 20, 2025

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

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

SUBJECT: District Contact for Attendance and Registrars

The district point-of-contact for secondary attendance secretaries and registrars (including overseeing training for newly hired attendance secretaries and registrars and implementing processes to coordinate and standardize District procedure in these areas) is the Enrollment Consultant in Student Services, currently Caleb Olson. Supervision responsibilities will remain with the site-based administrator.

Elementary administrative assistants will also coordinate processes regarding attendance and registration/enrollment with the Enrollment Consultant in Student Services.

Please direct questions to Caleb Olson, caleb.olson@jordandistrict.org or extension 88251.