

JORDAN SCHOOL DISTRICT

Dr. Anthony Godfrey, Ed.D., Superintendent of Schools

West Jordan, Utah

# Intradistrict Communication

DATE: September 20, 2022

TO: Secondary Principals

FROM: Steven Harwood, Information Systems Support Services & Programming Mgr.  
Chris Richards-Khong, Teaching and Learning Staff Assistant Administrator

SUBJECT: **Dropout Cohort Report**

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In an effort to improve our dropout statistics at the State Board of Education, it is important that we correctly account for each student's enrollment. Each school's current Dropout Cohort report has been provided to registrars by JSD Information Systems in Move It. This is a report of students who will be counted as dropouts for your school. Registrars review each record on this report to determine whether or not an existing dropout exit code can be changed (thus lowering your dropout rate.)

Please connect with your registrars to ensure they are working to enter the corrected information and return the report in the same electronic format as was sent via MoveIt to [jenny.fox@jordandistrict.org](mailto:jenny.fox@jordandistrict.org) in Information Systems by October 1, 2022. They should also send a cc copy to Chris Richards-Khong in Teaching and Learning.

Feel free to contact the Information Systems Help Desk at 801-567-8737 with any questions as you work through this process. The UTREX system is a great help in locating students. (If your registrar doesn't have access to UTREX, you may request access for them by emailing a request to Information Systems.)

crk/cw