

# Intradistrict Communication

DATE: January 8, 2026

TO: All Administrators  
Elementary and Secondary Administrative Assistants  
Secondary Attendance Secretaries  
Secondary Registrars  
Special Education Staff

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

SUBJECT: Emergency Safety Intervention (ESI) Documentation in Cumulative Folders

---

In the December 16, 2025 Principal Meeting, training on an updated process for retaining documentation of Emergency Safety Interventions (or ESIs) was provided. In the training, principals were directed to store a copy of the [Emergency Safety Intervention Report](#) and a copy of the email(s) sent to the parent/guardian in the cumulative folder. Please be mindful of the following when retaining this documentation:

1. Retention of the paperwork in the Skyward cumulative folder is in addition to the requirement to submit the same documentation to [ibat@jordandistrict.org](mailto:ibat@jordandistrict.org) and to [complete the Qualtrics form](#).
2. Documentation should be promptly scanned and uploaded into the cumulative folder.
3. A copy of the email (either printed directly to a PDF or printed and scanned) and the ESI form should be combined into a [single PDF file](#).
4. The file should be uploaded to the student's cumulative folder under the category "ESI-Emer Sfty Interv". The description should include the date and time of the ESI.

Your cooperation with promptly submitting the documentation to the JBAT team and retaining it in the cumulative folder is appreciated.

Please direct questions about the ESI documentation process to Melanie Dawson at River's Edge. Questions about the cumulative folder in Skyward can be directed to Planning & Enrollment or to the Information Systems Help Desk.