

# Intradistrict Communication

DATE: June 19, 2025

TO: Principals  
Assistant Principals

FROM: Michael Anderson, Associate Superintendent  
Travis Hamblin, Director of Student Services

SUBJECT: Panorama Users by Role

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Panorama, the District's Early Warning System will not have usable data from July 1-August 11, 2025 during the annual rollover. Nightly data downloads for the 2025-26 school year will resume on or around August 11, 2025. To ensure that all the appropriate permissions are activated, users by role must be validated by each school.

**There are two (2) roles that must be identified:**

**1. Administrative Roles:**

- a. Have access to all students throughout the school
- b. See all discipline information (number, type, and action of each consequence)
- c. Receive reports about their school and district
- d. Typically, the principal, assistant principal(s), school counselors, school psychologists, and clinical support staff have this access. The administrator may choose others that receive this access (special education team leaders, student trackers, athletic directors, etc.)

**2. Survey Coordinator Roles:**

- a. Receive reports about the school
- b. Have access to all students throughout the school
- c. Should NOT be the school principal
- d. Coordinate survey administration and messaging

Using the [Panorama Administrators and Survey Coordinators](#) please update (if needed) the names of the users (first and last name), select the role, and enter the users district email address. Schools should enter this information **prior to August 1, 2025** to ensure seamless use at the beginning of the school year.

Schools who wish to have their faculty activated should email Travis Hamblin ([travis.hamblin@jordandistrict.org](mailto:travis.hamblin@jordandistrict.org)).