

Intradistrict Communication

DATE: July 18, 2024

TO: Principals
Assistant Principals

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

SUBJECT: Early Warning System – Panorama Users by Role

Panorama, the District's Early Warning System (HB84), will begin nightly data downloads for the 2024-25 school year during the first week of August 2024. 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 [2024-25 Panorama Administrators and Survey Coordinators](#) sheet select your school, list 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, 2024 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).