

JORDAN SCHOOL DISTRICT
Anthony Godfrey, Ed.D., Superintendent of Schools
West Jordan, Utah

Intradistrict Communication

DATE: January 28, 2025

TO: All Principals

FROM: Lisa Robinson, Administrator of Schools
Kim Lloyd, Director of Special Education
Brian King, Ph.D., Assistant Director of Special Education
Mike Trimmell, Ed.D., Special Education Administrator

SUBJECT: IEP Notes on Embrace

We are implementing a change in the process for handling Special Education meeting notes.

We encourage you to use the new Embrace Notes starting now, however, the PDF notes on the Forms page will still be available until March 1st. The PDF notes on the Forms page will no longer be available after March 1st. This adjustment aims to simplify our workflow and enhance accessibility to meeting notes.

You can access Embrace through the Google App Launcher. The document is named, "IEP Meeting Notes and Summary". See the link below for a detailed guide to accessing the Embrace IEP Meeting Notes and Summary document.

If you encounter any access issues, or have questions, please reach out to Brenda Cruz at 801-567-8145, brenda.cruz@jordandistrict.org.

[Embrace Notes Guide.pdf](#)