

Intradistrict Communication

DATE: August 15, 2016

TO: All Principals
All Special Education Staff

FROM: Laura Finlinson, Administrator of Curric./Staff Development & Special Programs
Lisa Robinson, Director of Special Education
Julie Brown, Program Specialist

SUBJECT: Mandatory Special Education Training

In lieu of the Special Education Opening Inservice, the Special Education department has developed compliance training for all special education staff. All elementary and all provisional staff will attend a half-day training. There are 4 sessions available to help disperse the number of staff that will be out of the building. Substitutes may be requested using budget code 1292. Special educators are responsible for arranging coverage. Registration will be through JPLS. Middle and high school career staff will be trained together by Feeder system during a Friday morning PLC to minimize staff being out of the building. The dates, times, and locations for all trainings are below.

All Elementary and Provisional Staff:

September 7, 2016	8:00 a. m. -11:00 a. m.	JATC South Auditorium
September 7, 2016	12:30 p. m. -3:30 p. m.	JATC South Auditorium
September 8, 2016	8:00 a. m. -11:00 a. m.	JATC South Auditorium
September 8, 2016	12:30 p. m. -3:30 p. m.	JATC South Auditorium
September 9, 2016	7:00 a. m. -8:15 a. m.	
	Bingham Feeder	BHS Room E204
	Herriman Feeder	HHS Room 1403
	West Jordan Feeder	WJHS Room E27
September 16, 2016	7:00 a. m. -8:15 a. m.	
	Copper Hills Feeder	CHHS Room 2702
	Riverton Feeder	RHS Room 2305