

Intradistrict Communication

DATE: October 10, 2024

TO: Principals
Assistant Principals
Elementary Administrative Assistants
Secondary Attendance Secretaries
Secondary Registrars

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

SUBJECT: Permit Trainings for the 2025-26 Season

Planning & Enrollment will be hosting four training opportunities for staff to prepare for the 2025-26 permit season, which opens on Friday, November 15, 2024. Sessions will be targeted at a specific audience in order to deliver the most relevant training; however, individuals are welcome to attend any session.

Please register for all sessions using this link: <https://docs.google.com/spreadsheets/d/1oQOm0QgK9ZCte7-IKgdIh5mjQp9d8rmY7UF42YTqCRs/edit?usp=sharing>

Session dates and times are listed below. All sessions will be held in the ASB Auditorium.

Target Audience	Content	Date	Time
School staff processing permits (admin assistants, attendance, registrars, aides).	Session will focus more on PowerSchool and the steps of processing permits.	Tuesday, November 5	9-11 AM
School staff processing permits (admin assistants, attendance, registrars, aides).	Session will focus more on PowerSchool and the steps of processing permits.	Tuesday, November 12	1-3 PM
Principals and assistant principals.	Session will focus more on permit law and what is and is not allowed when making permit decisions.	Tuesday, November 5	1-3 PM
Principals and assistant principals.	Session will focus more on permit law and what is and is not allowed when making permit decisions.	Tuesday, November 12	9-11 AM