

Intradistrict Communication

DATE: October 1, 2026

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

FROM: Michael Anderson, Associate Superintendent
Buddy Alger, Director, Student Services
Scott Festin, Student Services Administrator of Planning

SUBJECT: Permit Trainings for the 2027-28 School Year

Student Services will be hosting training opportunities for staff to prepare for the 2027-28 permit season on Wednesday, October 28, 2026. The Open Enrollment window opens on Sunday, November 15, 2026 this year. This training will be geared towards Administrators overseeing permits in their building and office staff that process applications. It is especially appropriate for administrators and staff that are new to permits. Sessions will not be targeted at any specific audience, so individuals are welcome to attend either session.

Both sessions will be held at the District Office, Room 129. Due to updated security protocols at the District Office, please remember to bring your ID badge.

Please register for all sessions using this link: [2027-28 Permit Training Signup](#)

Date	Time	Location
Wednesday, October 28	9:00-11:00 AM	District Office, Room 129
Wednesday, October 28	1:00-3:00 PM	District Office, Room 129

Permit questions should be addressed to Scott Festin, Student Services Administrator of Planning, scott.festin@jordandistrict.org, x88370