

# Intradistrict Communication

DATE: October 11, 2025

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

FROM: Michael Anderson, Associate Superintendent  
Travis Hamblin, Director, Student Services  
Scott Festin, Planning Consultant, Student Services

SUBJECT: Permit Trainings for the 2026-27 Season

---

Planning & Enrollment will be hosting training opportunities for staff to prepare for the 2026-27 permit season, which opens on Saturday, November 15, 2025. Sessions will not be targeted at any specific audience, so individuals are welcome to attend any session.

Please register for all sessions using this [LINK](#).

Session dates, times, and locations are listed below. Additional training sessions will be added if needed.

Date	Time	Location
Monday, October 27	1:00-3:00 PM	ASB Auditorium (Entrance A)
Tuesday, October 28	9:30-11:30 AM	ASB Presentation Room (Entrance C)

Permit questions should be addressed to Scott Festin, Planning Consultant, [scott.festin@jordandistrict.org](mailto:scott.festin@jordandistrict.org), x88370