





Intradistrict Communication

DATE: November 5, 2016

TO: Principals, Head Secretaries, Attendance Secretaries, Registrars

FROM: Administrators of Schools 
Dr. Anthony Godfrey, Associate Superintendent 
Luann Leavitt, Consultant – Planning & Student Services 
Nancy Ward, Consultant – Educational Support Services 

SUBJECT: Planning & Student Services Permit Training

Our annual Planning & Student Services Permit Training has been scheduled. We will hold two meetings at the ASB Auditorium beginning at 8:30 am. Trainings will be similar so you are welcome to attend the training that works best with your schedule.

- Elementary Training: Monday, November 14, 2016 8:30 am
- Secondary Training: Wednesday, November 16, 2016 8:30 am

This training will include:

- Open Enrollment information/Permits
 - December 1, 2016 – February 17, 2017
- Guardianship/Durable Power of Attorney
- Attendance
- Custodial/Non-custodial
- Entry/Exit Codes
- Student Records – “Move it”
- Educational Support Services
- ESL
- McKinney Vento
- Refugee/Immigrant
- American Indian
- Nursing Services
- Q&A

All school personnel who help with registering new students are invited to attend. Please send at least one person from your school to the training so they can take back and share what they learn at the training. Thank you. RSVP to Shelley Axtell at 801-567-8183.