

JAM: RIS Training for Administrators

Following the release of the 2025-26 FTE V2.0 enrollment projections, the HR Department will provide training for all principals who may need to complete a Reduction in Staff (RIS).

Reduction in Staff (RIS) situations include:

- Budget reductions in account 0050 due to enrollment changes.
- Decrease in classes leading to a reduction in FTE (e.g., from 1.0 FTE to 0.875 FTE).
- Changes in school boundaries.
- Elimination of specific programs.

Training Session Details:

All training sessions will take place at the District Office, Room 129, on the following dates and times:

- Monday, February 10th at 9:00 A.M.
- Monday, February 10th at 2:00 P.M.
- Tuesday, February 11th at 2:00 P.M.
- Thursday, February 13th at 11:00 A.M.

To register for the RIS Training, please click on the following link: [Sign Up](#).

For additional guidance on the RIS process, please refer to the **RIS Flowchart & Timeline** or review the RIS/RIF resource information available at: employment.jordandistrict.org/AdminOnly.

Additional Opportunities:

Please encourage all educators to participate in the **Teacher Transfer Fair** on February 24, 2025, at Bingham High from 4:30 PM to 6:00 PM.

Also, please remind any teachers or educators planning to resign at the end of the current school year (2024-25) about the **\$200 Early Notification Incentive**. They must submit their resignation notice by February 15, 2025.

For a list of employees at your school who have submitted resignation notices in Skyward, please check your HR Dashboard. This list will be updated every Friday.

For any questions, please contact Jane Olsen at jane.olsen@jordandistrict.org or Brittany Bauer at brittany.bauer@jordandistrict.org.