

JORDAN SCHOOL DISTRICT
Anthony Godfrey, Ed.D., - Superintendent of Schools
West Jordan, Utah

Intradistrict Communication

DATE: September 4, 2025

TO: All School Principals
All School Head Administrative Assistants

FROM: Cabinet Members

SUBJECT: Required Finance & Accounting Rules Training

Cabinet members would like every school principal and the head administrative assistant to receive training on District finance and accounting rules. This is a required training and both the principal and administrative assistant should attend together, side-by-side.

Please use the following form to sign *both of you* up for a training session:

<https://forms.gle/VccJT6e4bhMtfWGx9>

Available Dates:

DATE	TIME	LOCATION
Friday, October 3, 2025	12:00 – 3:00 pm	District Office, room 129
Tuesday, November 25, 2025	12:00 – 3:00 pm	ASB Auditorium
Tuesday, January 20, 2026	1:00 – 4:00 pm	ASB Auditorium
Friday, February 13, 2026	1:00 – 4:00 pm	ASB Presentation room
Friday, March 6, 2026	1:00 – 4:00 pm	District Office, room 129
Friday, April 17, 2026	1:00 – 4:00 pm	JATC South