

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

Intradistrict Communication

DATE: August 8, 2024

TO: Building Administrators
Elementary Administrative Assistants
Secondary Attendance Secretaries
Secondary Registrars

FROM: Michael Anderson, Associate Superintendent
Travis Hamblin, Director, Student Services
Caleb Olson, Enrollment Consultant, Student Services

SUBJECT: Zoom Meetings: Enrollment Q&A and Secondary Enrollment Release

There have been a number of similar questions from schools about enrollment, residency, and digital cumulative folders. Additionally, we have a new process ready in Skyward for secondary schools to enter and track enrollment changes/releases.

To facilitate answering questions on these issues and provide training to secondary registrars/attendance staff about the new enrollment change process, I have scheduled Zoom meetings at the following dates/times:

Friday, August 9, 9:30 AM
Friday, August 9, 3:30 PM
Monday, August 12, 1 PM

Additional dates may be added if needed. All meetings will begin with enrollment Q&A before ending with training on secondary enrollment releases.

All meetings will use the Zoom information below:

Zoom Link: <https://uetn-org.zoom.us/j/2819257773?pwd=cTcvVdGb1FhdVE2aExhcXNkdFc0UT09>
Meeting ID: 281 925 7773
Passcode: 5dAycW

School staff may submit questions/issues/concerns in advance, if desired, by sending them to Caleb Olson via email.