

# Registrar Cover Letter

984 Mertz Viaduct West Don, ID 41790

**Dear Alexis Sawayn,**

Please consider me for the registrar opportunity. I am including my resume that lists my qualifications and experience.

Previously, I was responsible for leadership for Student and Enrollment Services with the administrative software system related to students.

Please consider my qualifications and experience:

- Preferred strong experience with Banner system
- Proficient with data analytical tools such as MS Excel and Argos (Evisions) or other report writing software
- Lead the school-wide attendance process by forming and scheduling school-wide attendance committee meetings, sending attendance letters, and monitoring escalation
- Manage the district withdrawals process
- Monitor the process of incoming and outgoing records requests
- Supervise an attendance clerk and a records clerk
- Maintain an active role in the review and finalization of state reporting
- Previous experience as a school registrar or in a school district administrative role

**Thank you for taking your time to review my application.**

Sincerely,

Sam Weber