

# Intradistrict Communication

DATE: December 1, 2022

TO: High School and Center-Based School Principals  
High School Special Education Team Leaders

FROM: Lisa Robinson, Administrator of Schools  
Kim Lloyd, Director of Special Education

SUBJECT: Destruction of Special Education Records

School districts are required to keep special education records five years past the student's twenty-second birthday. In compliance with the Family Educational Rights and Privacy Act (FERPA), Jordan School District must notify parents and afford them the opportunity to receive special education records before destruction of those records can occur.

As of January 31, 2023, such notice will have been advertised to parents for students whose **birthdates are prior to September 1995** (i.e., students who are 27 years of age). Any records for students over the age of 22 will be stored off site until they are ready to be destroyed when the student turns 27 years of age.

1. A process is in place to prepare files for off-site storage. To view this process, go to the Special Education website and click the Records Destruction tab.
2. An electronic list must be submitted to Sandra Rhees at [sandra.rhees@jordandistrict.org](mailto:sandra.rhees@jordandistrict.org). The list must contain information which identifies each student's name, birthdate, and student number for all files to be destroyed.
3. Our office will review the list and notify the school team once it is verified that the records may be submitted for destruction and will schedule a pick up for the files.
4. Records to be destroyed will be retained for 5 years at the State Archive facility, then they will be automatically destroyed. Records can be accessed during that five-year period.
5. Please remember that the **Utah State Records Retention Schedule mandates that student transcripts be retained permanently.**

If you have questions, please call the special education teacher specialist assigned to your school, or Sandra Rhees at 801-567-8294.

cc: Michelle Webster, Placement Office  
Travis Hamblin, Student Services  
Sandra Riesgraf, Communications