

Intradistrict Communication

DATE: February 13, 2020

TO: Principals
Elementary Administrative Assistants
Secondary Registrars

FROM: Administrator of Schools
Michael Anderson, Associate Superintendent
Travis Hamblin, Director, Student Services
Caleb Olson, Consultant, Planning & Enrollment

SUBJECT: Elementary, Middle and High School Non-Transferred Student Files Retention Schedule

Schools will periodically have files of students who have attended Jordan School District in grades K-8 and never attend grades 9-12. In the event that a transcript was never created and the student's cumulative folder was never requested, the student's cumulative folder then becomes the record to retain permanently as required by law. These records are to be handled as follows (refer to "[Cumulative Permanent Records Guidelines](#)" and "[Records Retention](#)" in the [Planning & Enrollment Manual](#)).

Non-transferred Records (Dead Files):

Non-transferred student cumulative/permanent records of students in grades kindergarten through 8 shall be held in that school until the student's grade level is advanced to the next school level. (i.e., 6th grade records are sent to the feeder middle school and 9th grade records are sent to the feeder high school each June). Once at the feeder high school the record shall be retained three (3) years after the student would have graduated. At the end of three years these records shall be transferred to the Planning & Student Services Department each year by June 30 and then sent to the State Records Center and retained for 17 years and then transferred to the State Archives permanently.

The following remain in the file:

- *achievement test scores,*
- *copies of report cards,*
- *health records, and*
- *pertinent information concerning the student*

Examples of these files may include:

- A student who attended Jordan School District in grades K-8 and never attended a public high school in the State of Utah grades 9-12.
- The death of a student – a certified copy of the cumulative folder should be retained and the family may be given the original if requested.

Please refer to UTREX to make sure the student has not attended a school within the State of Utah before sending the files to Planning & Student Services for retention. If they are active in another school within the State, contact that school and have them officially request the record. If you do not have a UTREX username/password, one may be requested from Information Systems at the principals written (e-mail) request.

Please contact Planning & Enrollment in Student Services at 801-567-8183 with any questions.