

Intradistrict Communication

DATE: January 20, 2017

TO: Principals
Elementary Administrative Assistants
Secondary Registrars

FROM: Administrator of Schools
Dr. Anthony Godfrey, Associate Superintendent of Schools
Luann Leavitt, Consultant, Planning & Student Services

SUBJECT: Elementary and middle school non-transferred student files Retention Schedule

A school 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 page 51 in the Planning & Student Services Manual).

Non-transferred Records (Dead Files):

Non-transferred student cumulative/permanent records of students in grades kindergarten through 8 shall be retained at the elementary or middle school until 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.

Questions, please contact Student Services at 801-567-8183.

Thank you.