

# Intradistrict Communication

DATE: May 11, 2023

TO: Principals  
Elementary Administrative Assistants  
Secondary School Registrars

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

SUBJECT: Permanent Records – Transfer Processes and Procedures

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Permanent records for students leaving the school (either a boundary change or 6<sup>th</sup> and 9<sup>th</sup> grade advancement) need to be delivered **in person** to the appropriate school by the **sending schools staff**. Records need to be delivered on or before **June 12, 2023**. This record transfer **MAY NOT** be done through secure district mail if the quantity of records being sent from one location to another is greater than ten (10) total files.

The receiving school will need to check the student list against each permanent record to assure all permanent records were received. Each bundle must be accompanied by two (2) alphabetized lists which includes the name of the sending school and receiving school. Computer lists or PDM's may be used.

Dead files that did not earn high school credit should be kept at the school of origin for three years post-separation before destruction. Dead files that earned high school credit should be transferred to the boundary high school for retention with other files of the same cohort.

## General Permanent Record Transfer Procedures (Policy AS61):

- A parent release is not required when transferring student records from one school to another.
- Any school receiving a written request to forward a copy of a transferring student's record to the new school shall comply within 30 days of the request, and within 10 days of the request for a military child's records, unless the record has been flagged as a "Missing child," in which case the copy may not be forwarded and the requested school shall notify the police department.
- Transfer the **ORIGINAL** records for students in grades K through 8.
- A **CERTIFIED COPY** of the cumulative/permanent record along with the original health record (Utah School Immunization Record) of students in grades 9 through 12 shall be transferred to requesting schools outside of Jordan School District. The **ORIGINAL RECORDS** and a copy of the health record of students in grades 9 through 12 shall be archived at the Jordan District high school.
- Maintain a record of the date the record transfer request was received and the date and school where the record was sent.