

Intradistrict Communication

DATE: February 4, 2021

TO: Administrators
Administrative Assistants
Secondary Registrars
Special Education Team Leaders

FROM: Michael Anderson, Associate Superintendent
Travis Hamblin, Director of Student Services
Norman Emerson, Consultant, Instruct Supp Services / Fine Arts
Caleb Olson, Consultant, Planning & Enrollment

SUBJECT: Secure District Mail

Jordan School District currently lacks a method to securely transfer hard copy files from one location to another. The present method for secure transfer of files requires either shipment through certified USPS mail or third-party courier or for an administrator or staff member to physically transport the file from the sender to the receiver and obtain signatures. For large quantities of files and end-of-year transfers, this is the only practical method, but single-file transfers quickly become cumbersome or costly for individual schools.

In an effort to simplify and streamline the intra-district secure transfer of individual files, effective February 16, 2021, the District will implement a new program called **Secure District Mail (SDM)**. SDM will allow a school or department to transfer sensitive or confidential information in single file quantities to another location inside the district without needing to hand deliver the file or pay for certified USPS mail delivery. This program supplements the current District interoffice mail system and will only be used for the secure transfer of single files from one district entity to another. The traditional District interoffice mail system and mail bags will continue to be used for files that are not sensitive or confidential. Schools may also choose to continue to use approved secure file transfers currently in use.

At this time, the Payroll Department will not accept deliveries through SDM. Continue to use the existing scanning and electronic delivery methods in place for forms and documents sent to Payroll.

Each school or department needs the following to participate in SDM:

- **Photocopies of the SDM Form on pink copy paper.** The form must be done on pink paper to allow SDM envelopes to stand out from normal district mail. The form is available on Planning & Enrollment's website under "Forms/Resources" > "For Schools".
- **Tamper-evident tape.** A tamper-evident tape is one where the tape, if removed, leaves behind a message or other indicator that the file has been disturbed. This tape can be purchased from the District warehouse (catalog number 5108361, \$7.93 per roll)
- **Standard manila envelopes.** Because SDM envelopes must be sealed with tamper-evident tape, envelopes cannot be reused and must be discarded. A "gently used" envelope for standard District mail may be used if the SDM form covers the list of previous recipients. For single files that are unable to fit in a manila envelope (such as special education files), a reasonably-sized small box may be used.
- **A contact person for SDM pickup and delivery.** The mailbags used for traditional District interoffice mail cannot be used for SDM deliveries. SDM requires documentation of the chain of custody, so files must be signed for when picked up and delivered. A staff member working in the main office of the school should be responsible

for keeping SDM files until District mail pickup and for signing in/out deliveries. Schools or locations who have their District mail deliveries before the office is open will need to establish where and how SDM envelopes will be stored with District mail staff.

The process for sending a file through SDM is as follows:

1. The sender prepares the file and puts it in an envelope or, for larger special education files, an appropriately-sized box. Tamper-evident tape should be used to seal the envelope or box. Space is provided on the SDM form to attach the form to the envelope or box with the tamper-evident tape (although attaching the form can also be done with regular packing tape if the school wants to use the tamper-evident tape more conservatively).
2. The SDM mail form is completed. The form includes a "Subject" line for reference. This subject line should not include personally identifiable information (PII) about students or staff. Student ID numbers are acceptable when used in place of (not in addition to) the student's name.
3. When the sender delivers the SDM package to the contact person/location, they should sign and date that they are releasing the package to that person/location. If SDM packages will be held by a staff member until District mail staff arrive, the staff member should sign and date to release the package to the District mail staff. SDM packages should be secured outside of school hours.
4. District mail staff will sign the form when they take custody of the SDM package. If feasible in their routes, an SDM package may be delivered the same day. If not, the form will be signed by District mail staff when they take custody of the package.
5. When the SDM package is delivered, the final recipient should make a copy of the signed and completed SDM form and send it back to the sender (through regular district mail) as proof of delivery. The original copy stays with the file or folder that was transferred.

Planning & Enrollment staff will host two brief Zoom trainings on Friday, February 5, 2021. These trainings are open to any District staff who may be interested in or responsible for handling or processing Secure District Mail. The morning meeting will be recorded and made available in the [Planning & Enrollment Canvas course](#) (employees who have never used Canvas for professional development should contact Caleb Olson to receive an invitation to create an account and join the course).

Date	Time	Zoom Meeting ID	Passcode
Friday, February 5, 2021	10:00 AM	868 2708 9273	408413
Friday, February 5, 2021	2:00 PM	825 5003 2808	127954

