

JORDAN SCHOOL DISTRICT  
Dr. Patrice A. Johnson, Ed.D. - Superintendent of Schools  
West Jordan, Utah

## Intradistrict Communication

Date: May 10, 2017

To: All Administrators  
All Administrative Assistants

From: Patrice Johnson, Superintendent of Schools  
John Larsen, Business Administrator

Subject: **Social Security Numbers and Year of Birth**

It recently came to our attention that some departments and schools may have staff lists that contain Social Security Numbers and year of birth. Although well intentioned, their mere existence can be problematic. In our continuing efforts to ensure personal information stays private, we ask that you purge all Social Security Numbers and year of birth from all staff lists, electronic or otherwise.

Administrators and Administrative Assistants should meet to verify that all data on lists described above are purged. If you have questions, please contact your Cabinet level administrator and discuss your concern with him or her.

Thank you!