




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

## Intradistrict Communication

DATE: May 8, 2017

TO: All School Principals  
Administrative Assistants, ES/MS/HS

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

SUBJECT: Transferring Student Permanent Records; JSD Policy AS61

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The following information is provided to clarify procedures regarding this subject:

- 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.

- **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., 6<sup>th</sup> grade records are sent to the feeder middle school and 9<sup>th</sup> 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 the graduation cohort for that student, 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 20 years and then transferred to the State Archives permanently.
- "Dead Files" should be designated as such and sent in a separate box as they are transferred from school to school so we can continue to monitor those students in UTREX. If the student enrolls anywhere in the State through UTREX, transfer the file to the most recent school and record the transfer date and location of where the record was sent.