PLANNING & ENROLLMENT
Student Services Department
7387 S. Campus View Drive • West Jordan, UT 84084
PHONE: 801-567-8251 • FAX: 801-567-8061

Records Transfer Form

Student records contain personally identifiable information and are confidential as defined by FERPA. Complete this form whenever a student record is delivered or received in person. JSD intra-district mail may **NOT** be used to transfer student records between schools. One form may be used for multiple students.

School: _____ School Year: _____

Student Name		Transfer Date	Transfer Method	Delivered By	Receiving School	Received By	
Last Name	First Name			PRINT NAME		PRINT NAME	SIGNATURE