

Seal envelopes/boxes with tamper-evident tape.

Attach form with in this area with packing tape.

## JORDAN SCHOOL DISTRICT - SECURE DISTRICT MAIL

Secure District Mail may be used to transfer single or multiple copies of the same files, documents, or reports.

End-of-year mass transfers of files between entities must be done in person.

**To:**

**From:**

**Contents:**

No student names or personally-identifiable information!

**File Type / Item Description**

**Quantity**

**Date/Time**

**Released By / Location**

**Received By / Location**

**Notes / Comments**

RECEIVER: Make a copy of this form and return to the sending individual, school, or department as proof of delivery.