

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 files, documents, or reports.
End-of-year mass transfers of files between entities must be done in person.

To:

From:

Subject:

No student names or personally-identifiable information!

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. Keep original with the received file.