

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: <small>No student names or personally-identifiable information!</small>	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.

COPY FORM ON PINK PAPER