

**Department of Special Education**  
**Confidential File Transfer Procedure**

To: Special Education Teachers  
From: Linda Hale, File Management, Ext. 5137

Please use this as a guideline to assure safe transmittal of confidential files.

- Use a pink Verification Receipt with all transfers.
- Include a printed exit SCRAM with all Inactive files coming to the District Office (when one is available to you on Power School– but it isn't yet. Sorry )
- If you are unsure of where a child has gone, please check first with the PowerSchool Secretary at your school. The PowerSchool Secretary will be able to tell you what school a student is currently attending or can tell you if the child has moved out of the District and become Inactive. (Charter Schools count as Out of District-file to me, please)
- Please be aware that some of our older, Inactive files have been scanned into an archiving system. If you need an old file (more than 3 years old), notify me to print it out.

**In-District Transfers:** (Does not include Charter or Private schools) When a student moves in-District, the sending teacher needs to transfer the file to the new school, or the receiving teacher can pick it up, by:

1. **Preferred Procedure:** *Hand deliver* the file to the new school's primary server/Department Chair. The sending and receiving teachers need to decide how the file is to be transferred, or
2. **Alternative:** Send the file through District Mail in the expansion envelope with receipt verification. *Follow-up is required* by the sending school within one week of transfer to assure that the file is received by the new teacher.

**Out-of-District Transfers:** (Including Charter and Private School Transfers) When a student moves out-of-District, the sending teacher needs to transfer the file to Linda Hale at the District Office by:

1. **Preferred Procedure:** Files need to be hand delivered to the District Office with any records request if one has been sent to the school, or
2. **Alternative:** Send the file through District Mail to the District Office for processing, with a records request if one has been sent to the school. Use the expansion envelope with receipt verification.

**Transition Files:** Active student files moving to a new grade level and/or new feeder school *must be hand delivered* to the Dept. Chair of the new school at the end of each school year. Inactive student files, for students no longer receiving services/who are transitioning to a new grade level, need to be *hand delivered* to the District Office at the end of the school year as part of the yearly check out process.

**Graduating Students:** Files need to be *hand delivered* to the District Office at the end of each school year with SCRAM documentation of exit status: Grad with Diploma; Grad with Certification; or transition to Post High.

**Unknown:** If the status of a confidential file is unknown, check with the PowerSchool Secretary at your school to determine the current location of the child or if he has moved out of District. If it's still

unclear what has happened to the child, email Linda Hale at the District Office to research further, or get her the file with a note of explanation.

**Inactive Files:** Using the guidelines above, hand deliver or send files through District Mail to Linda Hale at the Dept. of Special Ed. Be sure to use receipt verification.

**Requests for Records:** Faxed or written requests for confidential records can be forwarded to Linda Hale at the District Office. Please include the file, if it's still at the school. Teachers should let anyone requesting by phone know that they need to fax a written request to Linda at the District Office at 435-634-5859. The District Office Dept of Sp Ed copies and logs all file activity. Please remember: Never send a file to a school out of our District. ***We never send originals to new schools.*** All copies are made and sent by the District Office.

**Scanned Files:** Some of our older files have been scanned into an archiving system. Files that have been scanned which become Active again will be printed out and given to the requesting school.

**Contact Linda Hale at 673-3553, Ext. 5137, if you have any questions.**

**Thanks for all you do to make special education successful.**