**Jordan School District**

**Transfer of Special Education Files**

School:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School Year:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please return this form to the school of origin after transferring any files.

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| Name of Student | Date of Transfer | Methodof Transfer | Delivered By | Receiving School/District | **Print** Name of Team Member Receiving File | Received By/Signature |
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**Directions for using this form:**

-Fill in all fields in the rows provided for each transfer. One form may be used for the entire year and may be used by multiple team members at your school when transferring files. When giving records to the receiving team, **print the name** and obtain the signature of the team member receiving the file at the receiving school in the column “received by/signature”: (note: for files sent through US mail, leave signature blank). File and retain forms in a central location where team members can readily refer to them. (Reference: JSD Special Education Guidelines Manual, 2009).

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| --- | --- | --- | --- | --- | --- | --- |
| Name of Student | Date of Transfer | Method of Transfer | Delivered By | Receiving School/District | **Print** Name of Team Member Receiving File | Received By/Signature |
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