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**Canyons School District**

**Procedure for Transferring Special Education Files**

**OUTGOING FILES**

1. To send a file to another school you ***must*** have a *written* Request for Records from the school requesting the file (a telephone call does ***not*** substitute a written request).
2. Record the request on your File Transfer Record Form (found on the Weebly).

* Send the entire file to any public or charter school in Utah.
  + Check the Utah State Office of Education (USOE) at <http://schools.utah.gov/main/> if you are unsure about a school classification.
  + Include a Receipt for Confidential Student File form with each file you send.
  + When the form is returned place it in your File Transfer Binder.

1. If the file is being sent out-of-state or to a private school *DO NOT SEND THE ORIGINAL FILE, SEND ONLY COPIES.*

* The original file is retained in your inactive files for five years and then sent to the state archives.

1. Make copies of the most recent (when sending out of district, out of state or private school):

* IEP
* Referral
* Permission to Evaluate
* Team Evaluation Summary (ERS)
* Determination of Eligibility
* Behavior Intervention Plan (if applicable)
* Initial Placement Form
* Change of Placement (if applicable)
* Health Care Plan (if applicable)

1. Give the copies/file requested to your school secretary to mail ***with*** the Certified Mail Ticket.
   * Your school’s front office will send the file using e-certify mail.
2. When sending files within Canyons School District send via district mail.
   * Include a Receipt for Confidential Student Files with each file sent.
   * Record on your File Transfer Record form when and where you sent the file.

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