Student enrollment and registration records (GRS-1500) (DISCONTINUED)

Utah General Retention Schedule

Description
These records capture the necessary information to enroll a student in a particular school and document their course of study. Information includes enrollment, attendance, absence, and tardiness. The application process of those seeking to home school or participate in alternative programs is included in this schedule.

Retention and Disposition
Retain for 4 years, and then destroy records.

Retention Justification Note
Accurate attendance is used to obtain state and federal funding.

Appraisal
These records have administrative value(s).

Categories
Education

Effective
06/2019 – 06/2019

Previous Schedule Number
SD-17-26