

# Exchange student records (GRS-1488)

## Utah General Retention Schedule

### Description

This State Office of Education form is used to document students within the district participating in student exchange programs in accordance with UCA 53A-2-206 (2012) and the Utah Administrative Code, R277-612-3 (2013). Each state has an authorized exchange student quota and each student is authorized by the State to participate in the program. The application includes exchange student's name, local address, host family information, high school, school year, and entry and exit dates.

### Retention and Disposition

Retain for 4 years after separation, and then destroy records.

### Appraisal

These records have administrative value(s).

### Categories

Education

### Effective

10/1998

### Previous Schedule Number

SD-17-13