

# Student enrollment registration records (GRS-1557)

## Utah General Retention Schedule

### Description

These enrollment forms are completed by the parents (or guardians) of all enrolled students for reference use during the school year. They include the date, pupil's name, grade, social security number, birthdate and place, sex, age, pupil's home address and telephone number; mother's and father's/legal guardian's full names, business, and home telephone numbers; name, address, telephone number, and relationship of person authorized to pick up child in case of emergency; medical information including physician's name or medical group and telephone number; indication whether child is allergic to any medication and whether child is currently taking any medication; school last attended (name, address, and telephone number); and parent's or guardian's signature. The enrollment form may also include language spoken at home, names and birthdates of siblings, kindergarten preference (morning or afternoon), whether birth certificate was verified, and teacher's signature.

### Retention and Disposition

Retain until superseded, and then destroy records.

### Categories

Education

### Effective

06/1999 – 07/2014

### Previous Schedule Number

SD-19-49