

Student membership summary records (GRS-1559)

Utah General Retention Schedule

Description

This report is completed on student enrollment and dropouts as of October 1. It is used to qualify for state funding. Individual schools directly update the State computer system. The report is printed, signed and audited by district external auditors and sent to the State Office of Education. The report includes student enrollment by school, by grade, and ethnic group. The report also includes the dropout report.

Retention and Disposition

Retain for 3 years, and then destroy records.

Appraisal

These records have administrative value(s).

Appraisal Note

Value of records is based on their usefulness for carrying out the agency's current business.

Categories

Education

Effective

06/1999

Previous Schedule Number

SD-19-51