

Student registration records (GRS-1560)

Utah General Retention Schedule

Description

These forms are completed for all enrolled students registering for specific classes. They are used to notify students of course requirements and to register for specific classes. The forms include grade, student's name, parent's/guardian's signature, birthdate, sex, and address and telephone number, course requirements for grade level, listings of courses (required, resource, elective, etc.), and indication of class selections.

Retention and Disposition

Retain for 1 year, and then destroy records.

Appraisal

These records have administrative value(s).

Categories

Education

Effective

10/1999 – 07/2014

Previous Schedule Number

SD-19-52