

# **Student report cards (GRS-1561)**

## **Utah General Retention Schedule**

### **Description**

These cards document official term grades. They are sent at the end of each trimester/quarter. They are used for reference purpose. The report cards include student's name and identification number; grade level; school; district; school year; subject; teacher's name; period; grades for first, second, and third terms; current term's citizenship grade, days absent and tardy per period; term grade point average; parent's or guardian's name and address; and telephone numbers for parents/guardians to call for questions. The grades are recorded in the cumulative file.

### **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-19-53