

Student withdrawal records (GRS-1605)

Utah General Retention Schedule

Description

This form documents student school transfer requests. After the form is submitted the school sends the student's records to the receiving school. A copy is given to the student. The form includes address, and telephone number of school transferring; student's name, birthdate, date, Utah state identification number, last date attended, sex; parent's name and new address; new school; whether student is receiving additional school services; indication whether fees paid, library books returned, cumulative folder completed; and if parent was given a copy of immunizations and academic progress.

Retention and Disposition

Retain for 1 year, and then destroy records.

Appraisal

These records have administrative value(s).

Categories

School District

Junior High/Middle School

Effective

10/1999 – 08/2008

Previous Schedule Number

SD-21-40