

# **Student injury report (GRS-1644)**

## **Utah General Retention Schedule**

### **Description**

This report is completed by school personnel immediately after a severe student injury and copies are then submitted to the district office and the State Child Injury Prevention Program. An injury is considered severe if it requires the loss of a half day or more of school or warranted medical attention or was required to be reported by district policy. The form includes child's name, parent's name, district name and number, school name and number, student's sex, birthdate, grade, accident's date and time, number of days absent, action taken by school/guardian and parent, nature of injury, area affected, contributing factors, period, surface, location, activity, equipment, injury description, signature of person making report, title code, and principal's signature. The state's copy is retained for five years.

### **Retention and Disposition**

Retain for 4 years, and then destroy records.

### **Categories**

School District  
High School

### **Effective**

12/1999 – 08/2008

### **Previous Schedule Number**

SD-22-46