

**This schedule has been discontinued.**

## **School weekly attendance and meals served sheet (GRS-1565) (DISCONTINUED)**

### **Utah General Retention Schedule**

#### **Description**

These weekly sheets report on daily student absences and meals served. Each morning the sheets are placed in teacher's boxes and they record the absences and meal counts. The sheets are then sent to the office and information is entered into the computer after lunch is served. They are used to create attendance and lunch reports. The sheets include teacher's name, dates, students names, absence, and lunch preference (hot, cold, or milk).

#### **Retention and Disposition**

Retain for 1 year, and then destroy records.

#### **Categories**

Food Service  
Education

#### **Effective**

06/1999 – 04/2018

#### **Previous Schedule Number**

SD-19-57