

Absentee tally (GRS-2122)

Utah General Retention Schedule

Description

This tally is completed daily by the teacher to report absent students. It is taken by a student each morning to the school's office. The information may be used to confirm absences. This form includes the student's name, teacher's name, and date.

Retention and Disposition

Retain until absences are verified, and then destroy records.

Appraisal

These records have administrative value(s).

Categories

School District

Elementary School

Effective

06/1994

Previous Schedule Number

SD-1(94)-1