

Student attendance records (GRS-1500)

Utah General Retention Schedule

Description

Minors between age 6 and 18 are legally required to attend school. These are records of student enrollment, attendance, absence, and tardiness.

Retention and Disposition

Retain for 4 years, and then destroy records.

Retention Justification Note

attendance records may be required for up to four years to validate attendance requirements for graduation. Accurate attendance is also vital to obtaining state and federal funding.

Appraisal

These records have administrative value(s).

Categories

Education

Effective

12/2018

Previous Schedule Number

SD-17-26