This schedule has been discontinued.

School annual statistical report (s-3) (GRS-1389) (DISCONTINUED)

Utah General Retention Schedule

Description
This is an annual three-part report submitted to the State Office of Education on student enrollment, adult education, and staffing levels. It is used to create the state annual report. All figures are certified. The first part is a membership summary containing the year-end enrollment and aggregate days memberships including statistics on high school graduates, fee waivers, drivers' education, youth-in-custody, immunizations, fire drill compliance, out-of-district tuition paid students, and incidents of delinquency activity. The second part reports on full time equivalent (FTE) and racial background for all classified employees and summer school certified personnel. . The third part reports on all adult basic education and adult high school programs.

Retention and Disposition
Retain for 5 years, and then destroy records.

Appraisal
These records have administrative value(s).

Categories
Education

Effective
06/1997 – 12/2018

Previous Schedule Number
SD-9-2