

Student enrollment and registration records (GRS-1500)

Utah General Retention Schedule

Description

These records capture the necessary information to enroll a student in a particular school and document their course of study. Information includes enrollment, attendance, absence, and tardiness. The application process of those seeking to home school or participate in alternative programs is included in this schedule.

Retention and Disposition

Retain for 4 years, and then destroy records.

Retention Justification Note

Accurate attendance is used to obtain state and federal funding.

Appraisal

These records have administrative value(s).

Categories

Education

Effective

06/2019

Previous Schedule Number

SD-17-26