

# Registration fee report (GRS-2195)

## Utah General Retention Schedule

### Description

This computer report serves as a billing for student fees. A copy of the student's schedule is sent to the student during the summer to make any changes if necessary. Fees are published in the local newspaper at least three weeks before school starts. At registration, the student picks up their final schedule stamped with the fees owed. A stamped copy of the report is given to the student as a receipt when fees are paid. It is used to verify fees paid and deposited. The report includes student's name and identification number, grade, sex, fee description, amount, totals, and date paid.

### Retention and Disposition

Retain for 4 years, and then destroy records.

### Categories

School District

Secondary Schools

### Effective

06/1994

### Previous Schedule Number

SD-2(94)-30