

Student information card (GRS-2204)

Utah General Retention Schedule

Description

These cards are completed by the parents or guardians of each middle school student at the beginning of the school year. They provide basic information on all students and are used for reference purposes. The card includes date, student's name, birthdate, grade, sex, mailing address and telephone number, father's name and work telephone number; mother's name and work telephone number; indication with whom the student lives; name, relationship, and telephone number of person to contact in case of an emergency; physician's name and telephone number; whether the student has any special medical concerns; and a signed statement notifying parent that the school has a closed campus and student cannot be released without custodial parent's written consent.

Retention and Disposition

Retain until superseded, and then destroy records.

Categories

School District
Secondary Schools

Effective

06/1994

Previous Schedule Number

SD-2(94)-39