

Absentee tally (GRS-2415)

Utah General Retention Schedule

Description

This tally is completed daily by the teacher to report absent students. It is picked up each morning and taken to the school's office by a sixth grader. The information is used to create a list used by volunteers to call parents. This form includes the parents' name, date, list of students absent, and comments.

Retention and Disposition

Retain for 1 year, and then destroy records.

Categories

School District

Elementary School

Effective

12/1992

Previous Schedule Number

SD-1(264)-1