

This schedule has been discontinued. Please use GRS-1501: Student enrollment and registration.

Attendance records (GRS-1512) (DISCONTINUED)

Utah General Retention Schedule

Description

These records document student attendance. They are used to create reports. They include biweekly bubble sheets, computer reports, and term-to-date reports. The biweekly bubble sheets record hourly student attendance and are scanned daily. They serve as a worksheet for the district's attendance system. The daily computer report is a compilation of all student absences and is printed at the end of the day. The term-to-date report is a computer report that records all student absences by classes. It is printed weekly and is given to each teacher for verification. The records include date, district and school codes, grade, student's name and number, days absent, days tardy, and totals.

Retention and Disposition

Retain for 1 year, and then destroy records.

Appraisal

These records have administrative value(s).

Categories

Education

Effective

10/1999 – 07/2014

Previous Schedule Number

SD-19-4