

**This schedule has been discontinued.**

## **Student injury report (GRS-1603) (DISCONTINUED)**

### **Utah General Retention Schedule**

#### **Description**

This report is completed by school personnel immediately after a severe student injury and a copy is then submitted to the State Child Injury Prevention Program. An injury is considered severe if it requires the loss of a half day or more of school or warranted medical attention or was required to be reported by district policy. The form includes child's name, parent's/guardian's name, district name and number, school name and number, student's sex, birthdate, grade, accident's date and time, number of days absent, action taken by school and parent/guardian, nature of injury, area affected, contributing factors, period, surface, location, activity, equipment, injury description, signature of person making report, title code, and principal's signature. A copy may also be sent to the district office. The state's copy is retained for five years.

#### **Retention and Disposition**

Retain for 7 years, and then destroy records.

#### **Appraisal**

These records have administrative, and/or legal value(s).

#### **Categories**

Junior High/Middle School  
School District

#### **Effective**

10/1999 – 08/2008

#### **Previous Schedule Number**

SD-21-36