

**This schedule has been discontinued.**

## **Student membership summary report (student information system) (GRS-1604) (DISCONTINUED)**

### **Utah General Retention Schedule**

#### **Description**

This computer report is required to be completed on student enrollment as of October 1 of each year to qualify for state funding. Secondary schools directly update the computer Student Information System (SIS) Program and submit a report to the district office. The report includes district, school, code number, grade, enrollment as of October 1 (girls, boys, totals), special education students (boys, girls, totals), total enrollment and enrollment by race and ethnicity.

#### **Retention and Disposition**

Retain for 3 years, and then destroy records.

#### **Appraisal**

These records have administrative value(s).

#### **Categories**

Junior High/Middle School  
School District

#### **Effective**

10/1999 – 08/2008

#### **Previous Schedule Number**

SD-21-37