

**This schedule has been discontinued.**

## **Student withdrawal records (GRS-1605) (DISCONTINUED)**

### **Utah General Retention Schedule**

#### **Description**

This form documents student school transfer requests. After the form is submitted the school sends the student's records to the receiving school. A copy is given to the student. The form includes address, and telephone number of school transferring; student's name, birthdate, date, Utah state identification number, last date attended, sex; parent's name and new address; new school; whether student is receiving additional school services; indication whether fees paid, library books returned, cumulative folder completed; and if parent was given a copy of immunizations and academic progress.

#### **Retention and Disposition**

Retain for 1 year, 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-21-40