Student Record Checklist

The following items must be contained in each student record :

_____Enrollment Agreement
_____Ohio Student Disclosure Form
_____High School Transcript (If required for enrollment)
_____Attendance records
_____Program and course enrollments
_____Conduct reports
_____Student Progress Reports and Academic Transcripts
_____Externship Evaluations (If applicable)
_____Record of Tuition and Fees Paid
_____Job Placement (Applies to graduates. Schools may also keep separate placement records)

Ohio Administrative Code Section 3332-1-08

(A) All schools shall maintain appropriate student records of the tuition fees paid, basis for admission, program enrollment, daily attendance, student evaluation, and progress toward a degree, diploma or certificate. These records must be maintained for a period of five years by the school, its successors or assigns. Academic records (transcripts) must be retained permanently. Any changes or alterations to student records must be accurately documented and signed by an appropriate school official.

(B) Records of progress, attendance, and conduct must be made available to the student at their request and at a time convenient to the school. All schools shall periodically issue grade and progress reports to enrolled students.

(Revised 8/12)