

**2110.0670 STUDENT RECORDS.**

A. All records relating to students must be maintained and up-to-date, in a secure and orderly fashion and must be kept on the school premises. All student records must be legible and available for inspection by a representative of the board during normal business hours of the school or provided to the board at the board's request.

B. The school must maintain complete, accurate, and detailed records of all payments from and financial transactions with students, showing the date, amount, and source of income or disbursement.

C. The school must maintain daily and monthly records of student hours, work progress, examination assessments, and daily clinical experience records for each student enrolled.

D. All student records must be maintained by the school, or a custodian if the school ceases operation, for at least five years from the date of the student's termination or completion of training. In addition, a transcript of the course work of each student must be kept, which must contain the student's name, the date student enrolled, the date of termination of enrollment and the circumstances of termination, the total number of hours completed, and the school owner's or designated school manager's (DSM's) notarized signature verifying the contents of the transcript. When requested by a student or former student, copies of the student records must be provided at the cost of duplication, unless the student has not met school requirements identified in the enrollment contract regarding tuition payments and transcripts.

E. The school must maintain the following reports for each student:

(1) a student registration form containing the student's full legal name, course of training for which enrolled, and start date. The status of the student must be stated as full-time or part-time, day or night classes;

(2) certification of completion of preclinical courses. Documentation signed by the school owner or DSM must indicate that the student has successfully completed the required hours of preclinical work. A student must not be allowed to perform any portion of a service in the school clinic on a client until this certification has been completed;

(3) a progress evaluation report. After a student has completed at least one-third of the total required hours and before one-half of the total required hours, the school must give the student a written progress evaluation assessing the student's progress towards successful fulfillment of the license requirements;

(4) certification of readiness to take the written examination. Documentation signed by the school owner or DSM must indicate that the student has successfully completed 1,350, 500, and 315 hours, for cosmetologist, esthetician, and nail technician respectively, of preclinical and clinical training, and is prepared to take the written state licensing examinations;

(5) documentation signed by the school owner or DSM must indicate that the student has successfully completed the course of training, including documentation of the student's completion of the practical exercises, as required by parts 2110.0510, item D; 2110.0520, item D,

subitem (1); and 2110.0530, item D, subitem (1), or as required by the board-approved curriculum; and documentation of the student's successful completion of the skills certification review, on a form acceptable to the board; and

(6) a certification must be written and maintained by the school if a student withdraws, is suspended, or expelled from the student's course of training. The certification must be signed by the school owner or DSM, and must indicate the last day on which the student was enrolled, the total number of hours the student has successfully completed as of that date, a transcript detailing the nature of those hours, and the reason for the withdrawal, suspension, or revocation. A copy of a student's termination certification and/or completion of course of training certification must be provided to the student within ten days of the termination from or completion of the cosmetology training, unless the student has not met school requirements identified in the enrollment contract regarding tuition payments and transcripts.

**Statutory Authority:** *MS s 45.023; 154.45; 154.47; 154.48; 155A.05; 155A.08; 155A.09; 155A.23; 155A.26; 155A.27; 155A.29; 155A.30; L 2015 c 77 art 2 s 81*

**History:** *11 SR 389; 13 SR 1056; 22 SR 594; L 2005 c 27 s 9; L 2009 c 78 art 6 s 26; L 2013 c 85 art 5 s 49; 41 SR 305; 43 SR 347*

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