



Office for Career and Technical Schools Student Record Requirements

The following information is required for institution student records:

Current Students:

1. Enrollment Agreement
2. Veteran status (if applicable)
3. Payment record
4. Attendance record
5. Courses taken
6. Course objective
 - a. Employment
 - b. Avocational
 - c. Refresher
7. Test scores
8. Health or physical impairment
9. Assign counselor
10. Transcript of student records
11. Redress form
12. Signed code of conduct acknowledgment
13. Disciplinary record (if applicable)
14. Any other document pertinent to student (ex., leave of absence)

If a postsecondary proprietary educational institution ceases operation, the postsecondary proprietary educational institution shall submit the records to the department not later than thirty (30) days after the institution ceases to operate.



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