

**Student File Checklist**

Arizona Administrative Code R4-10-305

A school licensee shall maintain the student’s records at the school where the student is enrolled. The Board may inspect the records at any time the school is open.



1. Do you have a complete and accurate record of the time devoted by each student enrolled in the course of study, including hours devoted to alternative learning and field trips?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2. Do you have a complete and accurate record that shows the basis for certification of the student hours?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3. Do you have a complete and accurate individual student file for each student enrolled containing: <ul style="list-style-type: none"> <li>a. Executed student-school contract;</li> <li>b. Financial aid transcript;</li> <li>c. Proof of being at least 16 years old and two years of high school or its equivalent             <ul style="list-style-type: none"> <li>i. or proof of high school diploma or its equivalent</li> <li>ii. or 18 years of age for a student enrolled in an aesthetics, barbering, cosmetology, hairstyling, or nail technology instructor course</li> </ul> </li> <li>d. Proof of licensed work experience for a student instructor</li> <li>e. A statement signed by a school administrator and the student that provides a list of the supplies contained in the training kit provided to the student; and</li> <li>f. A record of transfer and crossover hours, if applicable</li> </ul>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4. Do you have the complete and accurate academic transcripts, attendance and hour records or time cards?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

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<p>5. Do you have the accurate monthly report, containing the following information: Only for each student enrolled since the prior monthly report:</p> <ul style="list-style-type: none"> <li>a. Name;</li> <li>b. Enrollment date;</li> <li>c. Mailing, physical, and email addresses;</li> <li>d. Telephone number;</li> <li>e. Transfer hours accepted, if applicable;</li> <li>f. Crossover hours accepted, if applicable; and \Birth date.</li> </ul>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p>6. Do you have the discipline in which each student is enrolled?</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p>7. Do you have the name and license number of the instructor in charge of the school and name of the custodian of records?</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p>8. Do you have the name and license number of each instructor employed by the school licensee?</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p>9. Do you have the signature of the instructor who prepares and certifies the report is correct?</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p>10. Do you have the name, scheduled attendance, and Board-issued license number for each student instructor?</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p>11. For each demonstration given, do you have:</p> <ul style="list-style-type: none"> <li>a. the name of the demonstrator;</li> <li>b. name of the observing instructor;</li> <li>c. name of the process or product demonstrated ;</li> <li>d. number of students in attendance;</li> <li>e. name of the course in which the demonstration was given?</li> </ul>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p>12. Do you have the hours received by each student for the prior month, the current month, and total cumulative hours?</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p>13. Do you have the school licensee's certification of the students who meet graduation requirements, including the day, month, and year of graduation?</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p>14. Do you have the notation "transferred," "withdrawn," or "leave of absence" for students who discontinue training, and the day, month, and year training was discontinued?</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No