

Chapter EAB 7

RECORDS

EAB 7.01 Student records.
EAB 7.02 Records retention.

EAB 7.03 Transcripts.
EAB 7.04 Change in status.

EAB 7.01 Student records. A school shall keep records of attendance, progress and grades. A school shall periodically report progress to each student.

History: Cr. Register, October, 1997, No. 502, eff. 12-1-97.

EAB 7.02 Records retention. Each school shall maintain, for a minimum of 6 years from graduation or termination, student records that shall include at least the following:

- (1) A copy of the enrollment agreement and other instruments relating to payment for educational services.
- (2) Student information, including student name; permanent or other address at which the student may be reached; records relating to financial payments and refunds; and, record of attendance.
- (3) Date of completion or termination and the reason(s) thereof.
- (4) Record of any student grievance and subsequent resolution.

History: Cr. Register, October, 1997, No. 502, eff. 12-1-97.

EAB 7.03 Transcripts. Each school shall provide upon request a transcript to the student who has satisfied all financial obligations currently due and payable to the school. The transcript must provide at least the following:

- (1) Name of the student.

- (2) Title of the program, including total number of credit or hours of instruction received and dates of enrollment.

- (3) Grade record for each course, lesson or unit of instruction and the cumulative grade for the program.

- (4) Explanation of the grading system on the transcript.

History: Cr. Register, October, 1997, No. 502, eff. 12-1-97.

EAB 7.04 Change in status. (1) In the event of merger, consolidation, change of ownership, or dissolution of a school, the school owner or designee shall:

- (a) Notify the board at the time the decision is made to merge, consolidate, sell, or close, but at a minimum, seventy-two hours before such action.
- (b) Submit a plan to provide for the retention and disposition of records. If necessary, the board may seize the records and negotiate for assignment of said records to another school or agency.
- (c) Provide a record of the names, addressees and financial records of students currently enrolled whose programs have not been completed.
- (d) Surrender the EAB license.

- (2) In the event it appears that the official records of a school discontinuing its operation are in danger of being destroyed, secreted, mislaid or otherwise made unavailable, the board may seek a court order to take possession of the records.

History: Cr. Register, October, 1997, No. 502, eff. 12-1-97.