

4713-3-06

Training records and student review.

- ~~(A) A school shall maintain a complete training record for each student. At a minimum, a school shall keep a student's withdrawal or transfer form that shows the number of clock hours completed and passed in each major subject area relevant to the branch of cosmetology the student studies.~~
- ~~(B) The records of each student shall be kept for a minimum of five years from the date of enrollment or until such records are transferred to the board, whichever occurs first.~~
- ~~(C) Schools may keep these records at offices located outside the school's training facilities.~~
- ~~(D) Such records shall be available upon request by the board or its authorized agent or pursuant to an inspection or investigation within an hour.~~
- ~~(E) A student may request in writing a review of that student's records.~~
- ~~(1) A school shall make available all records relating to the requesting student's contractual agreements, attendance and progress as follows:
 - ~~(a) For a current student, the school shall produce records within three business days from the date of the request.~~
 - ~~(b) For an individual who is not currently a student, the school shall produce the records within ten days, except for those records a school is no longer required to retain as set forth in this rule.~~~~
 - ~~(2) Financial records stored off-site by a third party provider of financing shall be produced within ten days.~~
 - ~~(3) The school may charge a reasonable fee for providing copies of the records, provided that the fee would not prevent the student's access to the records.~~
 - ~~(4) The review by any student to whom the specific records relate shall occur during regular school office hours.~~
 - ~~(5) A school official may be present during any records reviews in order to ensure the integrity of the record.~~