

4713-5-15

**Treatment of student withdrawing from school.**

For each student that withdraws from a program, a school shall do the following:

- (A) ~~A school shall maintain the records of a student who has discontinued studying at the school for a period of five years or until such records are transferred to the board, whichever occurs first. The records shall show a breakdown of the courses the student completed and passed.~~ Maintain a training record that accurately documents the student's completed coursework, grades, and associated clock or credit hours.
- (B) File a certified training record and board-approved discontinuance form with the board within fourteen days of the student's final date of enrollment in the program.
- ~~(B)~~(C) Should a student, who ~~discontinued studying~~withdrew from the program, decide to return to the same school, the school shall submit a new enrollment ~~stating~~form showing that the student has re-enrolled.
- ~~(C)~~(D) If the student enrolls in a school other than the original school, the student's hours shall be transferred as set forth in rule 4713-5-13 of the Administrative Code.
- ~~(D) Schools shall report the withdrawal of a student within sixty days.~~