

## **791 KAR 1:027. School record keeping requirements.**

RELATES TO: KRS 165A.370(1)

STATUTORY AUTHORITY: KRS 165A.340(7), 165A.370(1)(h), (i), 165A.400

NECESSITY, FUNCTION, AND CONFORMITY: KRS 165A.370(1)(h) and (i) set forth the types of records which shall be maintained by a proprietary school. KRS 165A.340(7) and 165A.400 authorize the commission to promulgate necessary administrative regulations to promote efficiency of operations relating to proprietary schools. This administrative regulation specifies the manner in which documents shall be maintained and submitted to the commission.

Section 1. Minimum Record Keeping Requirements. Each licensed proprietary school shall maintain a separate file for each student, including, at a minimum:

- (1) Student application for admission;
- (2) Enrollment agreement;
- (3) Transcript or other academic record;
- (4) Student account;
- (5) Placement record; and
- (6) Attendance record.

Section 2. Annual Renewal Record Keeping Requirements. (1)(a) Effective with the 2008 annual license renewal, all proprietary schools shall submit electronic copies of all students' transcripts and student accounts of each student who has attended the school since the end of the immediately preceding renewal period.

(b) The electronic copies shall be identified on the Application for License Renewal Resident School (PE-17) or the Application for License Renewal Nonresident School (PE-18), incorporated in 791 KAR 1:025, Section 3, and shall be submitted in conjunction with the annual renewal application and shall be organized alphabetically according to the students' last names.

(c) Acceptable electronic formats shall be Microsoft Office 97 or later versions, tif, pdf, jpg, jpeg, or other generally accepted electronic formats.

(2) If there is a change of ownership or a school closure, electronic copies of all students' transcripts and student accounts shall be submitted to the commission within thirty (30) days of the transfer or closure. (34 Ky.R. 1303; Am. 1715; eff. 2-1-2008; Recodified from 201 KAR 40:027, 6-12-2014.)