

**ARNOLD'S BEAUTY SCHOOL
STUDENT ATTENDANCE REPORTING POLICY AND PROCEDURE**

Policy

Arnold's Beauty School establishes and maintains on a current basis all records necessary to establish its proper administration of the Title IV, HEA programs and its application for any Title IV, HEA program funds, including source documentation of digital daily attendance logs to validate the entry of hours into the clock in/out system. Attendance is used when determining academic payment periods, the timing of subsequent disbursements of Title IV, HEA funds, and to establish the last date of attendance for a student who withdraws or graduates.

In addition, the institution keeps records relating to its administration of the Title IV, HEA programs for three years after the end of the award year for which the aid was awarded and disbursed. For the Federal Direct Student Loan Program (Subsidized, Unsubsidized, and PLUS), the records contain the student or parent borrower's eligibility and participation in these programs for three years after the end of the last award year in which the student last attended the institution.

Beginning in September of the 2014, the institution uses an IPOD app to track the number of clock hours a student successfully completes. All students must clock in and out each day at the front desk using a 4-digit code. Any fraudulent time will be considered null and void, and will be investigated. All records, including daily attendance, field trip hours, etc., are maintained digitally in the school's office, and correctly and timely reported to the governing boards.

Each student is to attend classes regularly and pursue the instruction and practical work diligently. Students must maintain a minimum of 80% of clock hours per week. All practical and theory work missed due to absence must be made up and is the responsibility of the student. All required practical and theory work must be completed prior to graduation. Failure to meet the minimum hour requirement for 3 consecutive weeks may result in a suspension. Subsequent suspensions may result in additional suspension time and/or termination. Habitual absenteeism may result in termination. All absences of 3 or more days without notification will be cause for suspension. A student may be terminated after 10 consecutive unexcused absences.

The Financial Aid Officer oversees attendance reporting and is the State Board Liaison.

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Procedure

- 1) Attendance is initially maintained digitally through an iPod Time Clock application. Students clock in and out with individualized ID codes at the front desk.
- 2) Instructors record manual attendance for theory class by notating "P" for present and "A" for absent. This attendance report only shows attendance in the particular classes that are conducted, not necessarily for the entire school day, due to the fact that some students may be on the clinic floor and/or participating in another activity. Instructors also complete Quarterly Student Attendance and Progress Reports.
- 3) A Transaction Report for the iPod Time Clock Application is created displaying the clock in/clock out times each day. This report is used to create the Weekly and Monthly Hour Reports. Weekly Hour Reports are compiled from the digital data at the beginning of each week and posted for students to see their progress.
- 4) Monthly Hour Reports are compiled from the digital data before the 10th of each month and submitted to the Tennessee State Board of Cosmetology and Barber Examiners.
- 5) All digital reports are maintained digitally indefinitely.