

**BARBER SCHOOL 1
77 CARRIAGE HOUSE DRIVE
SUITE J
JACKSON, TENNESSEE 38305
731-240-1212**

COMPONENTS OF A STUDENT FILE

1. A copy of the fully executed, signed enrollment agreement and any addenda
2. Student payment cards/ledger card
3. Admissions documentation:
 - Pre-enrollment Receipt
 - ATB test information (if applicable)
 - High school transcripts/graduation diploma (if applicable)
 - Government issued ID
 - Social Security card
 - Any state required elements for enrollment (residency, health, etc.)
 - Evidence of all other items required by the school for admissions
4. State Board Program Registration Form (if applicable)
5. Student advising session(s) notes/Counseling referrals
6. Grades/report cards/test scores/Satisfactory Academic Progress Reports
7. Hourly report(s)/Time sheets/Time cards (if applicable)
8. Other student information as applicable, for example:
 - Absence excuses
 - Correspondence to/from student
 - Documentation of phone conversations with students
9. Leave of absence forms (if applicable)
10. Probation notices (if applicable)
11. Evidence of withdrawal (if applicable)
12. Refund calculation (if applicable)
13. Evidence of graduation and graduation requirements