

**SCHOOL NAME:** \_\_\_\_\_

**STUDENT'S PERMANENT TRANSCRIPT CHECKLIST  
FOR A PRIVATE CAREER SCHOOL**

By regulation (COMAR Section 13B.01.01.11A), *The school shall maintain adequate permanent student records which include:*

- (1) *Evidence of compliance with the school's admissions requirements;*
- (2) *Credit granted for previous experience or training;*
- (3) *Dates of admission, start dates, and withdrawal or completion dates;*
- (4) *Reasons for withdrawals when known;*
- (5) *Daily attendance;*
- (6) *Student transcripts indicating achievements; and*
- (7) *Tuition and financial aid records, when applicable.*

Section 13B.01.01.11D requires that: *A school shall maintain accurate and complete records of a student's academic achievement and daily attendance. On a regular basis, which is at least every grading period, the school shall record this information on an approved permanent record form which is maintained in the student's individual file.*

The following revised checklist, approved by the Secretary in 1999, addresses the transcript document only. Please note that the transcript comprises only one document of the student's permanent records. The requirements for the student's permanent records with retention schedule are addressed separately.

To meet minimum standards, all the items listed below must be included on the student's permanent transcript.

1. School's name, street address, and telephone number.
2. Student's name, address, telephone number, and social security number.
3. Name of the program and program length in clock hours, as well as credit hours, if applicable.
4. Credit granted for prior training, if applicable.
  - a. Source of previous training.
  - b. Date of previous training.
  - c. Name of course being credited and clock hours awarded.
5. Program start date.
6. Last date of attendance.
7. Dates of leave of absence, when applicable.

8. Training outcome. Clearly note one of the following and indicate the date.
- a. Withdrew. Include reason for withdrawal when known.
  - b. Completed program but ineligible to graduate. Include reason.
  - c. Graduated. *(If graduated, the record **must** document that **all academic and attendance requirements to graduate have been met**. If applicable, the record must include any required skill proficiencies; i.e., typing speed or CPR certification.)*
9. Academic achievement. The transcript must document the following:
- a. Grades received for each course or subject in the program. *(Note: If the grade on the mid-term or final is a criterion for program completion, this grade must also be recorded. If the program delivery is by modules, grades for the subject matter areas in each module must be recorded.)*
  - b. Dates for each course.
  - c. Cumulative grade point average, if applicable.
  - d. Performance grade on externship, if applicable.
10. Attendance. *(Note: The Maryland regulations require that a student have a minimum attendance rate of 80% of the total program in order to be graduated from the program.)*
- a. Daily attendance record.<sup>1</sup>
  - b. Percentage of the total number of scheduled hours attended (attendance rate).
11. Signature line for school official and date.

Comments:

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<sup>1</sup> The record of daily attendance may be formatted on the reverse side of the academic record or may be recorded on an accompanying page. If the daily attendance record is maintained on a separate page, an attendance summary, posted each evaluation period, may be formatted with the academic achievement transcript.