



Commonwealth of Massachusetts
Division of Professional Licensure
Office of Private Occupational School Education
 1000 Washington Street • Boston • Massachusetts • 02118

TECHNICAL ASSISTANCE HANDOUT: STUDENT FILE CHECKLIST

This sample checklist is provided to assist schools in keeping students' records in an organized and easily retrievable fashion. Please note that while schools may develop their own checklists, the following sample includes documentation that is required by state regulation (603 CMR 3.10) in bold and optional items that are specific to the individual needs of the institution. If you have any questions or need assistance, please contact your school's licensure specialist at DPL.

Name of School: _____ Name of Student: _____

ACADEMIC/ADMISSION	Initial
Application	
Interview Questionnaire	
Evaluation Score Sheet	
Entrance Exam Results	
Proficiency / Transfer Credit(s) Awarded	
High School Diploma / GED Attestation	
Immunization record verification	
Enrollment Agreement Executed by Student and School	
Payment Method (receipt of payments made)	
Photo Release	
School's Placement / Grad Rate	
Dress Code Acknowledgment	
Section 504	
Admissions Acceptance Letter	
Student Data Sheet	
Orientation Outline	
Online Usage	
Drug & Alcohol Disclosure	
College Transfer Credit Registration	
High School Diploma/ GED Documentation/Attestation Disclosure for Placement/Completion Rates	
Progress Reports	
Copy of tests/final exam and student's answer sheets	
Copy of Certificate of Completion	
Student Transcript	