



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

**ELECTRONIC RECORDS WAIVER REQUEST FORM**

Dear School Owner or Director:

A school may be granted a waiver from the Division of Professional Licensure (DPL) from maintaining paper records. In order to obtain a waiver, the school must demonstrate that comparable electronic records are created and stored in a manner to ensure that they are as authentic and genuine and as readily accessible as records not produced by electronic means. To request a waiver, submit this completed document to DPL.

School Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person's Name: \_\_\_\_\_ (print) Title: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

The school is hereby requesting a waiver from DPL for the following types of school records:

- Student Records
- Financial and Accounting Records
- Instructor Records
- Staff Records
- Advertisement Records
- Other: \_\_\_\_\_

**Students' Records**

Name and version of electronic system/program:

Name: \_\_\_\_\_

Version: \_\_\_\_\_

Indicate whether records may be exported to Excel or Access: \_\_\_\_\_

How often backups of data are/will be conducted: \_\_\_\_\_

Where backups of data are stored: \_\_\_\_\_

\_\_\_\_\_

Location of server: \_\_\_\_\_

\_\_\_\_\_



Records for each student to be stored electronically, check all that apply:

- Enrollment contracts, copies of fully executed contracts, including addendums, extensions, or amendments;
- Name of program and status in program, including progress reports;
- Attendance records;
- Documentation of leaves of absence;
- Externship records;
- Transcripts that include a) record of courses completed, and, b) grades;
- Diplomas or certificates of completion;
- Student loan documentation, including any disclosure forms and disbursement schedules;
- Student complaints and school's response to each;
- Records supporting effective date of termination of an enrollment contract;
- Financial information for each student that includes charges, form and dates of payments, and refunds, if any; and,
- Evidence of refunds made to students; and, if applicable, R2T4.

The information contained within this Electronic Records Waiver Request Form is, to the best of my knowledge, true and accurate. This plan contains no misrepresentations or falsehoods.

Misrepresentations or falsehoods shall be sufficient cause for denial, suspension, or revocation of the license.

\_\_\_\_\_  
Signature\*

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

\_\_\_\_\_  
School

\*This document must be signed by the owner, director, or authorized agent.

**To ensure timely delivery, please address all correspondence as follows:**

Massachusetts Division of Professional Licensure  
**Office of Private Occupational School Education**  
1000 Washington Street, Suite 710  
Boston, MA 02118-6100

**For DPL Use Only:**

Acknowledged By: \_\_\_\_\_ Date: \_\_\_\_\_