Paul Mitchell The School Jessup

GRADE AND ATTENDANCE RECORDS

The School maintains all grade and attendance records. These grades are electronically recorded as the exam or worksheets are completed and the attendance is recorded at the end of each day when the time clocks have monitored the student has left for the day. These records are kept electronically via test scores and detailed attendance as well as hard copy (actual tests and evaluations) in each student's enrollment file. Each monitoring point (225 hours, 675 hours, 1050 hours, and 1350 hours for Cosmetology; 150 hours, 450 hours, and 750 hours for Barbering) the student will be given an evaluation form detailing his or her academic and attendance progress. Students must maintain 75% academic (minimum per test) and 90% cumulative attendance rates. Failure to do so could result in a warning. See academic and attendance policies.