

Arkansas Division of Higher Education

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FORM 1330 LICENSED SCHOOL CLOSURE

NAME OF SCHOOL	
ADDRESS (LOCATION)	
ADDRESS (MAILING)	
CONTACT PERSON FOR CLOSING ARRANGEMENTS	
PHONE NUMBER	
E-MAIL ADDRESS	

Are Arkansas students currently enrolled?	
Have arrangements been made for all students to complete their training?	
How many students have not completed?	
Who will provide the training and where will the training be offered for the students to complete?	

STUDENT RECORDS FOR SCHOOLS LOCATED IN ARKANSAS

Arkansas Code Annotated § 6-51-606 (l) requires student records from a closing school located in Arkansas to be submitted to ADHE.

The school will deliver all student academic and financial aid records for the previous three (3) years of the school's operation to ADHE and all student transcripts from the time the school was licensed. The records shall be arranged in alphabetical order and stored in standard record storage boxes clearly marked as to contents. If the school has been using an electronic format for the storage of records, ADHE shall be provided with a legal copy of the software so that records can be reproduced as needed. If a legal copy of the software is not provided, the school shall submit the documents in printed format.

Schools shall submit a list of students in attendance for the previous ninety (90) days with contact information.

Where will the student records for your school be maintained?	
Date student records will be delivered to ADHE	
Format of documents to be delivered	
Official closing date of school	

STATEMENT OF COMPLIANCE

Under penalty of perjury, I declare and affirm that the statements made on this form, including any attached sheets, are true, complete and accurate.

Printed Name of Official		Title	
Signature of Official		Date	