



## Ohio Administrative Code

### Rule 4713-5-15 Treatment of student withdrawing from school.

Effective: February 21, 2019

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For each student that withdraws or is terminated from a program, a school shall do the following:

- (A) Maintain a training record that accurately documents the student's completed coursework, grades, and associated clock or credit hours.
  - (B) File a certified training record and board-approved discontinuance form with the board within fourteen days of the student's final date of enrollment in the program.
  - (C) Should a student, who withdrew from the program, decide to return to the same school, the school shall submit a new enrollment form showing that the student has re-enrolled.
  - (D) If the student enrolls in a school other than the original school, the student's hours shall be transferred as set forth in rule 4713-5-13 of the Administrative Code.
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