

Cisco Junior College
Cosmetology Student Records

All student records are stored and tracked on the computer in the office of the Director of Cosmetology. The program used to document and secure this data is Time Tracker, patented by Gordon Cooper of Austin. The program is authorized and recommended by the Texas Department of Licenses and Regulations, the regulatory agency for cosmetology. All time sheets, student registration forms, statistics, and personal information are stored on the program and are not available to anyone but the Director, Assistant Instructor, and to the State Inspector. All data is backed up and stored on disks and removable USB drives that are stored in a fire proof locked box in the director's office. Records are kept for each student that is currently enrolled, has graduated or dropped.

Any hard copies of monthly records and student files are kept in the director's office in a locked file cabinet and available only to the Director, Assistant Instructor, and State Inspector. Back up disks are stored in the director's office in a locked file cabinet and in a locked, fire proof box.

Student files and monthly records from before January 1, 1997, are stored in archived files in the director's office and in archived files and transcripts in the admissions office.