

Closed School Survey Checklist
Texas Workforce Commission – Career Schools and Colleges

School #: _____ School Name: _____

Current Location Address: _____

E-mail _____

Phone: _____ FAX: _____ Toll Free #: _____

We have received notification that your school is closing or has closed. In order to close out the school records, a Closed School survey visit will be conducted. Please organize the requested documents:

1. Copy of the Master Student Registration List (See [CSC-020, Sample](#)) to include all students enrolled at any time back to the date of the last survey conducted at your school, which was (mm/dd/yyyy) _____.

2. List of all students who graduated, withdrew, or were terminated from the school back at least one year from the last day of classes, or back to the date of the last survey conducted at your school if the last survey was conducted over one year ago. For each of these students, the following records shall be examined to determine no refunds were due, or all have been paid and no liability to students is outstanding:

- ❖ Enrollment agreement or contract (not required for seminar only schools)
- ❖ Complete attendance records (not required for seminars that begin and end in one day)
- ❖ Complete progress records (not required for seminars)
- ❖ Ledger of all charges to the student, and all payments made on the student's behalf
- ❖ Book and supply receipts
- ❖ Refund calculations
- ❖ Verification of completion of refunds in accordance with Texas Administrative Code, Section 807.262.

3. The name and contract information of the person who will maintain student records for a minimum of five years, and student transcripts indefinitely, making them available to students who may request their records or transcripts in the future is:

Name: _____ Title: _____
Address: _____
Phone: _____ E-mail: _____

4. The last date of classes or instruction (mm/dd/yyyy): _____

5. The official date the school closed (mm/dd/yyyy): _____

6. The attached form CSC-506CL Cessation of Operations Affidavit for certified school close-out, which you need to sign, have notarized, and return by mail according to TWC instructions to do so; or it shall be given to the surveyor on the date the Closed School survey visit is conducted, if the required documents have not been returned by mail to TWC and determined satisfactory. _____

7. The Certificate of Approval for the school should be returned by mail according to TWC instructions to do so or given to the surveyor at the visit if the above documents have not been received by TWC by mail and determined satisfactory. The certificate expiration date is (mm/dd/yyyy) _____.

Should you have questions regarding this Closed School survey procedure, or the requirements thereof, please contact your TWC school consultant: _____.

Completed forms, inquiries, or corrections to the individual information contained in this form shall be sent to the TWC Career Schools and Colleges, 101 East 15th Street, Room 226T, Austin, Texas 78778-0001, (512) 936-3100. Individuals may receive and review information that TWC collects about the individual by emailing to open.records@twc.state.tx.us or writing to TWC Open Records, 101 E. 15th St., Rm. 266, Austin, TX 78778-0001.