



A Schedule/Responsibility Acknowledgment

Dear Parents & Students,

We are so excited to have your student participating in Cosmetology, Hair Designer, Esthetics, or Nail Technician at Davis Technical College! We are fast-paced and filled with creativity, so we know your student will enjoy their time with us.

A few things to be aware of: Now that your student is on a college campus, we are bound by the Family Education Rights and Privacy Act of 1974 (FERPA). This means in the eyes of the US Department of Education, your student is an adult and is afforded the same student privacy as regular adult students and we cannot disclose your student's information to you without your student present. There is a form your student can sign in the Student Services department that will open *some* information to you, but the best way to help your student be successful is to encourage them act on their own behalf as they would be expected to do at any college campus.

Student's Responsibilities:

- Reach out to faculty when they need assistance and at appropriate intervals in the program
- Get advice on the profession and school protocols from instructors, not from other students
- Check progress and grades regularly to ensure correct recording
- Know what they owe for course fees and how much kits will cost

Parents' Responsibilities:

- Be your student's biggest cheerleader, but let them grow! This will be a fun but challenging time for them, please know that we have a student-centric, developmental team with only one agenda: To help your student become the best they can be in their chosen career field. A few suggestions:
 - Help them by jointly creating a list of questions you both want answers on (Where am I at on assignments? What are my options to solve your concerns? Etc.) **However, let them ask the questions to faculty, financial aid, or student services, themselves.**
 - Encourage them to make an appointment with Student Services or with their Faculty Advisor if they are feeling stressed or unsure so they can find out their resources and get solutions before their troubles get overwhelming.
 - Encourage them! School is hard sometimes, but so worth it in the long run!
- Occasionally serve as a model for services. 😊

Additional Student Responsibilities & Parent Notifications:

- Recognize you will have a limited amount of absences (less than 10) for your entire school year. This includes any high school activities, sports, extra-curricular assignments, trips, sickness (unless catastrophic), accidents, part-time or full-time work, etc.

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- Be aware that fall, Christmas and spring breaks at your high school or with your family may be different than Davis Tech.
- The only holidays or breaks that will be recognized will be designated on the Davis Tech calendar.
- Keep in mind there will be NO excused absences, all work and time must be made up. We are required to document training time to meet Utah DOPL standards, so students will qualify for licensure if they pass required tests.
- Assignments are due on specific dates and not all assignment or tests have makeup options. Please read your syllabus/class schedule carefully and follow-up with instructors on questions, plan on staying up to date. Time management is critical to be successful in the beauty industry.
- Final grades are a combination of attendance, tests, assignments, and mannequin/model work. Passing must be at 80% or better. Courses once failed need to be repeated.

We are excited to have your student here and look forward to seeing their progress!

We acknowledge that we have read this document and will be held accountable to the items listed if accepted into the program.

Student Name

Parent Signature

Date