MONTHLY REPORT MANDATORY REQUIREMENTS

LIST OF ALL MANDITORY PAPERWORK NEEDED WITH MONTHLY REPORTSEFFECTIVE IMMEDIATELY

FIRST AND FOREMOST, ONLY USE FULL LEGAL NAMES – NO NICKNAMES OR SHORTENED NAMES SHOULD BE USED

1. MONTHLY REPORTS FOR CURRENT MONTH AND ANY YOU MAY BE BEHIND ON; **ALL MONTHLY REPORTS ARE DUE TO STATE OFFICE BY THE 10TH OF EACH MONTH, BUT, NO LATER THAN THE 15TH!**

2. ALL REQUIRED LINES FOR SIGNATURES AND DATES MUST BE FILLED IN COMPLETELY BY STUDENT AND INSTRUCTOR, OR ALL OF THAT RECEIVED PAPERWORK WILL BE RETURNED AND NOT COUNTED IN THE STATE BOARD OFFICE UNTIL CORRECTED; **INSTRUCTORS CAN NOT SIGN STUDENTS NAME OR WRITE STUDENT UNAVAILABLE;**

3. A LIST OF ALL ACTIVE STUDENTS FOR THE MONTH BROKEN DOWN BY DAY AND NIGHT CLASSES;

4. HOURS OF OPERATION FOR DAY CLASSES, (if you haven't sent it already). IT MUST SHOW NAME, ADDRESS, PHONE NUMBER (LETTERHEAD WITH SCHOOL INFORMATION);

5. HOURS OF OPERATION FOR NIGHT CLASSES;

6. EACH STUDENT WHO IS ENROLLED IN DAY & NIGHT CLASS, THEIR HOURS ARE TO BE ON SEPARATE MONTHLY REPORTS BUT SHOWING AT TOP OF PAGE: DAY CLASS OR NIGHT CLASS AND MAKE SURE YOU BRING FORWARD THE CORRECT NUMBER OF HOURS;

7. LIST OF STUDENTS WHO WERE TURNED IN FOR EXAMS, IF APPLICABLE TO YOU;

8. **ALL STDENT FILES MUST BE IN COMPLIANCE BEFORE A PERMIT OR EXAM DATE IS GIVEN! THIS INCLUDES THE FOLLOWING:**
   - **HIGH SCHOOL DIPLOMA OR GED CERTIFICATE**
   - **QUANTITY 2 – 2" X 2" PASSPORT SIZE PHOTOS**
   - **SCHOOL ENROLLMENT FORM**
   - **COPY OF SOCIAL SECURITY CARD**
   - **COPY OF DRIVER'S LICENSE**
   - **MONTHLY HOURS COMPLETED AND SIGNED BY BOTH STUDENT AND INSTRUCTOR/OWNER**
   - **EXAM APPLICATION & REQUEST FOR PERMIT**
   - **CHECK OR MONEY ORDER MADE OUT TO MS BARBER BOARD.**

9. **ALL** TESTING IS ON A **FIRST COME, FIRST SERVE BASIS**

10. **IF A STUDENT IS A NO SHOW FOR THEIR ORIGINAL EXAM DATE, WITH NO EXCUSE OR FAIL THE EXAM, THEY MUST REAPPLY BY THE NEXT TWO (2) EXAM DATES OR THEY MUST RETURN TO SCHOOL FOR 375 REFRESHER COURSE HOURS!**

If you have any questions, please call 601.359.1015.