**Section 1065.40 Enhanced Skills Driving School Student Instruction Record**

a) All ESDS licensed by the Department shall maintain a permanent record of instruction given to each student in accordance with IVC Section 6-1008. The record shall include the name of the student, the student's driver's license number, all fees paid to the school by the student, the type and date of instruction given and the name of the instructors who provided the instruction. If records of the driver training school are kept electronically, a hard copy must be retained for inspection purposes. All permanent student instruction records must be kept on file in the established place of business of each ESDS for a period of three calendar years after the student has ceased taking instruction at or with the school.

b) Each ESDS shall furnish the student a duplicate of his or her instruction record when the student completes all of the courses contracted for or otherwise ceases taking instruction at or with the school.

c) The branch office must maintain a copy of the student's instruction record and any other student records required by the Department for a minimum period of six months before transferring the records to the established place of business where they shall be retained as provided in subsection (a).