

From: barber-schools-bounces@lists.ncmail.net on behalf of [Seavers, Dennis](#)
To: [barber-schools](#)
Subject: [Barber-schools] Entering hours online for a single student
Date: Thursday, February 1, 2024 1:27:12 PM
Attachments: [ATT00001.txt](#)

Dear schools,

Thank you all for your efforts to move to our new online student hours reporting system. I also appreciate your patience as we worked through some of the minor issues that come with a new system. I wanted to bring one common issue to your attention.

If you have a student who graduates, you have two options to submit their final month's hours:

- Our preference is that you log in, enter their hours (after making sure that the month/year displayed is correct), and then log out. **IMPORTANT:** please make sure you use the Save & Logout button below the sentence "Need to finish later?" You SHOULD NOT go to the confirmation page and submit the report. Some schools have submitted the report rather than using the Save & Logout button. Doing that moves the date ahead by one month, so the next time the school logs in, the month and year are wrong. The only time you should click the attestation, enter the manager signature, and submit the report is after all students' hours have been entered for the month.
- You can submit a [PDF final report](#) and email or fax it to us using the contact information on the form. Please note that you can only do this for the final month's hours; all other hours for students must be submitted online.

Also, a reminder: we encourage you to contact us by email at barbers@nc.gov. Although it's fine to contact someone in the office directly, that person may be out of the office. Everyone in our office has access to the barbers@nc.gov email address, so staff absences won't normally cause a delay in responding to your request if you use that email address.

Thank you!

Dennis

Dennis Seavers
Executive Director
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