

1-G: DROP/ADD RECORD

****REQUIRED****

District		School Year	
Building		Count Day	October
			February

I certify that this is a true and accurate report of the Drop/Add Record.

Authorized Representative Signature	Title	Date
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This form must be maintained for Audit and Retention.

INSTRUCTIONS: Fill in all fields that have been highlighted yellow. The Effective Date is the pupils first day of school; Last Name (Legal Name); First Name (Legal Name); Student's present Grade Level; Place an "X" in the Transfer In or Transferred Out box; When Transfer in Which District did the student come from; If student is Transferring Out, which District is Receiving the student.(Print for the auditor one week prior & four weeks after Count Day).

Enrollment-Exit Date	Last Name	First Name	Grade Level	Transfer In	Transfer Out	District-School Sending	District-School Receiving

Enrollment- Exit Date	Last Name	First Name	Grade Level	Transfer In	Transfer Out	District-School Sending	District-School Receiving