**Transfer List**

This transfer list must be submitted three (3) days prior to the event. It is the responsibility of the coach/advisor/teacher/department chairperson to complete, with student names and I.D. numbers; obtain administrative approval; e-mail list to all teachers or distribute the transfer list to all faculty. A copy of the transfer list with appropriate approvals must be given to the attendance office.

Please excuse the following students from \_\_\_\_\_\_\_ to/and \_\_\_\_\_\_\_ period classes at \_\_\_\_\_\_\_ to \_\_\_\_\_\_\_ on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. These students will be attending\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Person requesting Administrative approval

Stu ID’s Name Stu ID’s Name

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