

COURSE NAME AND COURSE CODE						INSTRUCTOR NAME				
DATE COURSE BEGAN						DATE COURSE ENDED		CO-INSTRUCTOR NAME		
COMPONENTS						STUDENT NAME	MAILING ADDRESS	PHONE	EMAIL ADDRESS	COMMENTS
ENROLLED						FIRST	STREET	()		
GRADE						LAST	CITY, ST, ZIP	-		
ENROLLED						FIRST	STREET	()		
GRADE						LAST	CITY, ST, ZIP	-		
ENROLLED						FIRST	STREET	()		
GRADE						LAST	CITY, ST, ZIP	-		
ENROLLED						FIRST	STREET	()		
GRADE						LAST	CITY, ST, ZIP	-		
ENROLLED						FIRST	STREET	()		
GRADE						LAST	CITY, ST, ZIP	-		
ENROLLED						FIRST	STREET	()		
GRADE						LAST	CITY, ST, ZIP	-		
ENROLLED						FIRST	STREET	()		
GRADE						LAST	CITY, ST, ZIP	-		
ENROLLED						FIRST	STREET	()		
GRADE						LAST	CITY, ST, ZIP	-		
ENROLLED						FIRST	STREET	()		
GRADE						LAST	CITY, ST, ZIP	-		
ENROLLED						FIRST	STREET	()		
GRADE						LAST	CITY, ST, ZIP	-		
ENROLLED						FIRST	STREET	()		
GRADE						LAST	CITY, ST, ZIP	-		
ENROLLED						FIRST	STREET	()		
GRADE						LAST	CITY, ST, ZIP	-		
						TOTAL ENROLLED (Add each column)		Use the Course Record Entry system at www.redcross.org/courserecords for faster processing, or send by email to support@redcrosstraining.org .		
						TOTAL PASSED (Add each column)				

LEGEND FOR RECORDING ENROLLMENTS AND GRADES:

ENROLLED – Y for Yes; N for No
 GRADE – S for Successful; U for Unsuccessful; N for Not Evaluated
 No Shows - Grade = NE (Comments Box = No Show)

Other Guidelines:

Enter information in ALL CAPITAL LETTERS. For Full Sevice DO NOT close in SABA nor call TSC
Communty Course: For Tranfers and Walk-In Students enter only 1 participant per Addendum.