

CLASS REPORT

TO THE INSTRUCTOR

Please complete a **separate** class report for each class and **promptly** send it and the record cards to: Membership Records, 1001 W. Walnut, Independence, MO 64050 or to your Field School Coordinator. Both this report and the record cards are essential for processing.

PLEASE NOTE — An incomplete class report will be returned, resulting in unnecessary delays. Please be sure all information is recorded.

PLEASE PRINT

Person completing report _____

Address _____

Daytime phone number _____

E-mail address if available _____

COURSE INFORMATION

Course Number _____ Course Name _____

Where was the course conducted? address or congregation name

Date started _____ Date ended _____ Date of report _____

INSTRUCTOR INFORMATION

Names of all instructors involved with this class. If an instructor desires credit, be sure to complete a record card and enter their name on the student roster on the reverse.

Authorized Status

If obtaining credit while teaching, **NO ADDITIONAL FEE** is required. Indicate name of person who gave approval to teach this course.

Enter student information on reverse side.

Student Roster

PLEASE PRINT (full legal name) Names of all students attending any part of class. first middle last	Member or Friend	Attendance 1 2 3 4 5	<i>Instructor Use Only</i> Credit Yes No
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INSTRUCTORS — Mark each class session a student attends.
 Mark YES in the credit box if student has attended **at least 80 percent** of the class.
 The number of YES credits should correspond with the record cards.