

Eastside Dance Company
Class Add/Drop/Transfer Form

Date: _____ Name of person taking message: _____

Student: _____ Phone #: _____

ADD

Style: _____ Day: _____ Time: _____ Studio: _____

Reason: _____

DROP

Style: _____ Day: _____ Time: _____ Studio: _____

Reason: _____

TRANSFER

From: Style: _____ Day: _____ Time: _____ Studio: _____

To: Style: _____ Day: _____ Time: _____ Studio: _____

Reason: _____

FOR OFFICE USE ONLY:

- | | |
|------------------------------------|---|
| _____ Changed in Computer System | _____ Tuition Change (<i>applies to all but Transfer</i>) |
| _____ Change in Roster | _____ Change on Registration Form |
| _____ Change in Attendance Book(s) | _____ Change in Costume Measurement Book |

Date: _____

All add / transfers must be approved by Ms. Julia

APPROVED: DENIED:

