

Coral Gables Adult Education Center
Computer Update Card

Instructor: _____ Reference: _____

Today's Date: _____

<i>Date of action to be taken</i>	<i>Student ID or A Number</i>	<i>Student Name</i>	<i>ABS</i>	<i>NS</i>	<i>REA</i>	<i>REE</i>	<i>TR</i>

Please indicate reason, if known. Reason codes for withdrawal on back.

*** The date of withdrawal for an absence (not n/s) is now the calendars date after the last day present in class***

- | | |
|---------------------------------|----------------|
| Box 1 (withdraw due to absence) | ABS - Absent |
| Box 2 (withdraw no-show) | NS – No Show |
| Box 3 (reason) | REA- Reason |
| Box 4 (re-enter) | REE – Re-Enter |
| Box 5 (transfer) | TR- Transfer |

CARD TO BE SUBMITTED ONLY WHEN STUDENTS ARE ADDED OR DELETED

FOR ALL QUESTIONS PLEASE SEE SUPERVISOR OR REGISTRAR